

Board of Education Regular Meeting Agenda

DATE: Thursday, July 9, 2020
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

[Zoom Link](#)

- I. CALL TO ORDER AT 5:00 PM**
- II. ADOPTION AND APPROVAL OF THE AGENDA**
Approval of the agenda for July 9, 2020 (2 min.)

Action taken/comments:

Motion _____ Second _____ Vote: SS: _____ GA: _____ PL: _____ JK: _____

AK: _____

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Emergency Powers Utilized by the Superintendent Pursuant to Resolution 200316-1 (1 min.)**
- B. (p. 1) Gravenstein Principal (5 min.)**
- C. (p. 2) Hillcrest Principal (5 min.)**
- D. Gravenstein Union Teachers' Association (5 min.)**
- E. District Site Council (0 min.)**
- F. (p. 3) Gravenstein Parent Association, GPA (5 min.)**
 - 1. June 16, 2020 Agenda**
 - 2. May 26, 2020 Minutes**
 - 3. Financials Through June 30, 2020**
 - 4. 20/21 Planning and Board Member Roles**
- G. Trustee Reports (5 min.)**
- H. Climate Committee (0 min.)**
- I. Master Plan Committee (5 min.)**

[Current Master Plan](#)

- 1. Update on work with Counterpoint and Quattrocchi Kwok Architects (QKA)**

- J. (p. 19) Facilities Report (5 min.)
- K. (p. 20) CBO Report (5 min.)
- L. Superintendent Report/District Correspondence (10 min.)
 - 1. Questions from June Board Meetings
 - 2. (p. 21) State Controller's Office Audit Certification

IV. **PUBLIC COMMENT** (15 min.)

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

V. **CONSENT AGENDA** (2 min.)

ACTION ITEM

- A. (p. 23) Warrants
- B. (p. 28) Payroll
- C. (p. 29) Minutes from the Regular Board Meetings of June 11, 2020 and June 18, 2020
- D. (p. 45) Memorandum of Understanding with the West Sonoma County Unified High School District for Credentialed School Nurse Services for the 2020/2021 School Year
- F. (p. 48) Memorandum of Understanding with the Sonoma County Office of Education for Inclusion in the Sonoma County Consortium for English Learner Program Services for the 2020/2021 School Year
- G. (p. 52) Contract Agreement for Vended Meal Services with the City of Santa Rosa High School District for the 2020/2021 School Year
- H. (p. 58) Williams Quarterly Report
- I. (p. 62) Contract Agreement for Architectural Services related to the Master Plan Update and Classroom Temperature Mitigation Projects with Quattrocchi Kwok Architects (QKA)
- J. (p. 91) Memorandum of Understanding with the Sonoma County Superintendent of Schools for GUSD Participation in the North Coast Teacher Induction Program for the 2020/2021 School Year

Action taken/comments:

Motion _____ Second _____ Vote: SS: _____ GA: _____ PL: _____ JK: _____

AK: _____

VI. **GENERAL ACTION ITEMS**

- A. (p. 96) GUSD Reopening Plan for the 2020/2021 School Years (30 min.)

Situation: If Sonoma County is in either Stage 3 or Stage 4 of the reopening process moving to the conclusion of the current Shelter In Place Order from the Sonoma County Department of Health Services, GUSD will be able to return to in-person

instruction for our students. However, in order to provide a safe learning environment for our students and staff, there are many new mandates, regulations, guidelines, and recommendations that will require significant modifications to the GUSD instructional model. In order to meet the needs of our students, continue to provide a first class educational experience, and to maintain our enrollment levels, a Reopening Committee has been gathering information and answers to a multitude of critical questions, and has drafted a plan for reopening GUSD schools.

Plan: To review the current draft of the Reopening Committee's plan.

Recommended motion: For the Board to approve the plan.

Action taken/comments

Motion _____ Second _____ Vote: SS: _____ GA: _____ PL: _____ JK: _____

AK: _____

B. GUSD Actions to Support Distance Learning and Other Related Essential Services (5 min.)

Situation: With the constant changes in guidelines and mandates related to the suspension of in-person instruction due to the Coronavirus for GUSD students, this item is a placeholder in the event that any action items arise between the time this agenda is posted and the time of the meeting, as well as serving as a potential action item that arises based on Board discussion during the meeting.

Plan: For the Board to consider any new action item based on new or additional mandates as well as any action item put forth by the Board during the meeting.

Recommended motion: None at this time.

Action taken/comments

Motion _____ Second _____ Vote: SS: _____ GA: _____ PL: _____ JK: _____

AK: _____

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

- 1.0 Student Discipline**
- 2.0 Pending litigation**
- 3.0 Administrator Performance Updates**
 - a) Review Superintendent Performance Evaluation**
- 4.0 Conference with Negotiations team:
GUTA negotiations update**

IX. RECONVENE TO OPEN SESSION

X. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION
(2 min.)

Action taken/comments

Motion _____ Second _____ Vote: SS: _____ GA: _____ PL: _____ JK: _____

AK: _____

XI. FUTURE BOARD MEETINGS

- A. August 13, 2020 at 5pm**
- B. September 10, 2020 at 5pm**
- C. October 8, 2020 at 5pm**

XII. ADJOURNMENT

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



GUSD June Board Report

Enrollment- as of 7/6/2020

	6th	7th	8th	Total
2019/2020	113	81	86	281
2020/2021	97	117	82	296
Current Waitlist	3	12	1	16

Grade Level / Department / Student Reports:

September- 6th Grade trip to Alliance Redwoods

October- Yearbook Class Updates

November- Leadership Class Updates

December - Hillcrest Band Program

January- NONE

February- Spring Musical / Maker Lab

March- Athletics / PE- postponed

April- Canceled

May- Canceled

Field Trips / Events- April 2020:

None

Student Engagement during Distance Learning- April 2020

6th- 96%

7th- 86%

8th- 92%



Gravenstein Elementary School Principal's Report-July 2020

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
Enrolled for 2020-2021	20*	80*	76	78	77	77	82	490
End-of Year 2019-2020	18	73	80	76	79	81	86	493

**TK/K Numbers: We have a student who is K age-appropriate (by 3 days) but the parent is requesting TK. As long as there is space and the teacher feels it is the correct placement, the student will be enrolled in TK. Currently, this student is counted in enrollment numbers for both grades.*

Recognition Due to:

- All of the staff members who are participating in the Reopening Committee and working to develop successful plans for fall instruction.
- Brian for continuing to stay on top of all the hygiene concerns. His early ordering of supplies has helped GUSD create a reassuring amount of supplies. (More set for delivery)



Ongoing Planning (and adjusting for COVID-19) for:

- Reopening of School in Fall
- Kindergarten Kick-Off
- Possibility of DL Summer School to "jump start" the school year for selected students
- Professional Development opportunities for Gravenstein Staff by Staff Experts
- Updating Technology Needs (replacing Toshiba Chromebooks with Lenovo 300e)



GPA Meeting Agenda

June 16, 2020 6:00 pm Online Zoom Meeting

Mission and Vision Statement:

GPA is the non-profit foundation dedicated to supporting and enhancing the ENRICH! Program. GPA does this by providing volunteers, direction and funding for these programs in cooperation with the GUSD school board, administration, teachers and staff.

A. Welcome- Introductions

1. Questions and collect preferred method of communication from board members

B. Public Comment on Non-Agenda Matters

C. Election of Board Members Officers 2020-21

1. President
2. Vice President
3. Secretary
4. Treasurer

D. Finance Subcommittee

1. Budget Update/Financial report review
2. Resolution to change signatories on the account. Remove Amy Gloeckner and add two board members. The treasurer and one other.

E. Fundraising Subcommittee

1. GPA storage at Hillcrest needs some attention. GPA member please coordinate with Lisa Benz at lbenz@grav.k12.ca.us to coordinate.

F. Communications Subcommittee

F. Secretary's Report

1. 4/28/20 board minutes approved via email on 6/5/20. Approval of May 26, 2020 minutes.
2. Next meeting (Third Tuesday of the month)
 - a. July 21 at 6pm via Zoom meeting.

G. Principal's Reports

H. Superintendent's Report



GPA Meeting Minutes

May 26, 2020 6:00 pm Online Zoom Meeting

Mission and Vision Statement:

GPA is the non-profit foundation dedicated to supporting and enhancing the ENRICH! Program. GPA does this by providing volunteers, direction and funding for these programs in cooperation with the GUSD school board, administration, teachers and staff.

Meeting called to order at 6:06 PM

Present:

Amy Gloekner (Vice President)
Ben Kaun (Treasurer)
Katie Pahlow (Secretary)
Erin Hillmer
Beth Dawson
Sarah Tendall
Mike Bollinger
Bill Nolan

Not Present:

Megan Kaun (President)
Christine Connolly

Faculty President:

Dave Rose (Superintendent)
Will Deeths (Hillcrest Principal)
Keri Pugno (Gravenstein Principal)

Guests Present:

Maggie Zavala
Tiffany Melville
Crystal Kehoe
Allison Herman
Jeri McNeill
Vanessa Nordstrom
Ana Horta
Ivonne and Fernando Borjon

A. Welcome- Introductions

1. Door prize: Attendees were asked to participate in a drawing for a door prize, attendees commented in the chat with a number between 1 and 100, the number chose was 46, Sarah Tendall and Erin Hillmer both won.

2. Overview and questions - Each Board member introduced themselves to the public as to who they were and what their role has been on the board, with an emphasis on our main goal; which is to build community support, support within our parents on the board and our students, as well as how we can raise the money and how we utilize the money raised to support our Enrichment program.

B. Public Comment on Non-Agenda Matters

None at this time

C. GUSD Reopening Committee Update

Per Superintendent Dave Rose and GPA Treasurer Ben Kaun -

Mr. Rose: While we would love to say there is a plan in place for the return of the next school year, we do not have those answers as of yet. We've got about 80 different questions put to the State, and we are getting impatient for answers, we would like to expect those answers to come by mid June as to what is next from the CDC and Governments. There is just too much of a wide array of the possibilities. We have put together a committee of approximately 15 people, from all walks of our community (I.E. teachers, staff, board members from GUSD and GPA, etc) We are surveying staff and parents to what went well, what needs improvement, and the impact/changes it could/would have for the start of the new school year. We are planning for a better and safer year with better hygiene in the classrooms, training for teachers to have for students, and we need to have that information on hand for parents to know and understand. Our attendance in the school is tied to our fiscal support provided by the state, so we will hope with this added committee we will be committed to help gain the financial support we need for the district.

Mr. Kaun: Along with Steve Schwartz, President of GUSD, we have implemented another committee which focuses directly with financials. There is a reserve that was put into place by the district that could help with the support of Enrichments for all for up to 5 years; but there will be discussions regarding near term and medium term options to deploy for the program, and how conservative the District Board should be in regards to releasing those funds. Ben would serve on the committee board to help provide the support and insight from the GPA campaign, and would love to solicit the help and input from our board to help in their discussions.

C. Election of Board Members for 2020-21

1. Poll question for nominations to the GPA board for 2020-21 school year. Amy has explained the process of voting and what we are looking for in regards to having a full board present, and the time needed for this to work. Board members have expressed to all guests that the enrichment programs can't function without the board. Being on the board is a great way to better understand your school and their programs, provide service for the students and how much fun it can be. The commitment of time is however much you would like to donate. We need a board of 7 - 13 people to be official.

2. Ballot and vote. Amy Gloekner has released a digital link to sign yourself up to be nominated to the new board. Names were provided, and the official ballot of 15 "Yes" were accounted for. Those nominated to the board for the 2020/2021 School year are:

Sarah Tendall, Elizabeth Dawson, Ben Kaun, Mike Bollinger, Ana Horta, Maggie Zavala, Erin Hillmer, Tiffany Melville, Christine Connolly and Allison Herman.

Welcome to the board!

D. Finance Subcommittee

1. Budget Update/Financial report review - Ben Kaun (Treasurer) will have these updated lists provided via email at a later date - The overall is, the financials we were expecting to see at the start of the school year are actually ahead on net income versus what was anticipated. Donations have dropped 10%-20% from our high point this year, and they will cease 6/1/2020 for this years pledges. We do have a strong reserve and are looking well headed into the next school year, even with more possible drops for the following school year due to any new financial hardships.
2. Note approval of \$600 for graduation signs to Hillcrest per email on 5/5/20
3. Protocol for pledges expiring 6/1, they will be cancelling for our new year pledge drive
4. Prepare invoice for GUSD for the repayment of Enrichment Teachers for the month of April and May 2020.

E. Fundraising Subcommittee

F. Communications Subcommittee

F. Secretary's Report

1. Approval April 2020 minutes - As the minutes were provided late, and email will be sent out to receive approval at a later date.
2. Next meeting (Third Tuesday of the month)
 - a. June 16 at 6pm via Zoom meeting.

G. Principal's Reports

Will Deeths would like to extend a thank you to the board for the support of purchasing the graduation signs. Hillcrest provided signs for all households of Hillcrest Graduates and created a Graduation video. The expense was a bit higher than initially expected and school council had only approved to pay for half, so we thank you.

Keri Pugno - The teachers have all been doing a great job at cleaning their classrooms and getting ready for families to pick up their students things and report cards and yearbooks.

Some wonderful decorations have been put up to thank the teachers for all their hard work at distance learning.

Amy Gloekner would like to add Paul Hobbs donated 20 cases of wine to the GUSD, which are currently housed in Amy's office until we know what to do with them. We were asked to have it benefit the school in some way, and it was a gesture to show how much we appreciate what we are providing at the school.

H. Superintendent's Report

Dave Rose - In terms of security our board WILL fund the enrichments for five years, the question that remains as to how many minutes students will be on campus and how that will impact continuing education and how much we can offer, but we are planning on providing enrichments for students, we just don't know how many actual instructional minutes we will have available as of yet.

Amy Gloekner moves to adjourn the meeting, Erin Hillmer seconds the motion, all approved

Meeting adjourned 7:36 PM

Gravenstein Parent Association
Balance Sheet
As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Exchange Bank Checking	212,794.83
Exchange Bank Savings	257,015.35
Paypal	497.69
Venmo	209.00
Total Checking/Savings	<u>470,516.87</u>
Other Current Assets	
Prepaid expenses	1,246.00
Total Other Current Assets	<u>1,246.00</u>
Total Current Assets	<u>471,762.87</u>
TOTAL ASSETS	<u>471,762.87</u>
LIABILITIES & EQUITY	
Equity	
GSF Reserve Transfer	95,504.87
32000 - Retained Earnings	252,959.32
Net Income	123,298.68
Total Equity	<u>471,762.87</u>
TOTAL LIABILITIES & EQUITY	<u>471,762.87</u>

**Gravenstein Parent Association
Profit & Loss Actual vs. Budget**

07/01/20

Accrual Basis

June 2020

	Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Parent Donations	8,018.00	6,000.00	2,018.00	133.6%
Special Fundraising Inc				
AmazonSmile	0.00	50.00	-50.00	0.0%
Book Fair	0.00	0.00	0.00	0.0%
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.0%
Box Tops	0.00	20.00	-20.00	0.0%
Color Run	0.00	0.00	0.00	0.0%
Escrip	5.61	48.00	-42.39	11.7%
Jog a Thon	0.00	0.00	0.00	0.0%
Movie Night	0.00	0.00	0.00	0.0%
Pancake Breakfast	0.00	0.00	0.00	0.0%
Parking Space Raffle	0.00	0.00	0.00	0.0%
Read-a-Thon	0.00	0.00	0.00	0.0%
See's Candy	0.00	0.00	0.00	0.0%
Skate Night	0.00	0.00	0.00	0.0%
Spirit Wear	0.00	191.00	-191.00	0.0%
Total Special Fundraising Inc	5.61	309.00	-303.39	1.8%
Corporate Matching	0.00	233.30	-233.30	0.0%
Interest income	32.04	84.00	-51.96	38.1%
Other Donations	0.00	333.30	-333.30	0.0%
Total Income	8,055.65	6,959.60	1,096.05	115.7%
Gross Profit	8,055.65	6,959.60	1,096.05	115.7%
Expense				
General & Admin Expense				
Bank Fees	475.46	20.00	455.46	2,377.3%
Bookkeeping	0.00	2,000.00	-2,000.00	0.0%
General Liability	1,004.00	170.00	834.00	590.6%
Lawyers Fees	0.00	20.00	-20.00	0.0%
Merchant Fees	0.00	125.00	-125.00	0.0%
Misc. Expense	49.25	41.00	8.25	120.1%
Newsletter	0.00	41.00	-41.00	0.0%
Office Supplies	0.00	84.00	-84.00	0.0%
Postage	0.00	16.00	-16.00	0.0%
Printing	0.00	125.00	-125.00	0.0%
Taxes	0.00	425.00	-425.00	0.0%
Website	0.00	84.00	-84.00	0.0%
Total General & Admin Expense	1,528.71	3,151.00	-1,622.29	48.5%
Independent Contractors				
Art	0.00	0.00	0.00	0.0%
Athletics	0.00	0.00	0.00	0.0%
Chorus	0.00	0.00	0.00	0.0%
Drama	0.00	0.00	0.00	0.0%
Science	0.00	0.00	0.00	0.0%
Independent Contractors - Other	0.00	0.00	0.00	0.0%
Total Independent Contractors	0.00	0.00	0.00	0.0%
School Support Expenses				
8th Grade Dinner	0.00	416.00	-416.00	0.0%
Kinder Kick Off Event	0.00	20.00	-20.00	0.0%
Staff Appreciation Luncheon	0.00	625.00	-625.00	0.0%
Staff Water Delivery-Alhambra	0.00	250.00	-250.00	0.0%
Teacher Mini Grants-\$500 Max	0.00	416.00	-416.00	0.0%
Teacher Support \$350@48 Teacher	0.00	1,400.00	-1,400.00	0.0%
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.0%
Total School Support Expenses	0.00	3,127.00	-3,127.00	0.0%
Special Fundraising				
Book Fair Expense	0.00	0.00	0.00	0.0%
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.0%
Color Run Expense	0.00	0.00	0.00	0.0%
Jog-a-Thon Expense	0.00	0.00	0.00	0.0%

**Gravenstein Parent Association
 Profit & Loss Actual vs. Budget
 June 2020**

	<u>Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Misc Promotional	0.00	0.00	0.00	0.0%
Movie Night Expense	0.00	0.00	0.00	0.0%
Pancake Breakfast Expense	0.00	0.00	0.00	0.0%
Read a Thon Expense	0.00	0.00	0.00	0.0%
See's Candy Expense	0.00	0.00	0.00	0.0%
Skate Night Expense	0.00	0.00	0.00	0.0%
Spirit Wear Expense	0.00	202.16	-202.16	0.0%
Total Special Fundraising	0.00	202.16	-202.16	0.0%
Total Expense	1,528.71	6,480.16	-4,951.45	23.6%
Net Ordinary Income	6,528.94	479.44	6,047.50	1,361.4%
Net Income	6,528.94	479.44	6,047.50	1,361.4%

Gravenstein Parent Association
P & L Actual vs. Budget YTD
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Parent Donations	224,980.92	208,537.00	16,443.92
Special Fundraising Inc			
AmazonSmile	305.43	600.00	-294.57
Book Fair	0.00	5,621.00	-5,621.00
Boots, Beer and Bubbly Event	0.00	13,600.00	-13,600.00
Box Tops	39.90	250.00	-210.10
Color Run	0.00	8,700.00	-8,700.00
Escrip	1,423.98	585.00	838.98
Jog a Thon	52,644.25	43,924.00	8,720.25
Movie Night	837.15	319.00	518.15
Pancake Breakfast	6,145.00	6,200.00	-55.00
Parking Space Raffle	0.00	750.00	-750.00
Read-a-Thon	13,744.00	13,172.00	572.00
See's Candy	25,820.06	14,000.00	11,820.06
Skate Night	2,221.00	400.00	1,821.00
Spirit Wear	1,190.00	2,336.00	-1,146.00
Total Special Fundraising Inc	104,370.77	110,457.00	-6,086.23
Corporate Matching	2,040.00	2,800.00	-760.00
Interest income	177.71	1,000.00	-822.29
Other Donations	1,500.00	4,000.00	-2,500.00
Total Income	333,069.40	326,794.00	6,275.40
Gross Profit	333,069.40	326,794.00	6,275.40
Expense			
General & Admin Expense			
Bank Fees	7,775.47	250.00	7,525.47
Bookkeeping	15,615.26	24,000.00	-8,384.74
General Liability	3,276.00	2,050.00	1,226.00
Lawyers Fees	0.00	250.00	-250.00
Merchant Fees	0.00	1,500.00	-1,500.00
Misc. Expense	49.25	500.00	-450.75
Newsletter	0.00	500.00	-500.00
Office Supplies	700.96	1,000.00	-299.04
Postage	109.00	200.00	-91.00
Printing	570.96	1,500.00	-929.04
Tax Return Preparation	810.00		
Taxes	3,675.00	5,100.00	-1,425.00
Website	155.88	1,000.00	-844.12
Total General & Admin Expense	32,737.78	37,850.00	-5,112.22
Independent Contractors			
Art	24,140.00	24,480.00	-340.00
Athletics	32,300.00	28,500.00	3,800.00
Chorus	30,200.00	30,000.00	200.00
Drama	13,880.00	10,000.00	3,880.00
Science	41,000.00	43,200.00	-2,200.00
Independent Contractors - Other	0.00	0.00	0.00
Total Independent Contractors	141,520.00	136,180.00	5,340.00
School Support Expenses			
8th Grade Dinner	600.00	5,000.00	-4,400.00
Kinder Kick Off Event	0.00	250.00	-250.00
Staff Appreciation Luncheon	0.00	7,500.00	-7,500.00
Staff Water Delivery-Alhambra	1,464.59	3,000.00	-1,535.41
Teacher Mini Grants-\$500 Max	4,063.90	5,000.00	-936.10
Teacher Support \$350@48 Teacher	0.00	16,800.00	-16,800.00
Teacher/Staff Appreciation Week	0.00	7,500.00	-7,500.00
Total School Support Expenses	6,128.49	45,050.00	-38,921.51
Special Fundraising			
Book Fair Expense	0.00	5,523.00	-5,523.00
Boots, Beer and Bubbly Expense	3,905.00	8,600.00	-4,695.00
Color Run Expense	0.00	960.00	-960.00

Gravenstein Parent Association
P & L Actual vs. Budget YTD
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget
Jog-a-Thon Expense	5,664.79	3,480.00	2,184.79
Misc Promotional	78.48	65.00	13.48
Movie Night Expense	400.00	747.00	-347.00
Pancake Breakfast Expense	852.72	1,244.00	-391.28
Read a Thon Expense	0.00	91.00	-91.00
See's Candy Expense	18,448.85	6,600.00	11,848.85
Skate Night Expense	34.61	100.00	-65.39
Spirit Wear Expense	0.00	2,426.00	-2,426.00
Total Special Fundraising	29,384.45	29,836.00	-451.55
Total Expense	209,770.72	248,916.00	-39,145.28
Net Ordinary Income	123,298.68	77,878.00	45,420.68
Net Income	123,298.68	77,878.00	45,420.68

Gravenstein Parent Association Profit & Loss Budget Performance June 2020

	Jun 20	Budget	\$ Over Budget	Jul '19 - Jun 20	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Parent Donations	8,019.00	6,000.00	2,016.00	224,980.92	208,537.00	16,443.92	208,537.00
Special Fundraising Inc							
AmazonSmile	0.00	50.00	-50.00	305.43	600.00	-294.57	600.00
Book Fair	0.00	0.00	0.00	0.00	5,621.00	-5,621.00	5,621.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	13,600.00	-13,600.00	13,600.00
Box Tops	0.00	20.00	-20.00	39.90	250.00	-210.10	250.00
Color Run	0.00	0.00	0.00	0.00	8,700.00	-8,700.00	8,700.00
Escrip	5.61	48.00	-42.39	1,423.98	585.00	838.98	585.00
Jog a Thon	0.00	0.00	0.00	52,644.25	43,924.00	8,720.25	43,924.00
Movie Night	0.00	0.00	0.00	837.15	319.00	518.15	319.00
Pancake Breakfast	0.00	0.00	0.00	6,145.00	6,200.00	-55.00	6,200.00
Parking Space Raffle	0.00	0.00	0.00	0.00	750.00	-750.00	750.00
Read-a-Thon	0.00	0.00	0.00	13,744.00	13,172.00	572.00	13,172.00
See's Candy	0.00	0.00	0.00	25,820.06	14,000.00	11,820.06	14,000.00
Skate Night	0.00	0.00	0.00	2,221.00	400.00	1,821.00	400.00
Spirit Wear	0.00	191.00	-191.00	1,190.00	2,336.00	-1,146.00	2,336.00
Total Special Fundraising Inc	5.61	309.00	-303.39	104,370.77	110,457.00	-6,086.23	110,457.00
Corporate Matching	0.00	233.30	-233.30	2,040.00	2,800.00	-760.00	2,800.00
Interest Income	32.04	84.00	-51.96	177.71	1,000.00	-822.29	1,000.00
Other Donations	0.00	333.30	-333.30	1,500.00	4,000.00	-2,500.00	4,000.00
Total Income	8,055.65	6,959.60	1,096.05	333,069.40	326,794.00	6,275.40	326,794.00
Gross Profit	8,055.65	6,959.60	1,096.05	333,069.40	326,794.00	6,275.40	326,794.00
Expense							
General & Admin Expense							
Bank Fees	475.46	20.00	455.46	7,775.47	250.00	7,525.47	250.00
Bookkeeping	0.00	2,000.00	-2,000.00	15,615.26	24,000.00	-8,384.74	24,000.00
General Liability	1,004.00	170.00	834.00	3,276.00	2,050.00	1,226.00	2,050.00
Lawyers Fees	0.00	20.00	-20.00	0.00	250.00	-250.00	250.00
Merchant Fees	0.00	125.00	-125.00	0.00	1,500.00	-1,500.00	1,500.00
Misc. Expense	49.25	41.00	8.25	49.25	500.00	-450.75	500.00
Newsletter	0.00	41.00	-41.00	0.00	500.00	-500.00	500.00
Office Supplies	0.00	84.00	-84.00	700.96	1,000.00	-299.04	1,000.00
Postage	0.00	16.00	-16.00	109.00	200.00	-91.00	200.00
Printing	0.00	125.00	-125.00	570.96	1,500.00	-929.04	1,500.00
Tax Return Preparation	0.00	0.00	0.00	810.00	0.00	810.00	0.00
Taxes	0.00	425.00	-425.00	3,675.00	5,100.00	-1,425.00	5,100.00
Website	0.00	84.00	-84.00	155.88	1,000.00	-844.12	1,000.00
Total General & Admin Expense	1,528.71	3,151.00	-1,622.29	32,737.78	37,850.00	-5,112.22	37,850.00
Independent Contractors							
Art	0.00	0.00	0.00	24,140.00	24,480.00	-340.00	24,480.00
Athletics	0.00	0.00	0.00	32,300.00	28,500.00	3,800.00	28,500.00
Chorus	0.00	0.00	0.00	30,200.00	30,000.00	200.00	30,000.00
Drama	0.00	0.00	0.00	13,880.00	13,000.00	880.00	10,000.00
Science	0.00	0.00	0.00	41,000.00	43,200.00	-2,200.00	43,200.00
Independent Contractors - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Independent Contractors	0.00	0.00	0.00	141,520.00	136,180.00	5,340.00	136,180.00
School Support Expenses							
8th Grade Dinner	0.00	416.00	-416.00	600.00	5,000.00	-4,400.00	5,000.00
Kinder Kick Off Event	0.00	20.00	-20.00	0.00	250.00	-250.00	250.00
Staff Appreciation Luncheon	0.00	625.00	-625.00	0.00	7,500.00	-7,500.00	7,500.00

**Gravenstein Parent Association
Profit & Loss Budget Performance
June 2020**

	<u>Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '19 - Jun 20</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Staff Water Delivery-Alhambra	0.00	250.00	-250.00	1,464.59	3,000.00	-1,535.41	3,000.00
Teacher Mini Grants-\$500 Max	0.00	416.00	-416.00	4,063.90	5,000.00	-936.10	5,000.00
Teacher Support \$350@48 Teacher	0.00	1,400.00	-1,400.00	0.00	16,800.00	-16,800.00	16,800.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.00	7,500.00	-7,500.00	7,500.00
Total School Support Expenses	0.00	3,127.00	-3,127.00	6,128.49	45,050.00	-38,921.51	45,050.00
Special Fundraising							
Book Fair Expense	0.00	0.00	0.00	0.00	5,523.00	-5,523.00	5,523.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	3,905.00	8,600.00	-4,695.00	8,600.00
Color Run Expense	0.00	0.00	0.00	0.00	960.00	-960.00	960.00
Jog-a-Thon Expense	0.00	0.00	0.00	5,664.79	3,480.00	2,184.79	3,480.00
Misc Promotional	0.00	0.00	0.00	78.48	65.00	13.48	65.00
Movie Night Expense	0.00	0.00	0.00	400.00	747.00	-347.00	747.00
Pancake Breakfast Expense	0.00	0.00	0.00	852.72	1,244.00	-391.28	1,244.00
Read a Thon Expense	0.00	0.00	0.00	0.00	91.00	-91.00	91.00
See's Candy Expense	0.00	0.00	0.00	18,448.85	6,600.00	11,848.85	6,600.00
Skate Night Expense	0.00	0.00	0.00	34.61	100.00	-65.39	100.00
Spirit Wear Expense	0.00	202.16	-202.16	0.00	2,426.00	-2,426.00	2,426.00
Total Special Fundraising	0.00	202.16	-202.16	29,384.45	29,836.00	-451.55	29,836.00
Total Expense	1,528.71	6,480.16	-4,951.45	209,770.72	248,916.00	-39,145.28	249,916.00
Net Ordinary Income	6,526.94	479.44	6,047.50	123,298.68	77,878.00	45,420.68	77,878.00
Net Income	6,526.94	479.44	6,047.50	123,298.68	77,878.00	45,420.68	77,878.00

GPA Planning for 2020-21

Daily/Weekly/Monthly:

Check email and respond accordingly

Check mail and deposit checks as needed

Communication to the school community

- Monday Messages
- Monthly Newsletter

Communication to the school board, provide monthly financial updates

Maintain website and Facebook page

Prepare monthly agendas

Run monthly meetings

Take meeting notes and distribute for approval at the next meeting

Legal/Financial:

A yearly election for new board members

File Taxes

File appropriate permits: raffle, alcohol, movie, etc.

Fill out and file insurance paperwork

Maintain non-profit status

Pay all bills

Prepare and get approval for a budget each year

Work and communicate with the bookkeeper

- to provide financial updates at each meeting
- to maintain a list of pledge forms and donations
- to provide tax letters to families that donate each year

Create independent contractors contracts- in google drive

Work with GUSD administration for the schedule of contractors and timesheets

Collect timesheets every month and process paychecks with the bookkeeper

Have 2 board members responsible for signing checks whenever GPA needs to pay a bill or reimbursement

Fundraising:

Work with Hillcrest staff to organize storage at Hillcrest

Work with Gravenstein staff to organize storage at Gravenstein

Manage donations for fundraisers

Manage Pledge forms, pledge drives at Gravenstein and Hillcrest

Maintain volunteer list

Skate Night

Read-a-Thon

Book Fair?

Jog-a Thon

Color Run?

Movie Night?

Business Sponsors

- reach out to the community for sponsorships. (Form in google drive)
- maintain a list for the newsletter, jog-a-thon shirts, and advertising at events.

Pancake Breakfast

Boots and Bourbon?

See's Candy

Spirit Wear

Box Tops

Passive fundraisers: escrip, amazon smile, etc.

Parking Space Raffle

School Support:

Teacher Mini-Grants

Teacher Classroom Support \$350 per teacher

Kinder Kick-Off Event

Staff Appreciation Luncheon

Teacher/Staff Appreciation Week

Alhambra water delivery to each campus

8th grade dinner

Board Position Responsibilities According to Bylaws

DUTIES OF PRESIDENT

The president shall be the chief executive officer of the corporation and shall, subject to the control of the board of directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the articles of incorporation of this corporation, or by these bylaws, or which may be prescribed from time to time by the board of directors. Unless another person is specifically appointed as chairperson of the board of directors, he or she shall preside at all meetings of the board of directors. If applicable, the president shall preside at all meetings of the members. Except as otherwise expressly provided by law, by the articles of incorporation, or by these bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the board of directors.

DUTIES OF VICE PRESIDENT

In the absence of the president, or in the event of his or her inability or refusal to act, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions on, the president. The vice president shall have other powers and perform such other duties as may be prescribed by law, by the articles of incorporation, or by these bylaws, or as may be prescribed by the board of directors.

DUTIES OF SECRETARY

The secretary shall:

Certify and keep at the principal office of the corporation or at such other place as the board may determine the original, or a copy of these bylaws as amended or otherwise altered to date. Maintain the minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof. Approved minutes shall be posted to the website of the corporation.

See that all notices are duly given in accordance with the provisions of these bylaws or as required by law.

Keep at the principal office of the corporation or at such other place as the board may determine, a membership book containing the name and address of each and any current member. A current Gravenstein District school directory may be kept in lieu of a membership book. Hereinafter this will be referred to as the "membership information".

Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefore, the bylaws, the membership information, and the minutes of the proceedings of the directors of the corporation. In general, perform all duties incident to the office of secretary and such other duties as may be required by law, by the articles of incorporation of this corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors.

DUTIES OF TREASURER

Subject to the provisions of these bylaws relating to the "Execution of Instruments, Deposits, and Funds," the treasurer shall perform all duties incident to the office of treasurer and such other duties as may be required by law, by the articles of incorporation of the corporation, or by these bylaws, or which may be assigned to him or her from time to time by the board of directors. Specific responsibilities include:

Have charge and custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the board of directors.

Receive, and give receipt for, monies due and payable to the corporation from any source whatsoever.

Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the board of directors, taking proper vouchers for such disbursements.

Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.

Render to the president and directors, whenever requested, an account of any or all of his or her transactions as treasurer and of the financial condition of the corporation.

Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

Gravenstein Union School District
Facilities Report
July 2020
Prepared by Brian Sposato

Covid Update: The district has ordered and has started receiving supplies that will help in further maintaining clean schools. Items include new touchless paper towel dispensers, disinfectant chemicals, and sanitizer. We have been working on cleaning classrooms for the upcoming school year and mocking up classrooms to reflect the six foot social distancing requirement currently in place. We have been working with the reopening committee to discuss the ever changing landscape of the covid situation. We have had open dialogue about concerns and discussions about different approaches of how to safely reopen to students in the fall. Again the challenge is that we have to be adaptable depending on what the mandates dictate, but we feel we have been able to look at the situation from many perspectives, that has helped us formulate plans and goals and get the right tools in place.

Architect Selection: The Facilities committee got to interview four fabulous firms for master planning and upcoming projects that will include the Hillcrest Heat Mitigation Project. All were very qualified and have great school construction experience. After much discussion, we have selected QKA architects out of Santa Rosa. We have worked with them in the past on our 2007 modernization project as well as the Hillcrest Gym that was built in 2000. We look forward to working with them again as they bring fresh perspectives that will work well with aligning the district's educational goals and learning environment. Once they are under contract we will be able to have them start work on the design for the re-roof and other improvements to make the classrooms more comfortable at Hillcrest on hot days.

CBO Report for the July 9, 2020 Board Meeting

- 1) Attendance Accounting - P-Annual reporting is complete, approved and submitted to SCOE. SCOE has reviewed it and will be sending it to CDE on the 15th of July.
- 2) Modernization Funding - Ongoing Major Maintenance Resolution and Plan have been submitted to Jack Schreder and Associates for review. They gave the thumbs up and let us know that we need to review and update the Ongoing Major Maintenance Plan annually and we are on track to receive the approved modernization grant.
- 3) CDE has approved the J-13 waivers for all sites.
- 4) The District has been certified for 2020-21 CARES Act Funding. The District preliminary allocation is \$33,565. (not yet budgeted for 2020-21)
- 5) The CNIPS application to participate in the National School Lunch Program has been submitted to CDE.
- 6) FEMA grants require registration with SAM.gov and this has been completed. I am set up as the designated contact person for the District.
- 7) Future projects:
 - a. GASB 75
 - b. J-90
 - c. CARS
 - d. BLS Reporting
 - e. EDD Reporting
 - f. Special Ed Personnel Data Report
 - g. CPRI Matrix for Hazard Mitigation
 - h. Prop 39 Annual Reporting
 - i. Audit
 - j. Food Service – COVID-19 Disaster Relief Application
 - k. 2019-20 Closing
 - l. HR next year set up for Leaves & Positions



BETTY T. YEE

California State Controller

June 9, 2020

Gravenstein Union Elementary
3840 Twig Avenue
Sebastopol, CA 95472

Re: Certification Letter – Fiscal Year 2018-19 Gravenstein Union Elementary

The State Controller's Office (SCO) has completed its desk review of the referenced entity's annual audit report for the fiscal year ended June 30, 2019. As a result of the review, the SCO certifies that the audit report conforms to the reporting standards contained in the audit guide, *2018-19 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, Section 19810. Also, the SCO determined that the report generally meets the requirements of Title 2, *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F—Audit Requirements (Uniform Guidance).

The SCO's certification authorizes the auditee to release the portion of the audit fee withheld under the provisions of California Education Code Section 14505. The SCO has notified the auditee that the audit report was certified.

If you have any questions regarding this letter or any other local education agency (LEA) audit issue, please contact a member of my LEA staff by telephone at (916) 324-6442 or by email at leaaudits@sco.ca.gov.

Sincerely,

Joel James, Chief
Financial Audits Bureau
Division of Audits



BETTY T. YEE

California State Controller

June 9, 2020

Stephen Roatch Accountancy Corp.
Post Office Box 2196
Folsom, CA 95763-2196

Re: Certification Letter – Fiscal Year 2018-19 Gravenstein Union Elementary

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If you have any questions regarding this letter or any other local education agency (LEA) audit issue, please contact a member of my LEA staff by telephone at (916) 324-6442 or by email at leaaudits@sco.ca.gov.

Sincerely,

Joel James, Chief
Financial Audits Bureau
Division of Audits

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5874
SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 (916) 324-8907
LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754-7619 (323) 981-6802

Checks Dated 06/01/2020 through 06/30/2020

Board Meeting Date July 9, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1787963	06/04/2020	Jose Ojeda	03-8699	Refund of Cancelled FT		420.00
1787964	06/04/2020	Lynn Rhodes	03-8699	Refund- Cancelled Field Trips 3rd		100.00
1787965	06/04/2020	Lynn Rhodes	03-8699	Refund- Cancelled Field Trips 5th		415.00
1787966	06/04/2020	Phae Palm	03-8699	Refund -Cancelled Field Trip 5th		180.00
1787967	06/04/2020	Sposato, Brian H	01-4380	Reimb.Tractor Battery	3.50	
			03-4380	Reimb.Tractor Battery	42.05	
			04-4380	Reimb.Tractor Battery	24.53	
			04-4390	Reimb. Grad Supplies	10.42	80.50
1787968	06/04/2020	Dellosa, Michelle N	01-4310	Reimb. Class Project		169.82
1787969	06/04/2020	Sully, Petria	03-4310	Reimb. Class Project		108.79
1787970	06/04/2020	Benz, Lisa	04-4390	Reimb. Cords for Grad		717.27
1787971	06/04/2020	Deeths, William H	04-4390	Reimb. for Grad Yard Signs		482.37
1787972	06/04/2020	Rose, David P	01-4400	Reimb. Thermometer	7.79	
			03-4400	Reimb. Thermometer	89.61	97.40
1787973	06/04/2020	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2019-20	1.38	
			03-5520	Light Poles at Grav Elem 2019-20	15.86	17.24
1787974	06/04/2020	Presence Learning, Inc.	01-5830	Flat Rate SLP Services Contract March - May	1,181.25	
			03-5830	Flat Rate SLP Services Contract March - May	14,175.00	
			04-5830	Flat Rate SLP Services Contract March - May	8,268.75	23,625.00
1787975	06/04/2020	Sonoma County Office Of Ed.	01-5862	Fingerprinting for parent volunteers for 2019-20	2.10	
			03-5862	Fingerprinting for parent volunteers for 2019-20	25.20	
				Fingerprinting for staff 2019-20	28.00	
			04-5862	Fingerprinting for parent volunteers for 2019-20	14.70	70.00
1787976	06/04/2020	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2019-20		2,059.20
1787977	06/04/2020	Wittenberg, Rachel R	04-4310	Reimb. Class Supplies		81.78
1787978	06/04/2020	Office Depot	01-4350	District Office Supplies- Open PO for 2019-20	26.65	
			03-4350	District Office Supplies- Open PO for 2019-20	319.88	
			04-4350	District Office Supplies- Open PO for 2019-20	101.51	448.04
1787979	06/04/2020	Pacific Gas & Electric	01-5520	Electric and Gas for 2019-20 Gravenstein	30.90	
			03-5520	Electric and Gas for 2019-20 Gravenstein	355.36	

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

ESCAPE ONLINE

Checks Dated 06/01/2020 through 06/30/2020

Board Meeting Date July 9, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1787979	06/04/2020	Pacific Gas & Electric	04-5520	Electric and Gas for 2019-20 @ Hillcrest	483.92	870.18
1787980	06/04/2020	Roberts Mechanical & Elec. Inc	01-5830	Backflow Testing- Gravenstein	10.00	
			03-5830	Backflow Testing- Gravenstein	115.00	
			04-5830	Repair HVAC -Hillcrest	2,986.83	3,111.83
1787981	06/04/2020	SyTech Solutions	01-5830	Document Management Services 2019-20	12.52	
			03-5830	Document Management Services 2019-20	150.30	
			04-5830	Document Management Services 2019-20	87.68	250.50
1789058	06/11/2020	U.S. Bank Corporate Payment	01-5200	Superintendent Conference	1.00	
			03-5200	Superintendent Conference	12.00	
			04-4310	Student Council end of year gifts	74.77	
			04-4350	HMS Yearbooks for Board/School	136.40	
			04-4400	Maker Lab Supplies	31.61	
			04-5200	Superintendent Conference	7.00	262.78
1789059	06/11/2020	Jennifer Oryn	13-8699	Refund- Lunch Acct		15.30
1789060	06/11/2020	Benz, Lisa	04-4390	Reimb. Grad Awards		497.95
1789061	06/11/2020	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2019-20	12.58	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2019-20	150.01	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2019-20	74.77	
				Hillcrest AT&T CALNET 3 Charges 2019-20	60.18	297.54
1789062	06/11/2020	CALPERS Payment Processing/FRAS	01-5830	Social Security Administration - Annual Fee		500.00
1789063	06/11/2020	Fitness Finders, Inc.	03-4310	Supplies for 4th Grade PE Unit	50.32	
				Unpaid Tax	3.07-	47.25
1789064	06/11/2020	Greenacre Homes, Inc	01-5100	2019-20 ISA	86.37	
			01-5810	2019-20 ISA	4,859.16	4,945.53
1789065	06/11/2020	K S Telecom Inc.	04-5830	Hillcrest Middle LAN Infrastructure Upgrades		39,120.00
1789066	06/11/2020	Lattice Educational Services	01-5100	Special Ed Services	2,224.16	
			01-5810	Special Ed Services	2,264.88	4,489.04
1789067	06/11/2020	Recology Sonoma Marin	01-5560	Recology-Gravenstein	893.18	
			04-5560	Recology-Hillcrest	628.68	1,521.86
1789068	06/11/2020	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2019-20	35.29	
			03-5631	Copier Lease for Schools and DO for 2019-20	423.36	

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 2 of 5

Checks Dated 06/01/2020 through 06/30/2020

Board Meeting Date July 9, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1789068	06/11/2020	U.S. Bank Equipment Finance	04-5631	Copier Lease for Schools and DO for 2019-20	246.98	705.63
1790152	06/18/2020	Deborah Alcazar	12-8689	Refund BTB Daycare		12.50
1790153	06/18/2020	Louise Forrest	12-8689	Refund BTB		75.00
1790154	06/18/2020	Summer Penn	12-8689	Refund -BTB Daycare		90.00
1790155	06/18/2020	Crandall, Sara K	03-8699	Refund-Cancelled Camp Caz Trip		405.00
1790156	06/18/2020	Grimm, Alexis	03-4310	Reimb. Teacher Supplies		33.78
1790157	06/18/2020	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	11.52	
			03-5830	Water testing for Gravenstein	132.48	
			04-5830	Water testing for Hillcrest	109.00	253.00
1790158	06/18/2020	Counterpoint Construction Services, Inc.	40-6200	Facilities Project Management Services		1,775.00
1790159	06/18/2020	Office Depot	01-4400	Binding Machine- Gravenstein		
			03-4310	Class Supplies- Martinez		129.88
1790160	06/18/2020	Pitney Bowes Global Financial	04-5600	Postage Machine Lease Rental 2019-20		159.75
1790161	06/18/2020	Redwood Pediatric Therapy Asso	03-5811	OT/PT Svcs for Student WS		131.52
1790162	06/18/2020	School and College Legal	01-5200	New Title IX Regulations 2020-21- Workshop	2.25	
			03-5200	New Title IX Regulations 2020-21- Workshop	27.00	
			04-5200	New Title IX Regulations 2020-21- Workshop	15.75	45.00
1790163	06/18/2020	Sonoma Media Investments, LLC	40-5823	Ad for Architect Request for Proposals		504.00
1790164	06/18/2020	West Sonoma County Union High	01-5100	MOU btwn WSCC & Grav 2019-20 for TM	4,119.02	
			01-5806	MOU btwn WSCC & Grav 2019-20 for TM	6,435.98	
			01-5830	MOU for Nurse Services for 2019-20 School Year	398.88	
			03-5830	MOU for Nurse Services for 2019-20 School Year	4,786.49	
			04-5830	MOU for Nurse Services for 2019-20 School Year	2,792.13	18,532.50
1791139	06/25/2020	Stephen Roatch Accountancy	01-5821	2019-2020 Audit Contract	305.00	
			03-5821	2019-2020 Audit Contract	3,660.00	
			04-5821	2019-2020 Audit Contract	2,135.00	6,100.00
1791140	06/25/2020	Jesse Brown	12-8689	Refund -BTB 2019-20		200.00
1791141	06/25/2020	AT&T Mobility	01-5840	Wireless Service - year 1	28.64	
			03-5840	Wireless Service - year 1	343.73	
			04-5840	Wireless Service - year 1	200.51	572.88
1791142	06/25/2020	Business Card	01-4362	Dist. Fuel	2.99	

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 3 of 5

Checks Dated 06/01/2020 through 06/30/2020

Board Meeting Date July 9, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1791142	06/25/2020	Business Card	01-4380	Grav Maint.	15.16	
			01-5869	Fees/Adjusted Fees and Finance chg Zullyly Adj.	40.75- 8.61-	
			03-4362	Dist. Maint Grav. Maint	35.91 174.33	
			03-4400	Replacement Phone	89.93	
1791143	06/25/2020	Greenacre Homes, Inc	04-4362	Dist. Fuel	20.95	289.91
			01-5100	2019-20 ISA	1,061.13	
			01-5810	2019-20 ISA	133.13-	928.00
1791144	06/25/2020	Horizon	04-4380	Irrigation Repair Parts for Hillcrest		215.83
1791145	06/25/2020	Jack Schreder & Associates, In c.	40-5830	May 2020 - School Facilities Program		907.50
1791146	06/25/2020	K S Telecom Inc.	04-5830	Hillcrest Middle LAN Infrastructure Upgrades		4,800.00
1791147	06/25/2020	MCI Comm Service	12-5911	Daycare Phone Line for 2019-20		13.58
1791148	06/25/2020	Ray Morgan Company	01-5633	Copier Contract Charges 2019-20		31.91
1791149	06/25/2020	School and College Legal	01-5200	Workshop-"Brown Act, Ethics and Conflicts"	2.75	
			03-5200	Workshop-"Brown Act, Ethics and Conflicts"	27.00	
			04-5200	Workshop-"Brown Act, Ethics and Conflicts"	15.25	45.00
1791150	06/25/2020	Stewart Signs	04-6200	Electronic Marquee		14,151.16
1791151	06/25/2020	SyTech Solutions	01-5830	Document Management Services 2019-20	13.33	
			03-5830	Document Management Services 2019-20	159.90	
			04-5830	Document Management Services 2019-20	93.27	266.50
1791152	06/25/2020	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2019-20	45.77	
			03-5530	Gravenstein Elem Water Service for 2019-20	526.34	
			04-5530	Hillcrest Water Service for 2019-20	481.08	1,053.19
Total Number of Checks					57	137,430.19

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	30	26,673.57
03	Gravenstein Elementary Charte	31	27,839.03
04	Hillcrest Middle Charter	29	79,327.78
12	Child Development Fund	5	391.08
13	Cafeteria Fund	1	15.30
40	Special Reserve-capital Proj	3	3,186.50

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

Checks Dated 06/01/2020 through 06/30/2020

Board Meeting Date July 9, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
		Total Number of Checks	57		137,433.26	
		Less Unpaid Tax Liability			3.07	
		Net (Check Amount)			137,430.19	

27

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

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Gravenstein Union School District
June Payroll Report

July 9, 2020 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 498,274.00
Supplemental: \$ 4,252.22

Classified Salary & Benefits

Regular: \$ 161,357.61
Supplemental: \$ 4,565.18

Total Salary & Benefits

\$ 668,449.01

Board of Education

Regular Meeting Minutes

DATE: Thursday, June 11, 2020
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

Zoom link

I. CALL TO ORDER AT 5:00 PM

Meeting called to order at 5:07pm.
All members present on Zoom except Jennifer Koelemeijer

II. ADOPTION AND APPROVAL OF THE AGENDA **Approval of the agenda for June 11, 2020 (2 min.)**

Action taken/comments:

Motion to Approve the Agenda
GA moves to approve
SS 2nds
Passes 4-0

Motion: GA Second: SS Vote: SS: aye GA: aye PL: aye
JK: n/a AK: aye

III. REPORTS, AND ORAL COMMUNICATIONS

A. Emergency Powers Utilized by the Superintendent Pursuant to Resolution 200316-1 (1 min.)

Emergency powers not used during this time period.

B. (p. 1) Gravenstein Principal (10 min.)

Report included in the packet

KP wants to report that our last week of school was amazing. We had incredible turnout from everyone. We were able to create a schedule so that students could come pick up all of their personal items and return school equipment. We had classified staff on hand to help make sure there was social distancing.

Wants to express how happy she is with the 5th grade team and their work in producing the 5th grade promotion ceremony.

C. (p. 3) Hillcrest Principal (10 min.)

WD piggybacking on what Keri said about last week of school. They set up three days for the kids to pick up their things. 90% of the students showed up with their parents. It was a chance for teachers to say goodbye to their students. The biggest day was Friday when all the 8th graders came through. They set up a stage for the students to stand up to get their diploma. As the students drove in, the team played "Pomp and Circumstance". Later in the evening they put out a graduation video. Shout out to Jeff Goodwin who took all the songs, videos, speeches and put it together. Has received many compliments on how the 8th grade ceremony went.

Board raised questions about whether the lottery system was being used to deal with the waitlist. WD noted it wasn't used at this point. DR noted they would review the process and make sure everything was done accordingly. Questions were raised about the maximum number of students we could handle at Hillcrest. WD noted the limit would be around 300.

D. Gravenstein Union Teachers' Association (5 min.)

GUTA's report was emailed to everyone. Huge shout out to all GUTA members participating in the reopening committee. Teachers raised concerns about the lack of information and direction related to reopening being provided to the teachers. Teachers are concerned that not enough information or direction will come in time for them to prepare for next year. DR will look to address the concerns with teachers and the reopening committee.

E. District Site Council (0 min.)

No report at this time.

F. (p. 5) Gravenstein Parent Association, GPA (5 min.)

Reports included in the packet: AG spoke for GPA. Treasurer report was included and they felt they are doing well but donations did fall off during the pandemic and recurring payments have stopped as of 6/1/2020 (as was noted on the pledge forms).

New Board members are being voted on in the next month and they have several people interested in joining the GPA Board.

- 1. April 28, 2020 Minutes**
- 2. Financials Through April 30, 2020**
- 3. May 26, 2020 Agenda**

G. Trustee Reports (5 min.)

GA does not have anything to report. Understands everyone's need to have more information. Noted while attending budget phone calls that there is a lack finalized information being provided to the schools as well.

SS we did have a reserve committee meeting.

H. Climate Committee (0 min.)

DR a local individual has contacted the school regarding a composting plant planned to open near the school. DR and WD are doing research.

I. Master Plan Committee (5 min.)

Counterpoint has put out an RFQ looking for an architect. We currently have 7 applicants. We will be doing interviews soon and will have a recommendation for the board soon. This is part of the process to allow the school possible access state and federal money. There are no current projects scheduled with the exception of the Classroom Temperature Mitigation work that needs to be done.

Current Master Plan

1. Update on work with Counterpoint

J. (p. 16) Facilities Report (5 min.)

BS's written report is in the board packet. Brain and his team continue to work on Covid 19 issues and planning for next school year.

Parent raised community concerns about when parents will hear about specific plans or mandates for our opening. What are we waiting for to set those guidelines? DR there will be some definitive guidelines handed down to us and are currently working on plans at the committee level.

K. CBO Report (5 min.)

Will report during budget discussion.

L. Superintendent Report/District Correspondence (10 min.)

1. Questions from May Board Meeting

We have a survey out to staff that will be closing tomorrow and after that we will have more information for the Board.

2. (p. 17) Coronavirus Update/Reopening Committee

DR spoke a little about the 5 sub-committees that are working on the reopening of the school. They are doing research and coming up with ideas. They are already making plans like taking all the extra furniture out of the classrooms and storing them in storage containers on campus. A parent survey will be coming out later in the month. We are awaiting additional guidelines from the State prior to releasing it. Committees are made up of Administration, Teachers, Board members, and a GPA representative.

IV. PUBLIC COMMENT (15 min.)

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

SS wanted to make sure that we are reaching out to our Spanish speaking parents related to the survey. KP mentioned the survey will also be released in Spanish and there is staff assigned to help those parents.

GA speaking on behalf of BT who was sick. Full public comments document can be read by reaching out to administration.

I expect the school my child attends to make a commitment to our BIYOC (Black Indigenous Youth of Color) community. I am asking this evening that the board begin drafting a resolution that addresses systematic racism and the lives of our BIYOC population. The resolution should also address how we as a district will support the Black Lives Matter Movement without ever uttering all lives matter. I am also asking that the board look into diversifying our school libraries, plan for diversity training for all staff, teachers, administrators, and board members, along with funding TK-8th ethnic studies curriculum. We can not act cavalier as the Healdsburg Mayor did when she stated during a city council meeting in response to a board member proposing they begin discussing race and policing policies.

EH (parent) raised the concern that DR when talking about the “plan for reopening” it sounds like he is talking about an either-or situation. Whereas she has heard from other districts, they are going to be offering a distance learning option. DR noted that we are looking to prepare multiple options and nothing has been finalized yet.

DR no we are preparing multiple options.

HG (parent) asked regarding the survey will it be asking for parents opinions?

DR we will be looking for parents thoughts on the distance learning that we had. What worked, what did not, we want to learn from that. The other part of the survey will be presenting options about what we will be doing in the fall and how the parents feel about what we will be doing. We want to be sure that we do our best to provide what will work for our families and students.

- V. CONSENT AGENDA (2 min.) ACTION ITEM
- A. (p. 27) Warrants
 - B. (p. 32) Payroll
 - C. (p. 33) Minutes from the Regular Board Meeting of May 14, 2020 and the Special Board Meeting of May 21, 2020
 - D. (p. 44) Renewal of Service Contract with Ally Technology Consulting for the 2020/2021 School Year
 - F. (p. 48) Resolution 200611-02, Core Subject Teacher Authorization For the 2020/2021 School Year

Action taken/comments:

Motion: SS Second: AK Vote: SS: aye GA: aye PL: aye
JK: n/a AK: aye

- VI. PUBLIC HEARING
- A. **Public Hearing on the District’s 2020-21 Budget** (30 min.)
(Hard copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/20.)

Situation: CBO Wanda Holden will present the proposed 2020-21 budget.

Plan: The Budget will be considered for approval at the June 18, 2020 meeting.

Public hearing open at 6:11pm.

SS explained to the public the two meeting format and that we are “daylighting” the budget prior to voting on the budget at the June 18th meeting.

WH provided a presentation of the budget that was included in the board packet. Presentation can be accessed by contacting GUSD.

The Board raised questions related to budgeting the Basic Aid Supplement and the need to do that related to receiving a positive certification of the Budget. WH this was due to the State budget cuts that are currently included in the budget.

Discussion followed related to information included in the budget around deficit spending, reserve assignments, and amounts. No numbers were changed in the budget.

SS we have a committee that is looking at the reserve strategy. We looked at it two months ago. I think that three things came out of the meeting for me, one was that staff were kind of ahead of us in terms of planning. Discussion was had about the reserves and if we need to increase or decrease the amount.

JM (parent) our highest priority is our community. We should be coming at this with saving everything we can.

AK wants to remind everyone that the legislature is still deciding what they are going to do. If people are worried about cuts, they need to reach out to their legislators. Website is <https://www.cta.org/our-advocacy/state-budget>

B. (p. 49) Review of Reserves

Situation: Annually, as part of the budget adoption process, district reserves are reported and discussed.

Plan: The Board will review and discuss the combined assigned and unassigned ending fund balance above the minimum recommended Reserve for Economic Uncertainty, as necessary when reserve amounts exceed recommended reserve requirements.

Closed public hearing at 7:17pm

Adjourn for 5 minute break at 7:17pm
reopen at 7:22pm

VII. GENERAL ACTION ITEMS

A. (p. 50) Resolution #200611-1 Education Protection Account (EPA) (5 min.)

Situation: Resulting from the passage of Prop 30, each district goes through a process to designate EPA funds that are to be used to support General Education salaries and benefits.

Plan: To designate \$645,335 in EPA funds to support teacher salaries and benefits.

Recommended motion: For the Board to approve Resolution #200611-1.

Action taken/comments

Motion to approve resolution #200611-1

Motion: GA Second: SS Vote: SS: aye GA: aye PL: abstein
JK: n/a AK: aye

B. GUSD Actions to Support Distance Learning and Other Related Essential Services (5 min.)

Situation: With the constant changes in guidelines and mandates related to the suspension of in-person instruction due to the Coronavirus for GUSD students, this item is a placeholder in the event that any action items arise between the time this agenda is posted and the time of the meeting, as well as serving as a potential action item that arises based on Board discussion during the meeting.

Plan: For the Board to consider any new action item based on new or additional mandates as well as any action item put forth by the Board during the meeting.

Recommended motion: None at this time.

Action taken/comments

Additional information is included to aid in understanding the discussion.

EH (Parent) wants the committee to have in mind formal instructional time with distance learning. Her student at Hillcrest only receive one formal instruction video. Felt all the other work was assignments. Knows that Hillcrest has a very hands on science curriculum. Wants to know if there is going to be a purchase of supplies for students to help support the science curriculum.

DR there wasn't time to plan more complex lessons. Next year will be much different.

WD wants to address parents concerns. He has already been having discussions with his science department about how they can do things differently if the distance learning continues. They are looking at ways to offer more to the students. We know that we need to do more. Thinks the teachers did an amazing job with the small number of days for planning after Spring break.

SS we did ask staff about how many zoom lessons and other sources they used and DR is working on getting that information.

Jerrie McNeil is wondering about students who need more resources. Wants to be sure there is equity for all students.

DR as we engage in distance learning. Teachers were watching the engagement of their students and if there were any dips, IAs reached out for personal online meetings. We

issued Chromebooks and hot spots. Was it perfect? No. Did the teachers and staff do a great job. Yes.

KP what we set up for the families that were primarily Spanish speakers we heard great feedback from them, and they were happy with how things were going. Of course there were a couple of students that were harder to reach, but we did reach out many times in many ways.

SS you mentioned possibly doing a wraparound schedule in the beginning of the year, is that still on the table?

DR yes, it is.

C. (p. 53) COVID-19 Operations Written Report (5 min.)

Situation: With the suspension of in-person instruction due to the Coronavirus, the California Department of Education has altered reporting requirements for the 2019/2020 Local Control Accountability Plan. The COVID-19 Operations Report is the LCAP reporting tool for 2019/2020.

Plan: Staff has submitted a draft of this report for the Board to consider approving. This report contains a brief summary of our program changes, impacts on students and families, meeting the needs of all student groups, steps taken to deliver high-quality instance learning, providing school meals, and supporting the supervision of students during ordinary school hours.

Recommended motion: For the Board to approve the COVID-19 Operations Written Report

Action taken/comments

Motion to approve the COVID-19 Operations Written Report

Motion: SS Second: GA Vote: SS: aye GA: aye PL: aye
JK: n/a AK: aye

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No comments on items in closed session

Adjourn to close session 7:40pm

IX. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

- 1.0 Student Discipline**
- 2.0 Pending litigation**
- 3.0 Administrator Performance Updates**
 - a) Review Superintendent Performance Evaluation**
- 4.0 Conference with Negotiations team:
GUTA negotiations update**

X. RECONVENE TO OPEN SESSION

**XI. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION
(2 min.)**

Action taken/comments

Motion to approve the completed Superintendent evaluation and conclude the discussion.

Motion: GA Second: AK Vote: SS: aye GA: aye PL: aye
JK: n/a AK: aye

XII. FUTURE BOARD MEETINGS

- A. June 18, 2020 at 5pm**
- B. July 9, 2020 at 5pm**
- C. August 13, 2020 at 5pm**

XIII. ADJOURNMENT

Meeting adjourned at 8:10pm

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.

Board of Education Regular Meeting Minutes

DATE: Thursday, June 18, 2020
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

Zoom link

I. CALL TO ORDER AT 5:00 PM

Meeting called to at 5:05pm
Members present on Zoom with Alexander Kahn and Patrick Lei absent.

II. ADOPTION AND APPROVAL OF THE AGENDA

Approval of the agenda for June 18, 2020 (2 min.)

Action taken/comments:

Motion to approve the agenda

Motion GA Second SS Vote: SS: aye GA: aye JK: aye
AK: n/a

III. REPORTS, AND ORAL COMMUNICATIONS

A. Emergency Powers Utilized by the Superintendent Pursuant to Resolution 200316-1 (1 min.)

No emergency powers used at this time.

B. Trustee Reports (5 min.)

JK completed 4 interviews for architects, very well done. Committee includes Dave, Brian, Wanda

GA Working on parent survey committee

SS Meeting of the reserve strategy committee. Meet with Dave on matter for last week. Reserve strategy the questions around the committee and circulated some language for working on recommendations. Coming back to the board in September

Committee purpose: *Review existing reserve fund accounts, unallocated balances and allocated amounts for each, and determine if these should be adjusted to facilitate long-term planning.*

C. Master Plan Committee (5 min.)

1. Update on work with Counterpoint

Interviewed firms for architect contract. Meeting with Counterpoint tomorrow to discuss the candidates. Recommendation to the board by end of the day on Friday. Looking at gathering information from stakeholders related to how the master plan should look. Class room temp, traffic, office space, and Wishlist for what we want to serve the clients. Facility needs to reflect our goals around education.

D. Superintendent Report/District Correspondence (10 min.)

1. Questions from June 11 Board Meeting

2. Coronavirus Update/Reopening Committee

WD yesterday we did hold a placement lottery for the school year and all families were notified and that is done and complete.

Data related to teacher engagement is still being collected. Survey directly from the teachers gave a lot of information about what they did related to the work during the distance learning. Information to come to the board soon.

IV. PUBLIC COMMENT (15 min.)

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

AK joined the meeting at 5:20pm

CA (former parent) had two children in the school system and are curious. Would like to know how the school will operate in the fall and concerned about the extremism around wearing masks and social distancing. Letter was sent to the board. Issues around the use of mask and blocking the face and blocks access to oxygen. We need over 19% and the mask could reduce that to dangerous levels. Make sure youth are not in danger of brain damage.

V. CONSENT AGENDA (2 min.) ACTION ITEM

- A. (p. 1) Sonoma County Special Education Local Plan Area (SELPA) 2020/2021 Local Plan
- B. (p. 45) Sonoma State University Student Teaching Agreement for 2020/2021

Action taken/comments:

Motion to approve

Motion __SS__ Second __GA__ Vote: SS: __aye__ GA: __aye__ JK: __aye__
AK: __aye__ PL: __n/a__

VI. GENERAL ACTION ITEMS

- A. **GUSD Actions to Support Distance Learning and Other Related Essential Services** (1 min.)

Situation: With the constant changes in guidelines and mandates related to the suspension of in-person instruction due to the Coronavirus for GUSD students, this item is a placeholder in the event that any action items arise between the time this agenda is posted and the time of the meeting, as well as serving as a potential action item that arises based on Board discussion during the meeting.

Plan: For the Board to consider any new action item based on new or additional mandates as well as any action item put forth by the Board during the meeting.

Recommended motion: None at this time.

DR no request for the Board at this time. Thermometers and other PPE on the way but the amount is not enough. Looking at being provided a 2 months supply, we will need storage facilities. Changes around schedule might possibly happen. And cleaning protocols may need to increase the staff. We may need to have additional staff per site. will need to come to the board for the text support and connectivity. Might need additional tech support on site

Board mentioned that the administration could use the emergency powers and request additional emergency board meetings. Board raised concerns about special needs or health compromised students. DR, are talking to families and we are expecting students to need the resources.

JK the committee is doing an amazing job going through the potential impacts, furniture, sanitization. We (board) doesn't want to hold DR back so we want you to move forward.

AK we don't want to hold him back but I'm hoping that we get the additional funding from state and local to make this happen.

SS make sure that as we go forward it covers input from the community, Administration, Board, Staff. If we don't have consensus then bring the options to the board. Clear communication with everyone and understanding about what is decided and what hasn't been decided is very important
CA (former parent) made the board aware that the guidelines for the county is currently 2-12 not having to wear the mask. DR that is about to change. Parent wants us to read her email about the dangers of wearing masks.

Action taken/comments: No actions taken

B. (p. 57) Actions Related to Reserve Account Strategies (5 min.)

Situation: Related to the annual review of reserve funding, a district committee that includes Board President Schwartz has met to discuss potential strategies for the allocation of reserve funds. This item is a placeholder in the event that any action items arise between the time this agenda is posted and the time of the meeting, as well as serving as a potential action item that arises based on Board discussion during the meeting.

Plan: For the Board to consider any new action item based on new committee recommendations as well as any action item put forth by the Board during the meeting.

Recommended motion: None at this time.

SS informed the board that the committee will use the committee purpose statement and focus on all the existing accounts and look at the reserves in relation to the board. Hopes to bring recommendations to the board in September

Action taken/comments: No action taken at this time.

C. (p. 58) Resolution #200618, Ongoing Major Maintenance Plan (3 min.)

Situation: For our district facilities, ongoing maintenance activities are required to keep our schools safe, inviting and an environment in which teachers can teach and students can learn. Additionally, sections of the California Education require that districts, as part of the annual budget process, show compliance with completing ongoing and major maintenance plan requirements in order to apply for the State's Facility Bond Program.

Plan: As part of our ongoing maintenance work, our plan is to solicit bids and quotes for the work described in this plan, select the best option and facilitate the completion of the projects.

Recommended motion: For the Board to approve Resolution #200618.

Action taken/comments

Normally in the consent. As an action item as it needs a roll call vote. This is a standard item to access funding. This is to confirm to the board that these activities are taking place. WH heard back from the auditor and this item has been approved.

Motion to approve

Motion GA Second SS Vote: SS: aye GA: aye JK: aye
AK: aye PL: n/a

D. (p. 66) Management Salary Schedule (3 min.)

Situation: Our current Management Salary Schedule is inconsistent from position to position in terms of the number of column steps and the step increments included on the schedule. The current number of column steps range from 5 to 11 steps and the step increments range from 1.29% to 2.5%. If this revised schedule is adopted for the 2020/2021 school year, the total combined increase in administrative salaries would be \$24,024 for all 6 management employees.

Plan: To amend the salary schedule so that all positions are on one schedule, each position has 11 column steps with equivalent incremental increases, and add language to address doctoral degree holders and longevity increases beyond eleven years. A Management Salary Schedule Committee, including Trustees Koelemeijer and Appling, was created and reviewed the details of this situation, the attached draft is the product of the committee's work.

Recommended motion: For the Board to table this item until more information on the status of the state budget is available.

Action taken/comments

Item is tabled until additional budget information is provided (August)

E. (p. 67) 2020/2021 Gravenstein Union School District Budget (5 min.)

Situation: CBO Wanda Holden presented the proposed 2020-21 budget during the Public Hearing at the June 11, 2020 Board Meeting.

Plan: Staff has submitted a draft of the budget for the Board to consider approving. This draft incorporates the potential budget cuts proposed by Governor Newsom during his May Revise presentation and presents a plan for GUSD to offer a full program, including Enrich!, for the next three years with positive certification.

Recommended motion: For the Board to approve the 2020/2021 GUSD budget.

Action taken/comments

DR no presentation at this time. We are currently looking at a budget based on the May revise. This draft maintains staff, enrich, and positive certification. WH so with no additional information there is nothing new or better than what we have now.

Motion to approve Budget the 2020/2021 GUSD budget as written

Motion GA Second JK Vote: SS: aye GA: aye JK: aye
AK: aye PL: n/a

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No comments on items in closed session.
Adjourned to closed session at 6:10pm

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

- 1.0 Student Discipline**
- 2.0 Pending litigation**
- 3.0 Administrator Performance Updates**
 - a. Continue Review of Superintendent Evaluation**
- 4.0 Conference with Negotiations team:**

IX. RECONVENE TO OPEN SESSION

Returned to open session at 6:58pm

X. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION (2 min.)

Action taken/comments

Motion to approve the Superintendent performance review

Motion GA Second JK Vote: SS: aye GA: aye JK: aye

AK: aye PL: n/a

- XI. FUTURE BOARD MEETINGS**
- A. July 9, 2020 at 5pm**
 - B. August 13, 2020 at 5pm**
 - C. September 10, 2020 at 5pm**

XIII. ADJOURNMENT

Meeting adjourned at 7:00pm

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.

MEMORANDUM OF UNDERSTANDING SPECIAL EDUCATION SERVICES

This Memorandum of Understanding ("MOU") is dated for identification purposes as of June 24, 2020 and is entered into by and between Gravenstein Union School District (GUSD) and West Sonoma County Union High School District (WSCUHSD).

RECITALS

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

GENERAL PROVISIONS

1. Services. School Nurse services to be delivered in accordance with the health and IEP needs at GUSD. This service will include student screening, assessment, direct and consultation service, report writing and IEP attendance as assigned by the GUSD administrators.
2. Term. Provider shall commence providing services under this MOU August 10, 2020 and will continue through June 4, 2021. This MOU may be renewed for an additional term upon written agreement by all parties.
3. Cost agreements:
 - GUSD agrees to pay a fee of \$710.00 per day for 55 school days for a total not to exceed \$39,05000.00. One school day is 7.5 hours.
4. Termination. This MOU is subject to termination upon thirty (30) days written notice to the either party. Each agency (district or GUSD) shall notify the other of termination in writing.
5. Hold Harmless: GUSD agrees to and does hereby indemnify, hold harmless and defend WSCUHSD and its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expenses, of any nature whatsoever, which may be barred by reason of any act, neglect, default, or omission of the other party arising out of, or in any way connected with the services covered by this MOU, except for liability for damages which result from the sole negligence or willful misconduct of WSCUHSD or its officers, employees or agents.

WSCUHSD agrees to and does hereby indemnify, hold harmless and defend

6. GUSD and its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expenses, of any nature whatsoever, which may be barred by reason of any act, neglect, default, or omission of the other party arising out of, or in any way connected with the services covered by this MOU, except for liability for damages which result from the sole negligence or willful misconduct of GUSD or its officers, employees or agents.

7. Compliance with Applicable Laws. WSCUHSD agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to WSCUHSD or its business, equipment, and personnel engaged in operations covered by this MOU or accruing out of the performance of such operations.

8. Entire Agreement/Amendment. This MOU and any attachments constitute the entire agreement among the parties to it and supersede any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties.

9. Notice. All notices or demands to be given under this MOU by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this MOU, the addresses of the parties are as follows:

GUSD

3840 Twig Avenue
Sebastopol, Ca. 95472

WSCUHSD

West County Consortium
462 Johnson Street
Sebastopol, Ca. 95472

10. Severability. If any term, condition or provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

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

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

Attached Memorandum outlines specific details of service and cost estimate.

THIS AGREEMENT IS ENTERED INTO THIS DAY OF June 24, 2020

GUSD

By: _____
Signature

~~WCCFHHS~~

Kathryn Davy
Signature

Kathryn Davy, Director WCC

Title

DIRECTOR
Title

6/26/2020

MEMORANDUM OF UNDERSTANDING (MOU)

Elementary and Secondary Education Act, Title III, Part A, English Learner Student Program Consortium 2020-2021 School Year

This Memorandum of Understanding (MOU) is between the Sonoma County Office of Education (SCOE) and the Sonoma County Consortium Local Educational Agencies (LEAs) members. This MOU represents the mutually agreed-upon program, services, and products to be provided to English Learner (EL) students in the LEAs that are members of the Sonoma County Consortium (Consortium) during the 2020-2021 school year. The funding source is Title III, Part A, English Learner Student Program Consortium. As of the date of this MOU, the following LEAs are Consortium members:

Sonoma County Office of Education (SCOE), Alexander Valley Union Elementary School District, Dunham Elementary School District, Forestville Union Elementary School District, Fort Ross Elementary School District, Geyserville Elementary School District, Gravenstein Union Elementary School District, Horicon Elementary School District, Kenwood School District, Kid Street Learning Center, Oak Grove Union Elementary School District, Sonoma Charter School District, Sonoma County Office of Education, Two Rock Union School District, West Side Union Elementary School District, West Sonoma County School District, Wilmar Union Elementary School District.

SCOE's Responsibilities:

SCOE will act as lead LEA and it will be a Consortium member. In accordance with the Title III guidelines, SCOE will serve as the fiscal agent for the Consortium, will be responsible for filing required expenditure reports, completing and submitting the Annual Report, and other reports required by the California Department of Education (CDE), and will maintain fiscal records. SCOE will coordinate Consortium regular meetings for the purpose of assessing the needs of the Consortium members. Per Title III regulations, SCOE is required to serve as the fiscal agent for the Consortium until the grant funds are expended or the grant period ends. The grant period is twenty-seven (27) months, which began to run on July 1, 2020.

Consortium Members' Responsibilities

Each Consortium LEA Member shall be bound by all the terms and conditions of the Title III Grant Agreement, attached hereto and incorporated by this reference¹. All materials purchased with Title III funds must be supplemental and cannot supplant regular curriculum that is used for all students.

Consortium Title III Expenditure Plan

The Consortium members jointly plan and approve expenditures within the Title III guidelines. The Consortium plans to spend all 2020-21 Title III funds during the 2020-2021 grant year. At the end of the grant period, the CDE will invoice SCOE for any remaining unspent balance.

¹ Please attach a copy of the grant agreement to this MOU

Title III Grant Allocation and Proposed Budget

The estimated allocation for 2020-21 is \$71,271.20. This is based on the 2020-21 CDE amended estimated rate of \$114.40 per eligible pupil and the 2018-19 California Longitudinal Pupil Achievement Data System (CALPADS) information submitted by the Consortium member LEAs to the CDE. In 2018-19, the Consortium enrolled 623 English Learner students. The actual eligible pupil count for 2020-21 will be based on 2019-20 CALPADS information. The Proposed Budget, which has been mutually agreed upon by all Consortium members is as follows:

Proposed Budget	Estimated Cost
Lead LEA may claim up to 2% Direct Administrative Costs	No Charge
Lead LEA may claim program related indirect expenses - SCOE will cap at 2%. Cannot exceed Lead LEA's approved indirect cost.	\$1,397.47
Purchase web-based supplemental programs for English Learners. Estimate based on a quote for 625 students, including training.	\$10,938.00
Contract for professional development series focused on English learners with disabilities.	\$25,467.87
Provide professional development series focused on Integrated ELD	\$25,467.86
Supplemental materials for professional development on Integrated ELD	\$8,000.00
Total - Estimated Consortium Grant Allocation	\$71,271.20

Changes or revisions in the scope and/or type of services provided under this MOU must be made by mutual agreement of the Consortium member LEAs. Funds must be used before the completion of the 27 month grant period. Title III allocations vary by LEA, however, Consortium member LEAs mutually agree that the cost of all products and services will be split equally between Consortium member LEAs.

Consortium members may choose not to receive Title III funds through the CARS reporting system during the spring reporting window. Written notification must be submitted to SCOE at the time of the CARS submission.

Should a Consortium member decide to withdraw from this Consortium during the 27 month grant period, no amount shall be owed or paid to the LEA who withdraws from the Consortium as of the date of withdrawal. Written notification of withdrawal must be submitted to SCOE.

General Conditions

Hold Harmless. To the fullest extent permitted by law, each party shall defend, indemnify, and hold the other party, its Governing Board, officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to

the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the willful or intentional misconduct or negligent acts or omissions of the indemnifying party, its officers, employees, volunteers, or agents.

No Employment Rights. Each party's agents, servants, volunteers, students and employees shall be under the exclusive management control of that party and shall not be agents, servants, volunteers, students or employees of the other party for any purposes whatsoever. No relationship of employer and employee is created by this MOU. Except as provided herein, Consortium member LEAs shall be solely responsible for all employee compensation and expenses incurred pursuant to this MOU.

Non-Discrimination. Each party and its employees shall not discriminate because of sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability against any person by refusing to furnish such persons any service or privilege offered under this MOU.

Assignment. This MOU or any interest herein shall not be assignable by either party or by operation of law without the prior written consent of the other party. Any attempt to so assign without first obtaining such written consent shall be null and void. In the event such written consent should be given by the other party, said consent shall not constitute a waiver of this provision, which shall remain in effect with respect to any and all subsequent attempts to assign.

Books of Record and Audit Provision. Each Consortium member LEA shall maintain complete books and records relating to this MOU. Consortium member LEAs agree to maintain complete personnel and fiscal records and make the records available to SCOE for audit purposes. These documents and records shall be retained for at least three years from the completion of this MOU. Consortium member LEAs will permit SCOE to audit all books, accounts or records relating to this MOU.

Amendment. This MOU may be modified or amended at any time by written mutual agreement of the parties.

Governing Law. This MOU shall be governed by and interpreted under laws of the State of California, with venue for the judicial resolution of any dispute to be Sonoma County, California and no other place.

Representation by Counsel. Each party understands and is aware that School and College Legal Services of California provides legal advice and services to both parties on this and other matters. Each party has no objection to the representation of the other parties in the formation and implementation of this MOU by the same legal counsel.

Authority to Contract. The undersigned person, if signing on behalf of an organization, warrants that he or she has the authority to enter into this MOU on behalf of the organization.

Signature of the LEA representative represents concurrence that the Consortium has met and conferred and the Consortium member LEAs are in agreement to all stated stipulations of the MOU.

Print Name
Consortium Lead LEA (SCOE)
(Superintendent or Designee)

Print Name
Consortium Member District Representative
(Superintendent or Designee)

Signature of Consortium Lead LEA (SCOE)

Signature of Member District Representative

Date

Date



Gravenstein Union School District
Attn: Dave Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472

6/19/2020

Dear Mr. Rose,

Thank you for choosing Santa Rosa City Schools Child Nutrition Services as your meal provider and being a valued customer. SRCS Child Nutrition is committed to providing nutritious meals designed to be both healthy and well received by students. Our meals meet all state and federal requirements, such as less than 30% of calories from fat, less than 10% from saturated fat and within sodium and calorie guidelines.

Our school meals have gone through many changes over the years to increase their nutritional value. We use many local produce growers such as Gabriel Farms and Walker Ranch. Daylight Foods Produce Company, Tofu, Yu from Berkeley, and Clover Stornetta are some of the local premium food products used in our kitchen.

There is no Trans-fat in any of our food. On request, we offer sack lunches and a nutrient analysis of our menus. There are several entrée choices including a vegetarian choice every day. No peanuts are offered in any of our meals.

Enclosed you will find the 2020-2021 Contract for vended Meal Services from Santa Rosa City Schools, Child Nutrition Services. Please complete the following and return as soon as possible.

1. Sign and return original to us, along with a copy of your 2020-2021 calendar.
2. Make a copy for your records.

The contract is not valid until these items are received by SRCS CNS. Thank you for your continued business, and we look forward to serving you this upcoming school year.

Sincerely,

Ed Burke, RD
Director of Child Nutrition Services
Santa Rosa City Schools
707 890 3800
eburke@srcs.k12.ca.us

CONTRACT

AGREEMENT FOR VENDED MEAL SERVICES

This AGREEMENT, for the period July 1, 2020 through June 30, 2021, is hereby entered into between City of Santa Rosa High School District of the State of California, hereinafter referred to as "CITY SCHOOLS" and: Gravenstein Union School District, hereinafter referred to as: District.

WHEREAS, CITY SCHOOLS has the capability for providing vended meal services and Reimbursable Lunches to various sites and programs on a cost-reimbursement basis:

NOW THEREFORE: the parties hereto agree as follows:

CITY SCHOOLS SHALL:

(1) Prepare and deliver Reimbursable Lunches, excluding milk, using the Santa Rosa City Schools Choice Menu to:

See Attachment A

By 11:00 a.m.

EACH SCHOOL DAY, including minimum days, in accordance with the number of meals requested for that day. Eating utensils, straws, and napkins will also be provided.

(2) Be responsible for meeting the nutritional standards for Reimbursable Lunches as set forth by the United States Department of Agriculture for the National School Lunch Program, and also for the quality of the lunches at the time of delivery.

(3) Pick up transport baskets from the previous day's delivery at the time of the current day's delivery.

(4) Present itemized invoice the tenth working day of each month for the previous month's deliveries.

Reimbursable breakfasts for elementary and secondary schools will be billed at one dollar and fifty cents (\$1.75) each, NOT including milk.

Reimbursable lunches will be billed at the rate of three dollars (\$3.00) each for elementary, NOT including milk, and three dollars and twenty-five cents (\$3.25) each for secondary, NOT including milk.

(5) Assume all liability for proper use and protection of surplus commodities assigned to District. Commodities will only be used for the preparation of lunch meals and may not be sent to sites for snacks.

(6) Provide District with a monthly menu one week prior to the beginning of the month covered by said menu.

(7) Maintain all necessary records on the nutritional components of the lunches and the number of lunches delivered to and make said records available for inspection by the State and Federal authorities upon request.

(8) Shelf stable meals will be provided in the event your District is open on a scheduled CITY SCHOOLS holiday.

(9) CITY SCHOOLS shall charge for a minimum of fifteen (15) lunches at any given site. Fewer lunches may be received, but CITY SCHOOLS will not charge less for a regularly scheduled stop.

(10) Sack lunches can be provided for field trips with ten(10) working days' notice to the site providing lunches.

District SHALL:

(1) A. **Orders must be placed by 9:30 AM five days in advance** to ensure we will have the number of lunch choices available and for the efficient operation of our services. Shelf stable meals are available to purchase as a back-up supply, should you ever need additional meals.

B. Ensure that adequate storage shall be provided for the lunches from time of delivery until served to the student in accordance with Health and Safety Codes.

C. Ensure that lunches are heated to 165 degrees in accordance with Health and Safety Code #27601.

D. Ensure that an employee is available at sites each school day to verify quality and quantity of said lunches. Errors in count called in shall be the responsibility of District.

E. Ensure that lunches are delivered and served at sites approved on the District National School Lunch Agreement.

Failure to comply shall constitute sufficient reason for CITY SCHOOLS to immediately cease providing lunches under this AGREEMENT.

(2) Provide CITY SCHOOLS with school calendars. Each site shall give notice to CITY SCHOOLS Central Kitchen Manager of calendar changes. Also, notice must be given for minimum day meal requirements and any holidays not clearly indicated on the calendar. **THIS NOTICE MUST BE GIVEN TWO (2) WORKING DAYS PRIOR TO SAID SCHEDULE CHANGE.**

(3) Provide personnel to serve lunches, clean the serving and eating areas, assemble and deliver transport baskets by Santa Rosa City Schools delivery the next day.

(4) Establish collection procedures which are in accordance with State and Federal regulations relating to the overt identification of needy students, and keep accurate records of the number of free, reduced price, paid, and adult lunches served daily.

(5) Prepare all claims for reimbursement under its own agreement number, receive and approve all free and reduced price meal applications, and maintain all necessary records to substantiate the above items.

(6) Assign to CITY SCHOOLS one hundred percent (100%) of the commodities to which District is entitled and the responsibility for proper use of such commodities. If there is a short-fall of commodities, cash-in-lieu of commodities shall be given to CITY SCHOOLS. Commodities may not be sent to school sites except as they appear on the listed menu.

(7) Pay CITY SCHOOLS within 60 days of invoice or a fee of 1% will be charged on the balance due.

(8) Order, provide, and pay for all milk served with the reimbursable lunches.

TERM

This AGREEMENT becomes effective this day July 1, 2020, and will continue until June 30, 2021. This AGREEMENT may be renegotiated and renewed as revised and agreed upon by both parties. This AGREEMENT is valid through June 30, 2021.

TERMINATION/INDEMNIFICATION

Termination

CITY SCHOOLS may terminate this AGREEMENT, with or without cause, upon 30 days' written notice to DISTRICT.

Indemnification

To the fullest extent permitted by law, each party shall defend, indemnify, and hold the other party, its Governing Board, officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the willful or intentional misconduct or negligent acts or omissions of the indemnified party, its officers, employees, volunteers, or agents.

Each party to this agreement understands and is aware that the School and College Legal Services, Sonoma County Office of Education, provides legal advice and services to each of the parties on this and other matters. Each party has no objections to the representation of the other parties by the same legal counsel.

APPROVED BY

By _____	_____
Signature	Title
_____	_____
School District/Agency	Date

APPROVED BY

CITY OF SANTA ROSA HIGH SCHOOL DISTRICT

By <u>Rick Edson</u>	<u>Jun 16, 2020</u>
Deputy Superintendent-Business Services	Date

Board Approved:

_____	_____
Legal Counsel	Date

ATTACHMENT A

GRAVENSTEIN UNION SCHOOL DISTRICT

Gravenstein Elementary School
3840 Twieg Avenue
Sebastopol, CA 95472

Hillcrest Middle School
725 Bloomfield Road
Sebastopol, CA 95472

Signature: 
Rick Edson (Jun 16, 2020 10:13 P DT)

Email: redson@srcs.k12.ca.us

Williams Settlement Quarterly Uniform Complaint Report - April 1, 2020 - June 30, 2020

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

Name and Title of Person Reporting *

Renee Lott/District Secretary

Phone Number *

7078235361

Email Address *

rlott@grav.k12.ca.us

INSTRUCTIONAL MATERIALS *

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

TEACHER VACANCY AND/OR MISASSIGNMENT *

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

FACILITIES *

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

CAHSEE Intensive Instruction and Services *

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



INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

FACILITIES

Complaint Details

Your answer

CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

Submit

Never submit passwords through Google Forms.

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AGREEMENT FOR ARCHITECTURAL SERVICES

This Agreement for architectural services ("Agreement") is made and entered into by and between the Gravenstein Union School District ("District") and QKA, ("Architect").

Whereas, the District proposes to undertake the construction of the projects described below which require the services of a duly qualified and licensed architect with expertise in the area of school construction.

Whereas, the Architect is licensed to practice architecture in the State of California and represents that the firm is qualified to provide the services required by the District; and

Whereas, this Agreement sets forth the terms and conditions for the provision of such services.

Now, therefore, it is hereby agreed:

1. AGREEMENT

District retains Architect to perform, and Architect agrees and undertakes to provide to District, for the consideration and upon the terms and conditions set forth below, the architectural services specified in this Agreement and those related services incidental thereto.

2. PROJECT DESCRIPTION AND SCHEDULE

a. Project Description: Architectural services shall be provided for the planning, development and new construction for the Gravenstein Union School District Master Planning and associated projects. ("Project"), which is described in **Exhibit A**, Project Description and Schedule, attached hereto and incorporated by this reference. The Projects are located at 3840 Twig Ave. and 725 Bloomfield Rd. Sebastopol, 95472, California.

b. Project Schedule: Included in Exhibit A is the Project Schedule indicating duration and milestone dates for key Project tasks. Architect shall perform services consistent with the Project Schedule as required by Paragraph 19, Time Schedule. Architect shall regularly report to District, not less frequently than once a month, and when the District requests, on actions required to meet milestone schedule dates and shall recommend further adjustments to the Project Schedule, if and when needed.

3. TERM OF AGREEMENT

The term of this Agreement begins with execution of the Agreement by the parties and ends upon completion of services under the Agreement, unless terminated sooner. Should none of the services stated herein be commenced within sixty (60) days from the date of execution, this Agreement is void.

4. COMPENSATION

As compensation for Architect's services, District shall pay Architect as follows:

a. Basic Services: For all "Basic Services," which are listed in Paragraph 5, below, and as specified in **Exhibit B**, Tasks and Responsibilities, attached hereto and incorporated by reference, the Architect shall receive compensation in an aggregate amount not to exceed the amount to be determined the parties in writing as the project scope and fees are established. **Exhibit C**, Compensation and Schedule of Hourly Billing Rates, is attached hereto and incorporated by reference.

b. Additional Services: For all "Additional Services," which are defined to mean authorized services in addition to the Basic Services, compensation shall be agreed upon by the parties in writing prior to performance of any such Additional Services by Architect, and may be a flat fee or hourly fee based on Architect's standard hourly rates, as set forth in Exhibit C, with necessary consultants at 1.10 times cost. Only the District's Superintendent may authorize Additional Services or changes to previously authorized Additional Services. Each such authorization must be in writing and shall be effective only after formal Board approval or ratification. Architect understands that no other District employees are authorized to order or approve either Additional Services or changes to previously authorized Additional Services. Failure of the Architect to secure proper authorization for Additional Services or changed services shall constitute a waiver of any and all right to adjustment in the contract price, and Architect shall not be entitled to compensation for any such unauthorized services.

c. Reimbursable Expenses: "Reimbursable Expenses" include expenses incurred by Architect and Architect's employees and consultants in the interest of the Project which fall within the categories listed below in this Paragraph 4.c. Payment of Reimbursable Expenses in excess of the total estimated reimbursable expenses set forth in Exhibit C is subject to prior written approval by District. Reimbursable expenses shall be itemized and presented monthly by Architect to District for payment upon approval. Reimbursable expenses shall be compensated at 1.10 times the actual cost of the expense as follows:

 X Reasonable expenses for authorized travel in connection with the Project except for travel within the District or as otherwise agreed and set forth in writing in Exhibit C hereto.

ARCHITECT AGREEMENT 2019

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X Reasonable expense of interim and final reproductions, plotting, postage and handling of drawings, specifications and other Project documents including those for use of Architect and its consultants.

 X Long distance telephone expense related to the Project.

 X Actual and necessary agency or permit fees for the Project, if any, paid by Architect on behalf of District.

d. Payments: District shall pay Architect monthly, in arrears, as follows:

(1) Progress Payments: Payments for Basic Services shall be made monthly in proportion to services performed within each phase as reasonably determined by District up to the following amounts (or as otherwise agreed and set forth in writing in Exhibit C):

<u>Upon Completion Of</u>	<u>Percentage Of Total Fees</u>	<u>Cumulative Percentage Of Total Fees</u>
Schematic Design Phase	15	15
Design Development Phase	20	35
Construction Documents Phase	38	73
DSA Approval	02	75
Bid Phase	05	80
Construction Phase	15	95
DSA Close Out	05	100

(2) Additional Services: Payments for Additional Services shall be made monthly, proportionate to the degree of completion, or as the parties specify in writing when the services are authorized.

(3) Monthly Invoices and Payment. Architect shall submit a monthly invoice to the District which itemizes the services performed during the billing period, method of computation, and amount payable. Architect shall format the invoice in accordance with the reasonable instructions as the Business Manager of the District may deliver to Architect in order that each invoice clearly discloses, as the Business Manager may require, the following:

- (i) Identification of the phase of the work to which the item belongs;
- (ii) Any information the District may require in order to satisfy the requests and requirements of the District's auditor(s);

- (iii) Any itemization or information which the District requires in order to complete worksheets provided or required by the Office of Public School Construction and/or other governmental agencies with jurisdiction over the scope of work; and Architect shall be paid monthly in the usual course of District business after the invoice has been approved by District's authorized representative. Architect shall be paid for all undisputed amounts within thirty (30) days from receipt of approved invoice.

(4) **Payment Upon Termination:** If District terminates this Agreement at any time, with or without cause, Architect shall, upon notice of such termination, promptly cease all services. Architect's total fee for all services performed shall be computed to cover the services actually and satisfactorily performed to the date of such notice.

5. BASIC SERVICES

Architect's Basic Services shall consist of the following items and the items specified in Exhibit B hereto:

a. Schematic Design Phase: Architect shall review the program furnished by District to ascertain the requirements of the Project and arrive at a mutual understanding of such requirements with District. If District requires assistance in the preparation of the program, including meetings with faculty and other representatives, this assistance shall be compensated as an Additional Service. Architect shall, as part of the Basic Services: prepare schematic design studies, drawings and other necessary documents showing site use and the scale and relationship of the components of the Project for District approval; meet with faculty and other persons with a stake in the Project (including, for example, parents and community members); prepare a written preliminary estimate of probable construction costs based on current area, volume or other unit costs; and prepare a written time schedule for the performance of Architect's services

b. Design Development Phase: From the approved schematic design studies Architect shall prepare the design development documents consisting of site and floor plans, elevations and other drawings and documents sufficient to fix and describe the size and character of the Project as to structural, mechanical and electrical systems, kinds of materials and outline specifications, all for written approval by District. Architect shall also provide District with a revised and updated written estimate of probable construction cost. Architect shall assist District in applying for and obtaining required approvals from all applicable governmental agencies.

c. Construction Documents Phase: From the approved design development documents, Architect shall prepare complete working drawings and specifications setting forth in detail the work to be done and the materials, workmanship, finishes and equipment required for the architectural, structural, mechanical, electrical systems and utility-service-connected equipment and site work, all for written approval by District. With assistance

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from the District, and using the forms approved by the District and by the District's legal counsel, Architect shall prepare the bidding information, bidding forms, and the construction contract documents. **Bid and contract forms and documents must be submitted to District's legal advisor for review and approval at least ten (10) working days prior to proposed publication or distribution.** Architect shall assist District in filing any documents needed for obtaining the approval of any governmental authorities or other agencies having jurisdiction over the Project. Architect shall include with the delivery of the final form of construction documents Architect's final statement of probable construction cost based on adjustments to previous estimates indicated by changes in requirements or general market conditions. When the Project involves a school building, Architect shall make best efforts to ensure that the construction documents receive all required DSA - approval prior to bidding and shall ensure that DSA approval is obtained prior to Board approval of the construction contract.

d. Bid Phase: Following District's approval of the construction documents and District's acceptance of Architect's final estimate of probable construction costs, Architect shall reproduce the plans, specifications and construction contract documents in the required number and assist District in dissemination of plans, specifications and construction contract documents among interested contractors; in obtaining bids, and in award and preparation of the construction contract and the notice to proceed. Architect shall schedule advertising and bidding sufficiently in advance of the regular meeting of District's Governing Board to allow time for any bid protest that may arise to be handled in conformance with the approved bid protest procedures.

e. Construction Phase: The construction phase shall begin upon award of the construction contract and shall end sixty (60) days after the filing of the Notice of Completion. During this phase, Architect shall:

(1) Provide general administration of the construction contract, coordinating such services with the District's construction manager as directed by District, if applicable.

(2) Advise and consult with and serve as representative of District in dealings with the contractor. Architect shall have authority to act for District to the extent provided in the construction contract. However, all change orders affecting price shall be approved or ratified by the Governing Board of the District.

(3) Provide general direction to any Project inspector employed by and responsible to District as required by applicable law.

(4) Assist the District to direct the contractor in the preparation of a set of drawings showing the exact location and depth of buried utility lines and any other subsurface structures (as-built dimensions) which Architect shall cause to be delivered to District upon completion of the Project.

(5) Visit the Project site at intervals appropriate to the stage of the contractor's operations in order to maintain familiarity with the progress of work and to determine in general that the contractor's work complies with the DSA approved plans and specifications and that the work, when fully completed, will be in accordance with the contract documents. Such visits and determinations are to be distinguished from the continuous inspection provided by a project inspector required by law for public school construction. Architect shall neither have control over nor charge of, nor be responsible for, the contractor's construction sequences or procedures nor for safety precautions and programs in connection with the contractor's work

(6) Make such regular oral and/or written reports as shall be required by District or by any other applicable reviewing or licensing agencies.

(7) Review schedules, shop drawings, samples and other submissions of the contractor for general compliance with design and the contract specifications and timely notify the contractor and District of matters which may affect the construction schedule.

(8) Promptly notify District in writing of deviations known or observed by Architect in the contractor's work or materials or both which do not conform to the contract documents. Upon instructions from the District representative, Architect shall reject any work or materials or both which do not so conform. Architect shall promptly inform District what further work, installation of conforming materials, or testing of proposed substitute materials, whichever may be applicable, may be required. Upon instructions from District representative, further work, conforming materials, or substitute materials, whichever may be applicable, shall be required of the contractor if determined by Architect to be necessary to carry out the intent and purposes of the contract documents and the project, based on Architect's reasonable professional judgment. Architect shall not be responsible for the contractor's failure to perform the work in accordance with the requirements of the contract documents. Architect shall be responsible for Architect's negligent acts, errors and omissions, but shall not have control over or charge of and shall not be responsible for the intentional acts, errors or omissions of the contractors, subcontractors, or their agents or employees, or of any other persons or entities performing portions of the construction work.

(9) Architect shall promptly notify District of any significant defect that an architect exercising reasonable professional judgment in the course of maintaining familiarity with the construction work would detect in materials, equipment, or workmanship which comes to Architect's attention and of any known or observed default by the contractor in the orderly and timely progression or prosecution of the work.

(10) Examine and verify the contractor's applications for payments including reviews of the status of the contractor's record drawings and

approve the issuance of certificates for payment for work completed in the amount Architect determines is proper under the contract documents. Architect's approvals shall constitute representations to the District, based on the Architect's professional evaluation of the contractor's work and on the data comprising the contractor's applications for payment, that the contractor's work has progressed to the points indicated and that, to the best of Architect's professional knowledge, information and belief, the quality of the contractor's work is in accordance with the contract documents. Architect's approvals shall not be representations that Architect has (a) made exhaustive or continuous on-site inspections to check the quality or quantity of the contractor's work, (b) reviewed construction means, methods, techniques, sequences or procedures, (c) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by District to substantiate the contractor's rights to payment, or (d) ascertained how or for what purpose the contractor has used money previously paid on account of their contract sums.

(11) Prepare and/or review any necessary change orders for approval by the contractor, District and all applicable governmental agencies, including review of the contractor's pricing requests.

(12) After notice and approval by District, Architect shall have authority to reject work that does not conform to the contract documents. Architect shall have authority to require inspection or testing of the work in accordance with the provisions of the contract documents, whether or not such work is fabricated, installed or completed. However, neither this authority of Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of Architect to the contractor, subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the work.

(13) Architect shall review and approve or take other appropriate action upon the contractor's submittals such as shop drawings, product data and samples, for the purpose of checking for conformance with information given and the design concept expressed in the contract documents. Architect shall respond to contractor's requests for information relating to the construction documents. Architect's action shall be taken with such reasonable promptness as to cause no delay in the contractor's work or in the activities of District or of separate contractors or subcontractors, while allowing sufficient time in Architect's professional judgment to permit adequate review. If at any time it appears that the time required for such review may result in a delay, Architect shall promptly notify District of the possibility of delay, and exercise best efforts to avoid or minimize such delay. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor, all of which remain the responsibility of the contractor as required by the contract

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documents. Architect's review shall not constitute approval of safety precautions nor, unless otherwise specifically stated by Architect, of construction means, methods, techniques, sequences or procedures. Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

(14) Architect shall interpret and attempt to resolve matters concerning performance of District and the contractor under the requirements of the contract documents on written request of either District or the contractor. Architect's response to such requests shall be made with reasonable promptness and within any time limits agreed upon. Interpretations and decisions of Architect shall be consistent with the intent of and reasonably inferable from the contract documents and shall be in writing or in the form of drawings.

(15) District shall require each contractor to provide District with record drawings indicating the location and size of all underground or imbedded construction and utility connections or other subsurface structures or installations not covered in the original drawings, change orders, supplemental drawings, or shop drawings. District shall require the contractor to record such construction on reproducible drawings furnished to the contractor by District. Architect shall review the contractor's completed record drawings for general completeness based on Architect's site visits. Such a review by Architect shall not relieve the contractor of its responsibility for the accuracy or completeness of the information recorded.

(16) Provide a color schedule of all finished materials in the project for District's review and approval.

(17) Make final detailed on-site review of the work with representatives of District and contractor, including preparation of punch list.

(18) Collect from contractor and deliver to District all written guarantees, warranties, instruction books, diagrams, charts and as-built drawings as defined in the bid documents which are required of and assembled by contractor.

(19) Determine the date of final completion based on full completion of all punch list items and all requirements of the Project contract, and issue Architect's certificate of completion and final certificate for payment.

f. Post-construction Phase: After completion of Construction Phase services, Architect shall be available for reasonable consultation relating to the Project and the plans drawn by Architect and any disputes related thereto. At the request of the District, Architect shall provide to the District a written detailed analysis of Contractor claims as they relate to the plans and specifications. Architect shall attend meetings, at the request of District, relating to: completion of any punch list or lists; any claim by the contractor or any subcontractor of extra work or delay due to the plans, alleged design flaws, alleged insufficient drawings, or the construction contract administration by Architect; or any other

matter germane to the completion of the Project over which Architect had general or specific control or responsibility. Architect shall assist District in compiling information necessary for Project closeout and, if applicable, shall promptly take all necessary steps, within the Architect's control, to obtain a DSA closeout letter for the Project. Services after notice of completion that are not covered by this subparagraph shall be compensated as Additional Services.

g. Responsibility for Construction Costs:

(1) District's budget for the Project may include a contingency of ten percent (10 %) over and above any estimate of construction cost or evaluation prepared or agreed to by Architect

(2) Evaluation of District's budget for the Project, preliminary estimates of the probable construction cost and any updated estimates of the probable construction cost prepared by Architect represent Architect's best judgment as a design professional familiar with the construction industry. The parties recognize, however, that neither Architect nor District has control over the cost of labor, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from District's budget for the Project or from any estimate of construction costs or evaluation prepared or agreed to by Architect.

(3) In preparing estimates of construction cost, the Architect shall include reasonable contingencies for design, bidding and price escalation as agreed to by the District.

(4) If bidding or negotiating has not commenced within sixty (60) days after Architect submits the construction documents to District, following review and approval by District's legal counsel, any Project budget shall be adjusted to reflect changes, if any, in the general level of prices in the construction industry.

(5) Should the lowest responsible bid received exceed Architect's final estimate of probable construction costs as accepted by District by more than ten percent (10%), District may:

- (a) award the contract and proceed with the Project;
- (b) authorize rebidding of the Project within a reasonable time;
- (c) cancel the Project and terminate this Agreement in accordance with Paragraph 13; or
- (d) direct Architect to revise the Project scope and quality as required to reduce the construction cost.

(6) If District chooses to proceed under item 5(d) above, Architect shall as part of Basic Services make any changes in plans and specifications necessary to bring new bids within ten percent (10%) of such estimated cost. The modification of the contract documents shall be the limit of Architect's responsibility arising out of the estimate of probable construction cost. Architect shall be entitled to compensation in accordance with this Agreement for all services satisfactorily performed to date whether or not the Construction Phase is commenced.

(7) If the lowest responsible bid exceeds the final estimate of probable construction cost by less than 10% and District chooses to require revising the Project scope and quality to reduce the construction cost, Architect's services to make such revisions shall be compensated as Additional Services.

h. Consultants and Staff: District and Architect agree that the professional services under this Agreement require adequate staffing and continuity of qualified people. All key staff listed below have been approved by District and Architect and may not be changed without prior written approval of the District except when such staff cease to work for Architect. If District finds the performance of an approved individual not acceptable, District shall notify Architect who shall then take necessary corrective action. If unable to correct performance to District's satisfaction, Architect shall make appropriate staffing changes acceptable to the District.

<u>Position</u>	<u>Individual</u>	<u>Firm</u>
Principal in charge		
Project Associate		
Principal Engineer, Structural		
Principal Engineer, Civil		
Principal Engineer, Mechanical		
Principal Engineer, Electrical		

(1) All engineers and experts and consultants employed by Architect not listed herein shall be approved in writing in advance by District prior to their engagement. Architect shall supervise and shall be responsible for the work of consultants hired by Architect. Architect shall confer and cooperate with landscape architects, educational planners, and other professional consultants employed by District.

(2) Architect shall require each engineer and consultant listed above, prior to commencing any services relating to the Project, to provide District with evidence that each such engineer or consultant has in effect a policy of comprehensive general liability insurance, with the same limits, endorsements and requirements as specified in Paragraph 9 of this Agreement.

(3) Architect, as part of the Basic Services, shall furnish, at Architect's own expense, all draftsmen and clerical personnel necessary to perform the services described herein.

(4) Architect shall promptly notify District of reassignment or replacement of engineers, consultants and experts specified above. Architect shall also notify District of staff changes of all other key personnel working on the Project.

i. Modifications: Architect shall not make modifications to plans, designs or specifications which would increase the size or scope of the project or which would increase the probable cost of construction, without the prior express written instruction of District. Before performing any substantial work on any modification or change in design, plans or specifications, Architect shall notify District in writing of the amount of any increase in the probable cost of construction due to any such proposed modification or change. To the extent required, Architect shall obtain DSA approval for the modification.

j. Consultation: Architect shall consult as necessary with representatives of District and with representatives of any funding, licensing, or reviewing agencies or organizations concerned in the Project throughout the planning and construction of the Project and the post-construction phase noted above.

6. ADDITIONAL SERVICES TO BE RENDERED BY ARCHITECT

The following services are not included in the Basic Services. These services shall be provided by Architect if authorized in writing by District, and shall be compensated as Additional Services.

- a. Analyses of District's needs, and programming requirements of the Project .
- b. Financial feasibility or other special studies.
- c. Planning surveys, site evaluations, environmental studies or comparative studies of prospective sites that are identified by the parties in writing as Additional Services.
- d. Design services relative to future facilities, systems and equipment that are not intended to be constructed as part of the Project or as later phases related to the Project.
- e. Services to investigate existing conditions or facilities or to make measured drawings thereof, or to revise or verify the accuracy of drawings or other information furnished by District.
- f. Detailed quantity surveys or inventories of material, equipment and labor.

- g. Services required for or in connection with the selection of furniture and furnishing or equipment or articles not included in the construction contract.
- h. Services for planning tenant or rental spaces. Preparing contract documents required in connection with temporary housing during or related to construction.
- i. Revisions to drawings, specifications or other documents when such revisions are inconsistent with written approvals or instructions previously given or are due to causes beyond the control of Architect.
- j. Preparing supporting data and other services such as extra drawings, estimates, studies, correspondence and presentations in connection with change orders if the change in the basic compensation resulting from the adjusted contract sum is not commensurate with the services required of Architect.
- k. Investigations involving detailed appraisals and valuations of existing facilities, and surveys or inventories required in connection with construction performed by District.
- l. Consultation concerning replacement of any work damaged by fire or other cause during construction.
- m. Professional services made necessary by the failure of performance, termination or default of the contractor or a subcontractor or by major defects in the work of the contractor or a subcontractor in the performance of the construction contract except as provided in paragraph 5(f).
- n. Preparing a set of reproducible record prints of drawings showing significant changes in the work made during the construction process, based on marked-up prints, drawings and other data furnished by the contractor to Architect.
- o. Ongoing services if the agreed upon initial construction schedule is exceeded by more than thirty (30) days through no fault of the Architect.
- p. As requested by the District in writing, preparing to serve or serving as an expert witness in connection with any public hearing, dispute resolution proceeding or legal proceeding, that does not pertain in any way to Architect's services under this Agreement.
- q. Any other services not otherwise included in this Agreement and not customarily furnished in accordance with generally accepted architectural practice.
- r. Preparation time and materials for presentation to community for all required community meetings in excess of four, excluding District board meetings.
- s. Drawings and documents required for the demolition process if not part of the Project.

- t. Services for the following disciplines: detailed cost estimating, acoustical engineering, signage and graphics (other than for code-required signage), energy management, food service, off-site civil engineering, and security engineering.
- u. Special presentation models, renderings or mock-ups.
- v. Changes to previously prepared documents other than those changes for which Architect should have reasonably foreseen, due to enactment or revisions of codes, laws or regulations or changes in official interpretations.
- w. Seeking variances or changes to agency guidelines on behalf of District when so directed by District.
- x. Formal value engineering and detailed life-cycle cost analyses beyond those normally provided or required to meet the approved construction budget.
- y. Preparation of design and documentation for alternate bid or proposal requests by District when not required to meet the approved construction budget.
- z. Preparing District-generated addenda during the Bidding Phase other than those needed to clarify the construction documents.
- aa. Assistance with environmental and EIR studies other than those which would normally be required to complete Architect's Basic Services
- bb. Coordination of construction performed by District's own forces or coordination in connection with equipment supplied by District and not reflected within the contractor's construction costs.
- cc. Providing assistance in the utilization of any equipment or system such as preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.
- dd. Services related to furniture, furnishings, equipment or other articles incorporated in to the construction documents by Architect and not included in the construction contract.
- ee. Services related to manufactured relocatable buildings specified or coordinated by Architect and not included in the construction contract.
- ff. If the Project is suspended by District for more than ninety (90) consecutive days through no fault of Architect, the parties shall negotiate equitable adjustment to Architect's compensation due to such suspension.

7. RESPONSIBILITIES OF DISTRICT

It shall be the duty of District to:

- a. Make available to Architect all necessary data and information concerning the purposes and requirements of the Project, including realistic scheduling and budget limitations and a program which sets forth District's objectives, space requirements and relationships, site requirements, facilities standards, special equipment and systems.
- b. Upon Architect's request, furnish Architect with a survey in an electronic CADD format approved by Architect of the Project site prepared by a registered surveyor or civil engineer which shall indicate legal limitations, existing structures, land features, improvements, sewer, water, gas, electrical and utility lines and locations including inverts and depths, topographical information and boundary dimensions of the site, and provide a soils investigation report, if required by law, and a geological report.
- c. Pay all fees required by any reviewing or licensing agency.
- d. Designate one or more representatives authorized to act as liaison between Architect and District in the administration of this Agreement and the construction contract.
- e. Furnish at District expense the services of any Project inspector agreed to or required by law.
- f. Review all documents submitted by Architect and notify Architect of decisions thereon within a reasonable time after submission.
- g. Issue any orders to contractors through Architect or with notice to Architect.
- h. Notify Architect in writing of any deficiencies in material or workmanship becoming apparent to the District during the contractor's guarantee period.
- i. Retain a testing service for materials testing and inspection as required by the Department of General Services, Division of State Architect, Office of Regulatory Services, Title 24 of the California Code of Regulations, and the Uniform Building Code with California.
- j. Provide copies of floor plans of existing buildings to be remodeled, if applicable and if available.

8. INDEMNITY

To the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, Architect shall defend, hold harmless, and indemnify the District, its Board of Trustees, its agents, officers, officials, and employees from and against any and all claims,

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demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, attorney fees and other costs of litigation, arising out of, pertaining to, or relating to, Architect's negligence, recklessness or willful misconduct in the performance of the services required in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of District.

9. INSURANCE

Architect, at Architect's sole cost and expense, shall maintain at all times during the life of this Agreement, personal injury and property damage insurance for all activities of Architect and its employees, agents and consultants arising out of or in connection with this contract, written on a comprehensive or commercial general liability form, in an amount no less than \$2,000,000 combined single limit personal injury and property damage for each occurrence in an annual aggregate of no less than \$4,000,000 or as may be agreed upon in writing between District and Architect. Such insurance must be written by an admitted company or companies licensed to do business in the State of California at the time the policy is issued, and acceptable to District.

a. Endorsements: The general liability coverage specified above shall be endorsed with the following specific (or equivalent) language:

(1) The District is named as an additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the Agreement.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverage afforded shall apply as though separate policies have been issued to each insured.

(3) The insurance provided herein is primary and no insurance held or owned by District shall be called upon to contribute to a loss.

(4) Coverage provided by this policy shall not be canceled or the dollar amount reduced without thirty (30) days written notice given to District.

b. Errors and Omissions Insurance: Architect shall maintain in force for the period covered by this Agreement, professional liability (errors and omissions) insurance covering Architect's activities, in the amount not less than \$2,000,000 with an insurance carrier satisfactory to District. In addition, to the extent that the activities and services of engineers or consultants retained by Architect are not covered under Architect's professional liability insurance, Architect shall require each engineer and consultant to obtain and maintain a policy of professional liability insurance in an amount of not less than \$2,000,000 with an insurance carrier satisfactory to District, before commencing services on the Project.

Architect shall provide a copy of the insurance policies to the District upon request, and the policies, or certificates thereof, must contain the provision that the insurance cannot be canceled until thirty (30) days after written notice of intended revocation has been given to District

c. Workers' Compensation Insurance: Architect and all engineers, consultants, and subcontractors Architect intends to employ shall maintain, for the period covered by this Agreement, workers' compensation insurance as required by California law, with an insurance carrier satisfactory to District, for all persons whom they may employ in carrying out the work contemplated under this Agreement. If Architect is self-insured, Architect shall furnish a valid Certificate of Permission to Self-Insure, signed by the Department of Industrial Relations Administration of Self-Insurance, Sacramento, California. The policies represented by the certificates must contain the provision (and the certificates must so state) that the insurance cannot be canceled until thirty (30) days after written notice of intended revocation has been given to District.

d. Documentation: Prior to execution of this Agreement, Architect shall submit for District approval, certificates of insurance showing the limits of insurance provided and signed copies of the specified endorsements for each policy. At the time of making application for an extension of time, Architect shall submit evidence that the insurance policies will be in effect during the requested additional period of time.

e. Miscellaneous: If Architect or its consultants fails to maintain the required insurance, District may take out insurance to cover any damages for which District might be held liable on account of Architect's failure to pay such damages or to provide the required insurance coverage, and deduct and retain the amount of the premiums from any sums due Architect under the Agreement to the extent such a credit can be applied, and Architect, upon demand, shall immediately pay any difference to District. Nothing herein contained shall be construed as limiting in any way the extent to which Architect or any Architect's employees, agents, consultants, or subcontractors may be held responsible for payment of damages resulting from its operations.

10. ERRORS AND OMISSIONS:

In addition to any other remedy which may be available to District under this Agreement or under the laws of the State of California, District may require Architect to pay all reasonable costs made necessary and to the extent caused by any negligent or intentional error or omission of Architect or any subconsultant, including, but not limited to, costs for the removal or replacement of materials and labor or both, and Architect shall not receive any fee for any of its work performed in correcting said error or omission. Notwithstanding the foregoing, District shall pay for the cost of any actual materials and labor that were omitted for any reason, but only to the extent the contract price obtained from the contractor was lower by reason of the omission.

11. COMPLIANCE WITH LAWS

a. Architect's services and performance under this Agreement shall meet the standard of due care for architects in the community in which the Project is being constructed. Using reasonable professional judgment, Architect shall determine compliance with and interpretation of all applicable requirements of federal, state and local law including, but not limited to, the Uniform Building Code with California amendments, the Education Code, Title 19, and Title 24 of the California Code of Regulations, and all requirements prescribed by the California Department of General Services, as these codes and regulations may be amended from time to time. Conflicts of codes or regulations which should be disclosed, based on Architect's reasonable professional judgment and based on the Project schedule, scope of services or significance of the conflict, shall be made known to District and its legal advisor. District shall decide the course of action after recommendation, if any, by Architect and the legal advisor.

b. Architect and all engineers, and consultants retained by Architect in performance of this Agreement shall be licensed as required by law to practice in their respective professions.

12. RECORDS

Architect shall maintain all records concerning the Project for a period of four years after the completion of the third phase of the work of which the Project constitutes the first phase, or a longer term if there is litigation regarding the Project. Architect shall keep and maintain full and complete documentation and accounting records concerning all additional services performed that are compensable by other than a flat rate. Architect shall make such documents and records available to authorized representatives of District for inspection or audit at any reasonable time and shall provide copies thereof to District upon request.

13. TERMINATION OF CONTRACT

a. District shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to Architect and upon compensation to Architect as set forth above. If District terminates this Agreement under this provision the parties shall be relieved of the remaining executory obligations of the Agreement except for such liability arising out of services performed prior to the date of termination.

b. District may, at its election, terminate this Agreement if Architect defaults in any material respect on any provision hereunder and fails to cure such material default within 15 days following written notice, or if the default cannot be cured within 15 days, fails to commence to cure such default within said 15 day period and thereafter diligently to prosecute such cure and complete the cure within a reasonable time following written notice and demand from District. If District terminates this Agreement based upon the material default of Architect, District shall be entitled to pursue any remedy available under the law against Architect including, without limitation, an action for damages for breach of contract.

c. Architect may, at its election, terminate this Agreement if District defaults in any material respect on any provision hereunder and fails to cure such material default within 15 days, or if the default cannot be cured within 15 days, fails to commence to cure such default within

said 15 day period and thereafter diligently to prosecute such cure and complete the cure within a reasonable time following written notice and demand from Architect. If Architect terminates this Agreement based upon the material default of District, Architect shall be entitled to pursue any remedy available under the law against District, including, without limitation, an action for damages for breach of contract.

d. Upon termination of this Agreement for any reason, Architect shall promptly and without further cost or charge to District, deliver to District all of the documents and other work product relating thereto.

14. ARCHITECT AN INDEPENDENT CONTRACTOR

Architect and District agree that in the making and performance of this Agreement, Architect and its agents are independent contractors and are not and shall not be construed to be an officer or employee or partner or joint venturer of District.

15. STANDARDIZED MANUFACTURED ITEMS

Architect shall consult with and cooperate with District's staff in the use and selection of manufactured items to be used in the Project. Manufactured items, including, but not limited to, paint, finish, hardware, plumbing fixtures and fittings, mechanical equipment, electrical fixtures and equipment, roofing materials, and floor covering, shall be standardized to District's criteria so long as the same does not materially interfere with building design. Architect is responsible for ensuring that any specification calling for a designated material, product, thing, or service by a specific brand or trade name is drafted in compliance with Section 3400 of the Public Contract Code and related provisions.

16. OWNERSHIP OF DOCUMENTS

All plans, including, but not limited to, record drawings, specifications, and estimates prepared by Architect pertaining to the Project pursuant to this Agreement shall be and shall remain the property of District. Nothing in this paragraph shall preclude District from using the plans, record drawings, specifications, or estimates related to the Project for the purposes of additions, alignments, or other development on or adjacent to the site.

Any use or re-use or modification of any portion of the plans, specifications, or estimates or other documents prepared by Architect under this Agreement by District or any other person with District's consent, for any purpose other than as contemplated in this Agreement, shall be at the sole risk of District and without liability to Architect, with no warranty of merchantability or fitness, and District shall indemnify, hold harmless and defend Architect and its officers, directors, agents, employees and consultants from all claims of any kind arising out of such use, re-use or modification of said plans, specifications, estimates or other documents prepared by Architect.

After the completion of this Project, Architect shall not permit any reproductions to be made of any District-owned documents without the written approval of District, which approval District

may grant or withhold in District's absolute discretion, and shall refer all requests for such documents by other persons to District.

The Architect and District shall have the right to include photographic or graphic representations of the design of the Project among their respective promotional and professional materials.

17. DISPUTE RESOLUTION PROVISIONS

a. Non-binding Mediation

(1) Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to non-binding mediation if the parties mutually agree.

(2) A request for mediation shall be filed in writing with the other party to this Agreement.

(3) The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon.

b. Advisory Arbitration

Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to advisory arbitration if the parties mutually agree. Prior to arbitration, the parties may endeavor to resolve disputes by mediation in accordance with the mediation provisions above.

18. SUCCESSORS AND ASSIGNMENTS

This Agreement is binding upon and inures to the benefit of the successors, executors, administrators, and assigns of each party to this Agreement, provided, however, that Architect shall not assign or transfer by operation of law or otherwise any or all of Architect's rights, burdens, duties, or obligations, professional or otherwise, without the prior written consent of District's Governing Board, which consent District may grant or withhold in District's absolute discretion. Any attempted assignment without such consent shall be invalid.

19. TIME SCHEDULE

a. Time Schedule: Time is of the essence in the performance of this Agreement. Architect shall perform all services hereunder as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. Architect shall submit for District's approval, as part of Exhibit A hereto, a schedule for the performance of Architect's services which shall be adjusted, as required, as the Project proceeds, and shall include allowance

for periods of time required for District's review and approval of submissions and for approvals of authorities having jurisdiction over the Project. Once District approves the performance schedule, Architect shall perform its obligations hereunder prior to the occurrence of each scheduled performance deadline unless District has approved a time extension in writing. Architect shall at all times maintain adequate and competent staffing and resources necessary for the timely performance of Architect's services under this Agreement. Architect shall review and respond to submittals, requests for information, and the like, as expeditiously as possible to avoid delays in the work.

b. Delays: If Architect is delayed in Architect's services by acts of District or its employees or those in a direct contractual relationship with District or by the California Department of General Services or other agencies having jurisdiction over the Project or by acts of God or other occurrences which were not or could not have been reasonably foreseen and provided for, and which are not due to any fault or negligence on the part of Architect, the time for Architect's performance shall be extended accordingly. Notwithstanding the foregoing, Architect shall endeavor to avoid or minimize such delay. District shall not be liable for the damages to Architect on account of such delays.

20. HAZARDOUS MATERIALS

Unless otherwise specified, the services provided under this Agreement do not include the discovery, identification, removal, handling, or disturbance of any hazardous substances or materials at the project site. If such substances or materials are knowingly encountered by Architect, construction work shall cease in that area and District shall be notified to take appropriate action for removal or otherwise abating the condition in accordance with current regulations applicable to District.

21. SCHOOL SITE CONDITIONS

District has determined that fingerprinting is not applicable to this Agreement. Architect expressly acknowledges that the following conditions shall apply to any work performed by Architect, Architect's employees or Architect's subconsultants ("Architect representatives") on a school site (and "work" as used in the preceding clause shall mean any entry on to District property for any reason): (1) Architect representatives shall check in with the school office each day immediately upon arriving at the school site; the District may assign a District employee to supervise the representative at the site; (2) Architect representatives shall inform school office staff of their proposed activities and specific location at the school site; (3) Once at such location, Architect representatives shall not change locations without contacting the school office; (4) Architect representatives shall not use student restroom facilities; and (5) if an Architect representative finds himself/herself alone with a student, he/she shall immediately contact the school office and request that a member of the school staff be assigned to the work location

22. MISCELLANEOUS

The following terms and conditions shall apply to this Agreement:

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a. **Governing Law and Venue:** This Agreement shall be construed in accordance with, and governed by the laws of the State of California. Venue shall be in the Superior Court of the State of California in the County of Sonoma, and no other place.

b. **Entire Agreement:** This Agreement with its exhibits supersedes any and all other prior or contemporaneous oral or written agreements between the parties hereto. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person that are not incorporated herein, and that any other agreement shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all parties hereto.

c. **Severability:** Should any provision in this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.

d. **Non-Waiver:** None of the provisions of the Agreement shall be considered waived by either party unless such waiver is specifically specified in writing. District's failure to enforce any provision of this Agreement or the waiver of any provision in a particular instance shall not be construed as a general waiver of any part of such provision.

e. **Discrimination Prohibited:** It is the policy of District that in connection with all work or services performed under contracts, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, handicap, or marital status. Architect agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment Practice Act, beginning with Government Code section 12900, et seq. In addition, Architect agrees to require like compliance by any consultants or subcontractors employed on the Project.

f. **Disabled Veterans Participation Goals:** In accordance with Education Code section 17076.11, the District has a participation goal for disabled veteran business enterprises ("DVBE") of at least 3 percent per year of the overall dollar amount of funds allocated to District by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act of 1998 for construction or modernization and expended each year by the District. Prior to, and as a condition precedent for final payment under any contract for such Project, Architect shall provide appropriate documentation to District identifying the amount paid to disabled veteran business enterprises in conjunction with the contract, so that District can assess its success at meeting this goal.

g. **Retention of DVBE Records:** Architect agrees that, for all contracts subject to DVBE participation goals, the State and District have the right to review, obtain and copy all records pertaining to performance of the contract in accordance with DVBE requirements. Architect agrees to provide the State or District with any relevant information requested and shall permit the State or District access to its premises upon reasonable notice for purposes of interviewing employees and inspecting records.

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Architect agrees to maintain such records for a period of three years after final payment under the contract.

In witness whereof, the parties have executed this Agreement this ___ day of ___, 2020.

ARCHITECT

DISTRICT

By: _____

By: _____

Exhibit A – Project Description and Schedule

Project description is planning, modernization and new construction for the Master Planning and associated projects.

Outline Project Schedule:

Commence with Programming and Facility Assessment

Complete Programming and Facility Assessment

Commence Implementation Plan Development

Commence Basic Services for

Present Implementation Plan Development to Board of Trustees

Final Board of Trustees Approval for First Phase Projects

Commence Basic Services for First Phase Projects

Anticipated Commence Construction for First Phase Projects

Exhibit B – Tasks and Responsibilities

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provided
			Basic Services	Additional Services	
A	Project Administration Services (throughout all phases)				
1	Project Team Selection				
	- Selection of District's additional consultants (soils, seismic, geo-hazard, haz-mat, const. mgrs., financing, energy mgmt., schedule & claims analysts, legal, financing, inspectors, other.)	√			
	- Coordination of District's additional consultants	√			
2	Project Communications				
	- Develop/implement a Community Relations & Public Information Plan	√			
	- Special board presentations & community meetings	√		√	
	- Special status reports to Board & Oversight Committee	√			
	- Establish & maintain web page	√			
3	Project Administration meetings				
	- As required for A/E basic services		√		
	- Other than required for A/E basic services			√	
4	Agency consultations/approvals				
	- Local Fire Marshal		√		
	- State Office of Reg. Services (DSA, SFM)		√		
	- State Department of Education, School Facilities Planning Approvals (if applicable)		√		
5	Prepare applications & supporting documents (as applicable to architects)				
	- state funding applications	√			
	- DSA application & approval		√		
B	Programming, Planning & Evaluation Services				
1	Special investigations				
	- Geotechnical and soils engineering	√			
	- Hazardous materials reports & studies	√			
2	Investigation of unknown existing conditions	√			
	- Property surveys/building measurements (if not available from existing drawings)	√			
	- On-site utility studies (locations, condition, capacity, etc.)	√			
	- Off-site utility studies (locations, condition, capacity, etc.)			√	
3	Comprehensive ADA compliance study			√	
4	Develop detailed program				
	- Educational specifications/program, design criteria & standards	√			
	- Detailed space/adjacency programming	√			
	- Food service plan/program	√			
	- Equipment program	√			
5	Assistance with environmental, Negative Declaration & EIR studies				
	- Ecological studies and mitigation measures	√			
	- Traffic, noise, off-site parking, etc.	√			
	- Hearings and community meetings	√		√	
C	Schematic Design Phase				

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1	Review of program and budget		√		
2	Field verification of existing conditions		√		
3	Code documentation & interpretations		√		
4	Schematic site and building plans		√		

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provided
			Basic Services	Additional Services	
5	Preliminary sections and elevations		√		
6	Preliminary interior elevations of key spaces		√		
7	Room data sheets and/or finish schedules		√		
8	Preliminary selection of systems & materials		√		
9	Develop approximate dimensions & areas		√		
10	Preliminary description of engineering systems (mechanical, electrical, civil, structural) site only		√		
11	Outline specifications of major materials, systems and equipment		√		
12	Construction cost estimates; probable construction cost		√		
	- Unit cost estimate		√		
	- Detailed cost estimate, value engineering or life-cycle cost analyses			√	
13	Presentation models and/or renderings			√	
14	In-house constructability reviews				√
D	Design Development Phase				
1	Code documentation & interpretations		√		
2	Plans, sections, interior and exterior elevations		√		
3	Development of site plan		√		
4	Development of landscape plan, if required by District		√		
5	Typical construction details		√		
6	Equipment layouts			√	
7	Developed description and drawings of engineering systems (mechanical, electrical, civil, structural) site only		√		
8	Preliminary building specifications		√		
9	Preliminary interior design (fixed furniture, furnishings and equipment included within construction contract)		√		
10	Furniture, furnishings and equipment <u>not</u> included within construction contract			√	
11	Construction cost estimates; probable construction cost		√		
	- Unit cost estimate		√		
	- Detailed cost estimate, value engineering or life-cycle cost analyses			√	
12	Presentation models and/or renderings			√	
13	In-house constructability reviews				√
E	Construction Documents Phase				
1	Code documentation & interpretations		√		
2	Preparation of building construction plans		√		
3	Prepare color boards		√		
4	Final building specifications		√		
5	Furniture, furnishings and equipment				
	- Included within construction contract		√		
	- Not included within construction contract	√		√	
	Develop detailed documentation on Construction Phasing Program				

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6	or Multiple Contract Delivery	√			
7	Construction cost estimates; probable construction cost		√		
	- Update of DD phase unit cost estimate		√		
	- Detailed cost estimate, value engineering or life-cycle cost analyses			√	
8	Prepare bidding and procurement forms; Construction Specifications		√		
9	Prepare Conditions of the Contract (Divisions 0 & 1)		√		
10	Develop Project Manual		√		
11	Presentation models and/or renderings			√	
12	In-house constructability reviews				√

Scope of Services		District's Responsibilities	Provided By A/E team		Not Provided
			Basic Services	Additional Services	
F	Other Design Services				
1	Hazardous materials identification/determination of mitigation measures	√			
2	FF&E design (furnishings & movable equipment)	√		√	
3	Graphic & signage design	√		√	
	- Fire/life safety graphics & signage; site only		√		
	- Other graphics & signage; site only		√		
4	Mock-up services (workstations, classroom design, etc.)	√		√	
G	Bidding Phase Services				
1	Advertisement to potential bidders		√		
2	Pre-qualification of bidders	√			
3	Pre-bid conferences		√		
4	Distribution of bidding documents		√		
5	Distribution of special bidding/negotiation addenda		√		
6	Response to bidders' questions and provide clarifications		√		
7	Report bidding results & identify apparent low bidder		√		
8	Bid dispute resolution	√			
9	Contract award processing; issue Notice to Proceed	√	√		
H	Contract Administration Services				
1	Plan & manage move-in & out activities including temp. facilities	√			
2	Site visits/observation				
	- Scheduled meetings (as quantified in scope of services)		√		
	- Additional meetings			√	
3	Timely file with DIR the PWC-100 form re labor compliance & notice of award		√		
4	Coordination of other construction activities				√
	- Removal of non-conforming portables	√			
	- Demolition and/or removal of other structures	√			
	- Moving of utilities underground	√			
	- Utility hookups		√		
5	Multiple contract administration or multiple phase coordination efforts for single project			√	
6	Submittals & substitutions; building not included				
	- Review and respond to Contractors' proposed submittal schedules		√		
	- Receive, process, distribute submittals, shop drawings, & substitutions		√		

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	- Review submittals and shop drawings		√		
	- Review proposed substitutions		√		
7	Requests for Information/Clarifications; building not included				
	- Receive, process & distribute requests		√		
	- Evaluate and respond to requests		√		
8	Change orders				
	- Receive, process & distribute Change Orders		√		
	- Changes stemming from A/E documents		√		
	- Owner and contractor initiated changes			√	
	- Review, analyze and/or negotiate prices with contractors			√	
9	Testing and inspection administration; No supervision	√			
10	Maintain official construction logs				
	- Change order log		√		
	- Request for Information (RFI) log		√		
	- Submittal log		√		

Scope of Services	District's Responsibilities	Provided By A/E team		Not Provided
		Basic Services	Additional Services	
11 Contract cost accounting; Review only				
- Maintain records of payments	√			
- Coordinate & assemble contractors' payment applications	√			
- Approve & process contractors' payment applications		√		
12 Interpretations and decisions				
- Relating to construction documents/specifications		√		
- Relating to General Conditions	√			
13 Project closeout; not including building				
- Preliminary and final punch lists		√		
- Determination of payment withholdings		√		
- Issuance of Certificates of Substantial Completion		√		
- Securing and receipt of sureties	√			
- Receipt & review of warranties & manuals		√		
- Receipt & review of waivers of liens	√			
- Issuance of final Certificates of Payment; See #11		√		
- Project closeout with DSA		√		
14 Construction tours (students & community)		√		
I Post-Construction & Facility Operation Services			√	
1 Record Drawings				
- Develop record drawings based on contractor supplied information				√
- Review record drawings for completeness		√		
- Compile drawings & forward to District				√
- Update contract documents to incorporate changes			√	
2 Warranty review				√
3 Detailed analysis or response to Contractor claims not due to fault of Architect			√	
4 Staff training (operating & maintaining equipment and systems)				√
5 Post-construction facility reviews (operations & performance review)				
- Post occupancy facility review meeting		√		
- Document defects or deficiencies			√	
- Prepare instructions to Contractors for correction of defects			√	
6 Project promotion	√			

Architect Agreement
2019

7	Community tours		√		
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Exhibit C – Compensation and Schedule of Hourly Billing Rates

The Architect's total compensation is detailed in the attached RFQ. See Attached.

The attached rates are effective January 1, 2020, and are in effect for the calendar year 2020. On January 1 of each of the subsequent years, the above rates shall be adjusted in accordance with the Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics for "All Urban Consumers" in "San Francisco-Oakland" for "All Items."



North Coast Teacher Induction Program

Memorandum of Understanding

Between

Sonoma County Superintendent of Schools as the Local Educational Agency

For the North Coast Teacher Induction Program,

Participating County Offices of Education,

And

Participating School Districts and Employing Agencies

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education, Agency (LEA) for the North Coast Teacher Induction Program (“Program”), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively “District”) signing below. The term of this MOU commences on **July 1, 2020**, and terminates on **June 30, 2021**.

B. Purpose

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

C. Eligibility

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

D. LEA Responsibilities

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

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

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

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

F. District Responsibilities

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

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

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

G. Districts Fiscal Responsibilities and Terms

1. Credential Services are provided on a Fee-for-Service basis. In 2020/2021, the Fee will be \$3,500.00 per clear credential Candidate and \$3,500.00 per Intern registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. District candidate participation will be monitored to evaluate if participating District Candidates have accessed professional development offering to determine if a program cost adjustment on behalf of the District is necessary.
3. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and AE) enrolled in the Program. Districts will receive \$1250 per eligible Intern teacher. (Mentor stipends are pro-rated when partial services are rendered.)
4. Funds will also be credited to districts to offset the costs of the District Coordinators stipend, pro-rated, depending on the total number of Candidates. District Coordinator compensation is at a rate of \$100.00 per Candidate.
5. Private school and out-of-consortium partners will receive a budget addendum describing the full fee-for-service costs.
6. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation.

H. Other Terms and Conditions

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

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

1. Candidates Employment Status:

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

2. Indemnification:

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

3. Maintenance of records:

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

4. Assignment:

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

5. Severability:

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

6. Waiver:

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

7. Constructions and Governing Law:

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

8. Entire Agreement:

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

9. Third Parties:

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

10. Relationship of the Parties:

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

11. Survival:

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

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

Authorized Signatures:

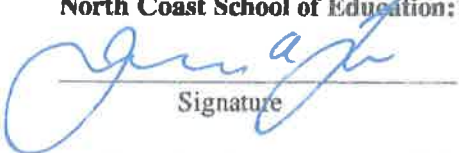
Sonoma County Superintendent of Schools as LEA:


Signature

Dr. Steven Herrington / Superintendent
Printed Name/Title

5-27-20
Date

North Coast School of Education:


Signature

Jason A. Lea / Executive Director
Printed Name/Title

5-28-20
Date

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

Signature


Printed Name/Title

Date

GUSD 20/21 Reopening Planning Committee

Members:

- GUSD School Board - Jennifer Koelemeijer, Alexander Kahn
- GUSD Administration - Brian Sposato, Dave Rose, Keri Pugno, Wanda Holden, Will Deeths
- GUSD Special Education - Barbara Oakley
- GUTA Representatives - Dan Dexter, Michelle Sprinkle
- Gravenstein Elementary Representatives - Kate Crandall, Allie Brown
- Hillcrest Middle Representatives - Linda Helton, David Cole
- GPA Representative - Ben Kaun

<p align="center"><u>Subject Areas and Questions</u></p> <p>DL = Distance Learning CDE = California Department of Education SCOE = Sonoma County Office of Education SCDHS = Sonoma County Department of Health Services CDPH = California Department of Public Health CDC = Centers for Disease Control and Prevention CSBA = California School Boards Association</p>	<p align="center"><u>Comments, Information and Document Links, Recommended Actions</u></p>
<p> External Mandates/Guidance</p>	<p>SCOE Reopening Guidance Notes from Tony Thurmond Discussion California Department of Education ACSA Call to Action UC San Diego "Return to Learn" program CDC Guidance, pgs 45-48 CDC Guidance, 5/19/2020 Update Los Angeles County Guidelines - 5/27 Jefferson County Colorado Guidelines - 5/28 Updated SCOE Guidance, shared folder - 5/28 Updated CDE Guidance - 6/8 California Department of Public Health Guidance - 6/8 CSBA Guidance - 6/10 SCOE Guidance/Road Map - 6/11 CSBA Guidance, Facial Coverings - 6/21/2020 SCOE/SCDHS Guidance - 6/25</p>

	Trailer Bill Summary - 6/25 DL Trailer Bill Clarification - SB 98 - 6/30 Schools for Health - 7/2 American Academy of Pediatrics - 7/2
1)Class size restrictions	As of 6/22/20, current guidance recommends 6' spacing of student desks in classrooms; this translates to classes limited to 16 students in almost all GUSD classrooms with the assumption that Sonoma County is in Stage 3. If we reach Stage 4 for the opening of school, the spacing recommendation goes to 4'-6' per student, giving us more flexibility regarding the number of students receiving in person instruction. Large storage containers for each site are on the way to store excess furniture.
2)Attendance policies	As of 6/22, current guidance suggests that ADA funding will be based on 19/20 P2 ADA, giving districts flexibility in taking attendance. Compulsory education standards will continue to be in place, as a result GUSD will need to actively track engagement/participation for all students.
3)Other mandated restrictions/conditions in order to resume in-person instruction	As of 6/22, current guidance indicates that students and staff will be required to wear face coverings, whether we are in Stage 3 or Stage 4 when school begins.
4)Requirement at HMS for staff to rotate classroom instead of students	This early guidance has been replaced as of 6/22 with encouragement to limit cohort sizes and mixing as much as possible while engaging in as many other safety practices as possible.
5)Cohorts staying together/classroom populations isolated	This will be addressed differently at each campus.
6)Instructional minutes requirements	<p>It is anticipated that the CDE will provide some flexibility here; no definitive word as of 6/22, likely to be included in trailer bill language from the state legislature.</p> <p>Clarity from CDE as of 7/2/20: Daily minute requirements: K: 180 1-3: 230 4-8: 240</p>
7)Independent study/Home Hospital guidelines	GUSD to participate in a training on 6/24.

<p>8) Signage</p>	<ul style="list-style-type: none"> i. Limiting the number of people who can enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six-foot distance from one another at all times, except as required to complete the Allowed Business activity; ii. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing; iii. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers); iv. Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use; v. Regularly disinfecting other high-touch surfaces; vi. Posting a sign at the entrance of the facility informing all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; not shake hands or engage in any unnecessary physical contact; and vii. Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention's guidance at: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html). viii. Each school site will develop age appropriate classroom lesson on hygiene and health practices ix. Adopt and post most current daily health screening protocol for all students and staff.
<p>9) Hygiene Requirements</p>	<ul style="list-style-type: none"> i. Maintaining at least six-foot social distancing from individuals who are not part of the same household or living unit; ii. Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in

	<p>combating COVID-19;</p> <ul style="list-style-type: none"> iii. Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands); iv. Wearing a Face Covering when out in public, consistent with the Face Coverings Requirements; v. Avoiding all social interaction outside the household when sick with a fever, cough, or other COVID-19 symptoms; vi. Cleaning and disinfecting frequently touched surfaces daily. If surfaces are dirty, clean them using detergent or soap and water prior to disinfection; vii. Avoiding touching eyes, nose or mouth; and viii. If you smoke or vape, consider quitting. Smoking and vaping causes harm to the lungs
II. Schedule	
1)Delayed start	<p><u>20/21 GUSD Calendar</u></p> <p>As of 6/22, the intent is still to open on 8/19; likely use of staff buy-back days to increase the opportunity for staff training needed for safe opening.</p>
2)Staggered grade level return process	<p>As of 6/22, not likely, could be reconsidered if conditions change.</p>
3)Staggered schedules: start, recess, lunch, dismissal	<p>Each school site will be creating a schedule to incorporate this strategy to help prevent cohort mixing.</p> <p>Each school site will be looking at maximizing the use of staggered schedules as a way to increase access to non-core subjects as well as supporting families in need of a full school day. It is encouraged that we inform parents of the details of our strategy for the use of</p>

	<p>daily instructional time.</p> <p>Daily minute requirements: K: 180 1-3: 230 4-8: 240</p>
4)Mandated or needed change to our adopted calendar	No mandates as of 6/22.
5)Food services protocol/serve lunches in classroom	<p>Food services staff is compiling ongoing information as of 6/22 that will be used in the design of services for 20/21.</p> <p>If GUSD implements a blended learning model where some students are on-campus and others participate in distance learning we will still claim meals under NSLP. Updates are needed to the meal counting and collection procedures to reflect the points of service and services models where meals are being served. (WH added on 6/29)</p>
III. Transportation	
1)Bus transportation/shuttle, capacity, boarding and off-boarding	Each site will work with WCTA on boarding and off-boarding. Current intent is to continue to offer shuttle service with distancing protocol at HMS. Get list of bus riders from WCTA and prepare and implement a survey for these families.
2)TK-5 drop off/pick up protocol	Keri will be working with certificated and classified staff on a protocol to be shared with parents prior to 8/19.
3)Distancing/face coverings	Based upon information received on 6/10/20, bus capacity restrictions will not be changed if all aboard are wearing masks.
IV. Instructional Model(s)	
1)Assessing "learning loss" during DL	<p>Article shared by Gregory Appling:</p> <p>https://www.nytimes.com/2020/06/05/us/coronavirus-education-lost-learning.html?campaign_id=9&emc=edit_nn_20200608&instance_id=19177&nl=the-morning&regi_id=50670653&segment_id=30343&te=1&user_id=32f253</p>

	<p>7afe1bb8eb9bc4126dde3ddd45</p> <p>PD/DL subcommittee notes - 6/4 PD/DL subcommittee notes - 6/15</p> <p>Committee recommends starting PD opportunities and activities as soon as possible as staff is available throughout the summer. If there is a structured group with a specific work plan, timesheet submittal will be available.</p> <p>Consistency at grade levels is a benefit for the teachers and families.</p>
2)Addressing potential lag in academic progress during distance learning; attending to differences for specific demographic groups	<p>When should assessment take place? How long will be needed to reintegrate, establish hygiene and distancing practices, and create an environment where academic activities can take place taking into account SE concerns?</p> <p>PD/DL/Assessment sub-committee updates.</p>
3)Evaluation rigor of DL during spring 19/20	<p>Connected to IV, 2, data from staff survey, upcoming parent survey.</p>
4)Hybrid return process (partial in person/partial DL)	<p>At this time, 6/22, it does not appear that a hybrid model will be necessary based on current guidelines and classroom capacity, and that the options we need to prepare for are 5 days per week of in-person instruction or 100% distance learning (could include IS and/or H/H). New conditions and parent survey results could impact this question.</p>
5)Different model for different grade levels	<p>Though not likely a need as of 6/22, this question may be reconsidered.</p>
6)Recorded or live broadcast of lessons	<p>Initial thoughts from Rob - 5/27 One classroom per grade level with DL students? Gather questions and concerns from teachers and create a model; youtube channel per classroom?</p>
7)Learning labs (virtual and in-person) for support as needed	<p>Plan is to continue with these supports using health protocols.</p>
8)Looping	<p>To best follow minimizing the mixing of cohorts, this is not currently (6/22) being considered; important to include 19/20 closure considerations in 20/21 plan related to SEL.</p>
9)Attendance rates	<p>See section I, 2; important to monitor attendance rates as the year begins</p>

	to look for trends as well as for individuals requiring intervention.
10)Need to create and implement a standing DL program	CDE DL Guidance As we considered the use of live broadcast or recorded lessons, that format could serve as a basis for a standing DL program. If that is not practical, collect teacher feedback to devise a program with increased rigor and expectations and based on successes of 19/20 spring program.
11)Continuation of distance learning	See IV, 10.
12)Implementing DL w/o 6 months of relationship building	At this point, 6/22, this appears to be a Tier II issue, with a need for specific interventions per student, and not a Tier I issue.
13)Grade level/subject team teaching if DL continues	This is a potential teacher support strategy for IV, 6.
14)Social and Emotional support and learning/ re-integration	Counseling Resources Maryland Department of Education American School Counselor Association - 6/22/2020 In concert with our staff training and classroom lessons related to hygiene and health, what strategies will we use to address staff and student feelings of physical and psychological safety (without addressing cortisol levels, teaching and learning will not take place)? Use of an MTSS approach here with Tier I Universal Strategies and a prepared menu of Tier II intervention options is needed. Include considerations regarding the impact of facial coverings and issues related to lack of closure for 19/20. Identification and use of a screening tool (including use of parent survey data) and connect to ACES training; establish intervention protocols. Use of Second Step tools and resources.
15)Summer School feasibility and format (distance learning?), timing	Gather committee consensus on 6/25 related to offering a "jump start" in person program for invited students for increased support and a trial run of campus protocol changes or devise a DL version.
16)Moving back and forth from DL to in-person	With the creation of a practical solution for IV, 6, many components of this are addressed. If IV, 6 is not practical, brainstorm solutions/plans.
17)Scheduling of GUSD Teachers: 6-8 Electives and TK-5 Enrichments, contract language	This component will have to wait until we have a clearer idea of the number of students receiving in-person instruction.

	<p>Committee recommends the scheduling of a shorter day to open the school year that focuses on core subject area instruction; likely limiting/removing electives and enrichments for at least the first month of the school year to reduce exposure and to give teachers additional time to address DL responsibilities. Each site will be working on a plan for the use of PE instructional minutes and spaces to allow for flexibility of student population and the implementation of Health/Hygiene and SEL lessons. (The DL/PD sub-committee will be drafting the detailed language for the proposed use of PE minutes/space to be included in the overall plan.)</p> <p>Teachers that are not core instructors will have flexible assignments for the opening of the year that will support core subject teachers and students/families.</p> <p>Work is currently underway at HMS for a format to provide elective/enrichment options through DL.</p>
18) Impact on staff needs and scheduling- w/ or w/o electives; curriculum (Band, etc)	See IV, 17
19) Scheduling of Independent Contractors: TK-5 Enrichments	See IV, 17
20) Scheduling of Classified/Support Staff	See IV, 17
21) Appropriate staff training/tech support	<p>See IV, 1 and Staff Survey results for guidance, PD/DL subcommittee to begin planning.</p> <p>Grade level differentiation of training and instructional model will be a guiding philosophy as the plan is developed and we have confirmed numbers of students participating in in-person instruction.</p>
22) Staff survey (who can/will return, training needs), parent survey of DL experience/preference for 20/21	<p>Elk Grove Survey - 5/26 GUSD Staff Survey Results - 6/22 GUSD Parent Survey Draft - 6/22</p>
23) Mandated use of school devices for DL	PD/DL subcommittee recommendation?

24)K Kickoff format/K students without typical preschool experience	Plan for three options?: 1)Traditional format, 2)An event with smaller cohorts/participant groups, 3)A "DL" event.
25)Delivery of RSP, 504, EL services	<u>SCOE EL Guidance</u> - 6/2 Begin planning of Tier II as attendance preference is identified by student.
26)Multi-track calendars	Not being considered as of 6/22.
27)Parent support/training related to DL	See IV, 1 and staff/parent survey results as a basis for planning.
28)Outdoor lessons/use of alternate spaces	Update on current ideas from Keri/Will.
29)Maintain student groups from 19/20 into 20/21 as students matriculate	This would not be a health/safety measure for 20/21, but could support SEL efforts - committee perspective?
30)Use of multiple web platforms	See IV, 1 and staff/parent survey results as a basis for planning.
31)Concern regarding excess screen time and internet safety	Begin planning of Tier II as attendance preference is identified by student.
32)PE activities	PD/DL subcommittee recommendation?
V. Childcare	
1)Continuation of daycare services, new mandates for staff ratios	Data on need from staff in survey results. Daycare service will have same guidelines as school operations. Important to work on avoidance of cohort mixing when possible. The committee recommends that day care services for at least the opening month of the school year be restricted to families of staff only.
2)Distancing/face coverings	Same as classrooms.
3)Cohorts	See V, 1.
4)Staff only/priority	If DL is in place for majority or all students, this will need to be re-visited.

VI. Safety and Virus Spread Prevention	National Charter School Guidance CDC Guidance Schools in Sweden CDC Guidance on Sanitizing Australian School Reopening Letter As of 6/6/20, Sonoma County is still in Stage 2 of the process for lifting the shelter in place order; in-person instruction in schools cannot take place until we move to Stage 3. Guidance on Ventilation - 6/26
1)Mandated face coverings/masks	<p>As of 6/9, CDE and CDPH both recommend face coverings for students, SCOE/SCDHS states not required for students under the age of 12, but are recommended as much as possible. If required by GUSD, CDE states we must provide.</p> <p>CDE, CDPH, and SCOE/SCDHS all recommend face coverings for staff; suggesting that teachers wear shields so that students can see expressions and for phonological instruction.</p> <p>As of 6/23, guidance from the governor and CDPH indicate that face coverings will be required for all (health exceptions) at school and for daycare services. Further clarity is anticipated in the coming days, unclear as to whether or not local exceptions to this requirement will be allowed.</p> <p>Committee recommends that the wearing of facial coverings for all students and staff be mandatory when in the classroom or when 6' spacing is not possible. Teachers will work in breaks during the instructional day so that facial coverings can be removed for short periods of time. The committee also recommends that a shorter survey of parent opinion or attendance decision (by August 12) regarding the wearing of facial coverings be conducted just prior to school opening.</p>
2)Hygiene lessons	How germs are spread Next step will be for PD/DL and Health/Hygiene sub-committees to combine and begin planning PD and classroom lessons.
3)Staff training regarding health precautions	See VI, 2, add parent information/signage.

4) Access to drinking water/mandatory water bottles	Current (6/24) anticipated action is to turn off water fountains and add bottle fillers at each site.
5) Running water/sinks/handwashing stations/hand sanitizer in every classroom	Only one classroom w/o a sink (room 18 at HMS), planning to make a portable station there. Touchless paper towel dispensers, and two different modes of hand sanitizer access. Two month supply of sanitizer on hand, 2 more months anticipated from SCOE.
6) Structured handwashing time periods each day/washing hands upon arrival	See VI, 2.
7) Health screening of staff and students	SCOE staff screening advisory - 5/27 Sonoma County guidance here has been inconsistent. Include this focus area in staff PD, connect with VI, 2.
8) Screens/partitions between students	This action would have no impact on class sizes and is not being supported by health officials to reduce virus spread.
9) Screens/partitions in main office spaces	Grav. screen is due any day, HMS screen will be ordered this week (6/22).
10) Screens/partitions for food service areas	See II, 5.
11) Playground/classroom sanitizing protocol	Brian is working with RESIG, CDC, CDPH, and OSHA to develop final protocols and requirements as we begin the school year..
12) Health-compromised students/family members and DL requests	See I,7; IV,4; IV,10
13) Health-compromised staff	Request that Wanda work with Health/Hygiene sub-committee to produce an FAQ document for staff. Investigate feasibility of having a sub teacher(s) on hand daily for coverage.
14) Flu season impacts	Include reminders to parents and students about the potential impacts of flu season and prevention protocols. Health/Hygiene sub-committee to gather guidance from health officials. Schedule minimum days, partial DL days, parent conferences during anticipated season?
15) Mandated protocol following a positive COVID-19 test for a student or staff member	Schools in France Health/Hygiene to gather current information from SCDHS; if this situation

	arises we will receive guidance from the Sonoma County Health Officer.
16)Mandated protocol following a positive COVID-19 test for a member of a student/staff household	See VI, 15.
17)Parents/visitors in classrooms	Currently, this will not be an allowed practice for GUSD in order to minimize cohort exposure.
18)No touch thermometers/hand sanitizer/soap dispensers	Four no-touch thermometers were ordered 5/20/20 See VI, 28, VI 5, VI 11
19)Multiple staff engaged in sanitizing	See VI, 11
20)Daily temperature screen	Health/Hygiene to establish parent protocols prior to arrival at school. Proposed plan for Grav. would include teacher and aide performing a touchless scan daily. Proposed protocol for HMS is pending.
21)Mandatory staff testing	Based on 5/15 SCOE update, no mandatory requirement for staff testing; tracing will be done related to any positive case. <u>Local testing clinics</u> As of 6/23, no mandatory testing.
22)Central air systems and virus spread	We will continue to use and maintain the best filters available (MERV-13). Classroom ventilation whenever possible helps diffuse any virus droplets, outdoor temperatures will be a factor.
23)Students without vaccinations	Due to the high level of student retention, this is not expected to be an issue; all new TK/K have vaccination compliance.
24)Availability of cleaning/safety supplies	See VI, 5; VI, 28. Trying to locate a source for disinfecting wipes.
25)Physical classroom layout	As of 6/9/20, CDE, CDPH, and SCPHD all recommend 6 foot spacing between classroom desks. At this point, no distinction is made for this recommendation if students/staff are required to wear masks.
26)Air purifiers/ventilation	See VI, 22; air purifiers are yet to be confirmed as having the ability to remove/trap virus droplets.
27)If students are wearing face coverings, how does that impact spacing recommendations	At this point, 6/9/20, no distinction is made for this recommendation if students/staff are required to wear masks.

28)Ongoing PPE supply resources	<p>SCOE has notified us that a supply of PPE from FEMA will be available for us to pick up in July; approximately two months worth, includes masks, gloves, face shields, hand sanitizer and touchless thermometers. SCOE PPE FAQ</p> <p>GUSD has 1000 masks on hand, and 5 touchless thermometers as of 6/23. 1000 more masks and 100 touchless thermometers have been ordered. Sample face shields are on hand and on the way to sample prior to ordering.</p>
29)Tracing resources	<p>This will not be a process that GUSD is actively involved in; we will provide any sanctioned tracing staff with desired information.</p>
30)Symptomatic student or staff on campus	<p>As of 6/23, there will not be a testing requirement or doctor's note clearance requirement. Current best practice discussion includes a 48 hour non-fever time period prior to returning to campus. Health/Hygiene sub-committee will create guidelines.</p>
31)Facility use agreements	<p>At this time, no facility use agreements will be granted.</p>
32)Deliveries protocol	<p>Each office is working with vendors on delivery protocols including facial covering and sanitizing procedures.</p>
33)District liability	<p>Based on information from RESIG on 6/23, best practice to reduce district liability for school attendance is to document required practices, guidance, postings, messaging, training, and instruction. Possible school immunity legislation is being considered.</p> <p>Extra curricular activities/sports are not part of compulsory education, so a waiver can be required as a condition of participation.</p> <p>RESIG Waiver</p>
VII. Field Trips	
1)Status of field trips	<p>Current guidance discourages field trips because of the increased exposure for cohort groups. Field trip plans may be submitted to administration for consideration.</p>

2)Transportation protocol	Any plan that is considered must have a plan for transportation as part of the submission.
VII. Special Events	
1)Status of extra-curricular activities (sports, play/theater, after school “clubs”)	RESIG Waiver
2)Summer camps	Currently on hold.
3)Traditional events held in the beginning of the year: 6-8 orientation, TK-5 Meet-the-Teacher, Staff Development, Back-to-School Nights, GPA event	Planning logistics to include virtual options, smaller groupings, outdoor settings, minimized agendas. Final details to be confirmed in early August to determine how close to traditional format these events can be conducted.
4)Crisis response impacts	To be included with IV, 14; awareness that any new crisis (flood, fire, PSPS, loss of a community member) will have a more severe impact on some students.
5)Impact of a flood, wildfire, or PSPS	See VII, 4.
IX. Budget	
	Cal School News Summary of May Revise Capital Advisors Group - May Revise
1)End of year process costs for 19/20 school year	
2)Availability of certificated and classified subs	Flexibility for classified staff to supervise students?
3)GPA message to parents	
4)Pooling IS students w/ other SoCo districts	
5)ADA/Enrollment funding for charter schools	
6)Cost of repair/replacement of devices with increased use	

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X. Parent Perspective	
<p>1)Parent survey of intent to return/DL experience/preference for 20/21</p>	<p>Florida Ohio WCUHSD Elk Grove Survey - 5/26 Beth Haas Survey - 5/26 Draft of GUSD Survey Cover Letter - 5/26 CDE Parent Survey Guerneville Draft Survey WCUUSD Parent Letter GUSD Parent Survey - Draft Personal staff contact to encourage survey participation.</p> <p>The GUSD parent survey will go out on 6/26 with the most up to date information that we have. Make sure to include incoming TK/K families.</p> <p>The Committee is concerned about parent response to a shorter day to open the year; this could be a tremendous stress for some families. The Committee recommends investigating the possibility of offering some form of extended instruction for families facing this challenge that could include enrichment/electives/core subject support.</p>
<p>2)Zoom information/Q&A session/updates</p>	<p>Provide information/video of health precautions that are in place/planned/ongoing.</p>
<p>NEXT STEPS</p>	
<p>Potential Sub-Committees? Guidance/timelines/questions Sub-committee group emails Connectivity between sub-committees (Survey/Communications -</p>	<p>Survey/Communications Will, Keri, Linda (first met on 6/4 at 10:00) Health Screening/Hygiene Lessons Kate, Jennifer, Dan, Allie. (Nurse) Classroom space/configuration/storage(supplies management) Brian, Linda, Wanda, Kate (first met on 6/5 at 10:00) Staff PD/Distance Learning/Assessment David Cole, Michelle, Ben, Will, Jennifer, Keri, Megan Gorman(Tech Coor) (collaborating on shared doc, began on 6/4)</p>

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Parent engagement/training)	Hybrid model training sample Parent engagement/training Barbara, Alexander, Bèn, Megan Gorman
Sub-Committee Assignments	
Survey/Communications: Will, Keri, Linda, Dave	<ol style="list-style-type: none"> 1) Staff survey: Draft, distribute, and collect data, by 6/8/20 2) Parent survey: Draft, distribute and collect data, by 6/24/20 3) Communication to GUSD community, draft an update message and distribute by 6/5/2020 <p>Notes: The questions on the staff survey will have a direct relationship to the work of the other sub-committees; confer and consult as questions are being drafted.</p> <p>This sub-committee met on 6/4/20:</p> <ol style="list-style-type: none"> 1) Edited draft of Parent Update, distributed 6/5 Parent Update - 6/5/20 2) Reviewed Draft of staff survey, edit suggestions will be complete by 6/9 3) Reviewed Draft of parent survey, draft update to be reviewed by 6/15
Health Screening/Hygiene Lessons Kate, Jennifer, Dan, Allie, (Nurse)	<ol style="list-style-type: none"> 1) Connect with nurse Suzanne Arnold to help with the work of this sub-committee: sarnold.con@wscuhd.k12.ca.us <ol style="list-style-type: none"> a) Suzanne resigned due to a family health issue. Keri participated in Consortium interview process for a new nurse. 2) Review CDC and Sonoma County Department of Health orders and guideline to create a single page health screening document for distribution and posting (consult with Wanda Holden regarding current staff health screening protocol as of 6/1/2020) by 8/1/2020 3) Review applicable resources to develop a protocol for staff and student attendance in the event of symptoms, a confirmed COVID-19 case in the household, or overseas travel 4) Review applicable resources and draft grade appropriate lesson plans by 8/1/15 <p>Notes: Guidance from this sub-committee regarding updated required protocols for conditions triggering a mandated return to distance learning</p>

	would be helpful.
Classroom space/configuration/storage(supplies management) Brian, Linda, Wanda, Kate	<ol style="list-style-type: none"> 1) Chart of square footage of all classrooms with suggested configurations to maximize student occupancy numbers by 6/12/2020 2) Identify and procure storage for any furniture or items that need to be removed from classrooms by 6/26/2020 3) Plan for and complete moving of items from classrooms by 8/1/2020 4) Identify at least two "isolation" areas for any student on each campus with COVID-like symptoms by 8/1/2020 5) Consult with Health/Hygiene sub-committee regarding needed supplies (face coverings, clear shields (Survey sub-committee), gloves, thermometers, cleaning supplies, etc.); procure needed supplies by 8/1/2020
Staff PD/Distance Learning/Assessment David Cole, Michelle, Ben, Will, Jennifer, Keri, Megan Gorman, Matt McDowell, (Include Rob from Ally?)	<ol style="list-style-type: none"> 1) Consult with survey sub-committee regarding needed data from surveys to guide this sub-committee's efforts by 6/8/2020 2) Based on survey results and a review of applicable resources, create a PD training session, for staff by 8/1/2020. At present, this PD session should include a review of strengths and challenges from Spring 19/20 DL, tech skills and issues, and training on live broadcast techniques for teacher lessons beginning 20/21. Two sessions may be required to avoid material overload 3) Based on survey results and a review of applicable resources, create plan for assessment of all students during the first week of the 20/21 school year by 8/1/2020; discuss and make a recommendation regarding the use of looping 4) Using a projected range of student assessment results, create a strategic plan for addressing possible deficiencies as a result of the suspension of in-person instruction <p>Notes: We will have staff buy-back days available for the PD session(s), we will remain optimistic that all staff choose to participate</p>
Parent engagement/training Barbara, Alexander, Ben, Megan Gorman	<ol style="list-style-type: none"> 1) Consult with Survey sub-committee regarding needed data from surveys and Staff PD/DL/Assessment regarding best practices/pitfalls to guide this sub-committee's efforts by 6/24/2020 2) Based on survey results and a review of applicable resources, create a GUSD website posting of resources and best practices for

parents to support DL by 8/1/2020

- 3) Create a training module for parents to support DL (is there a way to mandate/strongly encourage parent participation?) and provide training for parents by 8/28/2020 (video of training that can be posted to the website/used for families moving to DL later?)

