

Board of Education

Regular Meeting Agenda

DATE: Thursday, August 13, 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**
- II. ADOPTION AND APPROVAL OF THE AGENDA**
Approval of the agenda for August 13, 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. 3) Hillcrest Principal (5 min.)**
 - D. Gravenstein Union Teachers' Association (5 min.)**
 - E. District Site Council (0 min.)**
 - F. Gravenstein Parent Association, GPA (5 min.)**
 - 1. (p. 4) August 11, 2020 Agenda**
 - 2. (p. 5) July 21, 2020 Minutes**
 - 3. (p. 9) Financials Through June 30, 2020**
 - G. Trustee Reports (5 min.)**
 - H. Climate Committee (0 min.)**
 - I. Master Plan Committee (5 min.)**
 - Current Master Plan
 - 1. (p. 16) Update on work with Counterpoint and Quattrocchi Kwok Architects (QKA)**
 - J. (p. 18) Facilities Report (5 min.)**

- K. (p. 19) CBO Report (5 min.)
 - 1. (p. 21) Certification of Application for Elementary and Secondary School Emergency Relief (ESSER) Funds
 - 2. (p. 25) Certification of Application for Learning Loss Mitigation Funds
- L. Superintendent Report/District Correspondence (10 min.)
 - 1. Questions from July Board Meeting

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. 31) Warrants
- B. (p. 36) Payroll
- C. (p. 37) Minutes from the Regular Board Meeting of July 9, 2020
- D. (p. 45) Consolidated Application and Reporting System, 2020-2021 Spring Submission

Action taken/comments:

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

AK: _____

VI. GENERAL ACTION ITEMS

- A. (p. 61) Resolution Declaring Instructional Method for 2020-2021 School Year, Resolution #200813 (5 min)

Situation: Sonoma County is currently on the state watch list due to COVID-19 and the associated rates of positive tests, hospitalization rates, as well as ICU bed and ventilator availability. Additionally, on July 17,2020, Governor Gavin Newsom declared that all schools in California shall open using a distance learning model of instruction.

Plan: To open the 2020/2021 school year with a distance learning program.

Recommended motion: For the Board to approve Resolution #200813.

Action taken/comments

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

AK: _____

B. (p. 63) Memorandum of Understanding Between GUSD and Gravenstein Union Teacher's Association (GUTA) Regarding the COVID-19 Pandemic and School Opening during the 2020-2021 School Year (30 min.)

Situation: Due to the governor's order to suspend in-person instruction and open with a distance learning model, an MOU is necessary to outline the details of the instructional plan and to agree upon the working conditions for GUSD teachers. This MOU incorporates the work of the Reopening Committee and the members of the negotiating teams to set a plan for instruction for the coming school year and defines the working conditions for teachers as they provide instruction for GUSD students to open the 2020/2021 school year.

Plan: To implement the guidelines of this MOU with fidelity as we endeavor to provide engaging and rigorous educational opportunities for our students.

Recommended motion: For the Board to approve the MOU with GUTA.

Action taken/comments

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

AK: _____

C. (p. 131) Memorandum of Understanding Between GUSD and Gravenstein Union Classified Employees (GUCE) Association Regarding the COVID-19 Pandemic and School Opening during the 2020-2021 School Year (5 min.)

Situation: Due to the governor's order to suspend in-person instruction and open with a distance learning model, an MOU is necessary to outline the details of the instructional plan and to agree upon the working conditions for GUSD classified employees. This MOU incorporates the work of the Reopening Committee and the members of the negotiating teams to set a plan for instruction for the coming school year and defines the working conditions for classified employees as they provide support for GUSD students to open the 2020/2021 school year.

Plan: To implement the guidelines of this MOU with fidelity as we endeavor to provide engaging and rigorous educational opportunities for our students.

Recommendation: For the Board to approve the MOU with GUCE.

Action taken/comments

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

AK: _____

D. (p. 111) 45 day Revised 2020/2021 Budget (5 min)

Situation: Annually, the Board is presented with a revised version of the annual budget prior to the 45th day of the fiscal year for their consideration. Potential revisions could arise due to shifts or changes in funding from state or federal sources or significant changes in enrollment or instructional model. For 2020/2021, our proposed budget presented to the Board in June has undergone some changes due to a reversal of anticipated funding cuts from the state.

Plan: To revise the 2020/2021 budget and resume activities and planning that were placed on hold due to anticipated funding cuts.

Recommendation: For the Board to approve the 2020/2021 Revised Budget.

Action taken/comments

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

AK: _____

E. (p. 110) Management Salary Schedule (5 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. Action on this item was tabled pending an update on the status of the state budget. The anticipated funding cuts from the state were reversed, and funding for GUSD was returned to 2019/2020 levels

Recommended motion: For the Board to approve the revised Management salary schedule.

Action taken/comments

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

AK: _____

F. (included in packet, pages not numbered) Racial Equity Resolution (10 min)

Situation: The Board is considering language for a Resolution to support racial equity practices in place for GUSD.

Plan: For the Board to consider and discuss a draft resolution from a committee led by Board President Schwartz and including staff and parents.

Recommendation: None at this time.

Action taken/comments

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

AK: _____

G. (p. 128) GUSD Mental Health Coordinator (5 min)

Situation: During the March 12, 2020 Board Meeting, the Board approved the creation of a Mental Health Coordinator for GUSD. The position would require a license to provide mental health counseling, and the successful candidate would not only provide student mental health counseling, but would also provide mental health related professional development to staff and recruit and supervisor license candidate trainees and interns to increase the level of service for GUSD.

Plan: For the Mental Health Coordinator to receive an orientation to the district and begin planning support services and activities for students and staff to begin the 2020/2021 school year.

Recommendation: For the Board to approve the hiring of Rosie Steen-Larsen as the GUSD Mental Health Coordinator.

Action taken/comments

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

AK: _____

H. 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.

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**
- 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. September 10, 2020 at 5pm**
- B. October 8, 2020 at 5pm**
- C. November 12, 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.



Gravenstein Elementary School Principal's Report-August 2020

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
Confirmed Enrollment for 2020-2021	15	80	75	78	74	75	81	478
End-of Year 2019-2020	18	73	80	76	79	81	86	493

Grade Level Distance Learning Survey Results (as of 8/9/2020)

Surveys were created to assess technology and resource needs, gather information on the family's previous experience with Distance Learning, and learn about how each child has handled the restrictions and limitations of COVID-19 and the Shelter-in-Place orders. For the Kindergarten students, we also asked parents to do an informal assessment of their child's current skill level and attitude toward school to help jumpstart the teachers' connections with the students.

	Responses/ Total students	Students indicating no/poor internet	Students planning to borrow devices
TK	14/15	1	5
Kindergarten	76/80	8	47
Grade 1	68/75	3	21
Grade 2	69/78	5	31
Grade 3	65/74	12	30
Grade 4	55/75	2	24
Grade 5	62/81	5	29

We are now on Facebook and Twitter!

A huge thank you to Paul Carey for making Gravenstein's official Facebook page and Twitter account!

Facebook

<https://www.facebook.com/GravensteinElementary/>

Twitter

@GravElementary



Meet-the-Teacher Events

We are kicking off the 2020-2021 school year with an adapted version of our Meet-the-Teacher event. Similar to how we held the last day of school events, we will have teachers at designated tables in the courtyard to meet their new students and hand out textbooks and workbooks. Classified staff will be on hand to assist with Chromebook checkout and to ensure all visitors are wearing masks and following social distancing protocols.

Gravenstein Elementary Meet-the-Teacher Events			
Monday, 8/17/20		Tuesday, 8/18/20	
8:45-10:45	grades TK/ K	8:45-10:45	grade 3
11:00-1:00	grade 1	11:00-1:00	grade 4
1:15-3:15	grade 2	1:15-3:15	grade 5

District-led Professional Development (Offered to all GUSD Staff- Certificated and Classified) to Support Distance Learning:

Monday, 8/10/20

- Megan Gorman: Google Classroom, Zoom and Zoom Breakout Rooms, Padlet Discussion Boards, Forms, Go Guardian, Okio Document Camera, Open Court and Think Central
- Debbie Candau: Padlet and SeeSaw
- Paul Carey: Creating/Recording Videos and uploading them

Tuesday, 8/11/20

- Matt McDowell: Google Classroom, Okio Document Camera, Zoom & Creating/Recording videos

Monday and Tuesday, 8/17 and 8/18

- Social-Emotional Learning (and Trauma-Informed Care)

District-provided Professional Development focused on Designing Interactive Distance Learning Environments: Strategic Planning, Instruction/Implementation, and Assessment for Virtual Classroom Settings (available to both Certificated and Classified): These webinars will be led by Rajeev Virmani, Nancy Case-Rico, Mike Suarez (Faculty School of Education at SSU) and will include live office hours at the end of the week.

- Strategic Planning and Curriculum Development
- Instruction and Implementation
- Assessment and Analysis of Student Growth



HILLCREST

Middle School

GUSD July / August Board Report

Enrollment- as of 8/6/2020

	6th	7th	8th	Total
2019/2020	113	81	86	281
2020/2021	99	114	81	294
Current Waitlist	0	12	1	13

Grade Level / Department / Student Reports:

Field Trips / Events-

Facilities & Site Updates-

The new electronic marquee has arrived and our Maintenance crew is in process of installing it into the Hillcrest parking lot.

Our staff has been working hard over summer as they prepare for Distance Learning. Teachers have been collaborating with similar subject and grade level colleagues to share ideas and prepare to offer our students the best possible opportunity to learn this year at Hillcrest. Teachers have been actively seeking out PD opportunities to prepare for the challenges that will be faced this school year.

The Hillcrest Staff is preparing an opening day Welcome Back video for our students. Staff members are all filming individual portions and the video will be edited and shared with families on Wednesday August 19th.



GPA Meeting Agenda

August 11, 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

B. Public Comment on Non-Agenda Matters

C. Assignment of Subcommittee Leads and Members

1. Special Events/Fundraising
2. Finance (Ben Kaun, Mike Bollinger)
3. Governance
4. Communications
5. School Liaison

D. Review 2020-21 Pledge Packet

1. Review Language on pledge packet
2. Discuss best way to distribute (hard copies? Schoolwise? Via email)

E. Secretary's Report

1. Approval of July 21, 2020 minutes.
2. Next meeting (Third Tuesday of the month)
 - a. September 15 via Zoom meeting.

F. Principal's Reports

G. Superintendent's Report



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.

**GPA Meeting Minutes
July 21, 2020 6:00 pm Online Zoom Meeting**

Meeting called to order 6:05pm

Board members present:

Erin Hillmer
Beth Dawson
Ben Kaun
Tiffany Melville
Sarah Tendall
Allison Herman
Christina Connelly
Ana Horta
Mike Bollinger (arrived around 7 pm)

Not present:

Maggie Zavala

Faculty present:

David Rose
William Deeths
Keri Pugno

A. Welcome + Overview

Amy is a new parent, has an incoming 6th grader and is interested in joining the board.

B. Public Comment on Non-Agenda Matters

None at this time

C. GUSD Board Meeting + Reopening Subcommittee Update

Erin Hillmer – we do not really know how the year is going to look given the Covid-19 situation.

Ben Kaun – does Mr. Dave Rose want to give us an update now? Segway to Superintendent update (item L in the agenda)

L. Superintendent's Report

Dave Rose - Sonoma County is in the state watchlist which means we will start the school year with distance learning. The county needs to be off the list for 14 consecutive days before schools can re-open for in-person or mixed learning. The last 3 weeks have been a rollercoaster, teachers and the teacher's union are concerned about keeping everyone healthy and safe. The district is also consulting with their legal team about the legal ramifications of decisions made. Distance learning will look different than last trimester. We know that students with more needs are usually overlooked. The 1st step will be to make sure that minorities can access technology and education, the rest will follow.

Erin Hillmer – for the GPA role, should the assumption be that the 1st trimester will be distance learning?

Dave Rose – the county is barely in the watchlist, we are slightly over 100 cases in 100,000.

Erin Hillmer – we need to make decisions on how to communicate with the parents. Even if we go off the list many parents will choose distance learning. How will we fundraise? When does the 1st trimester end?

Keri Pugno – 1st trimester ends on November 12th.

Decision to move forward with the assumption that the first trimester will be fully distance enrichments.

D. Secretary's Report

- Approval of 6/16/20 board minutes. Minutes approved unanimously.
- Next meeting 8/18/20 at 6pm via Zoom meeting. Discussion about the date being on the 1st week that schools starts, the new proposed date for the meeting is August 11th. Motion made, all in favor, **next meeting 8/11/20 at 6 pm via Zoom.**
- Proposed future dates for GPA meetings through December: 9/15, 10/20 (Ana Horta won't be present, Sarah Tendall will take minutes), 11/17, 12/15. Motion moved to approve those dates, all in favor.

F. Finance Subcommittee

Ben Kaun - The subcommittee reviews the budget, brings it to the board and tracks the finances. The subcommittee met 2 times last year. The subcommittee has a bookkeeper to help mostly with credit card donations. Ben Kaun will chair the subcommittee. Finances are healthy, no transfers back to the district (see balance sheet). Mike Bollinger signed up for the subcommittee. Clarification by Ben, the expenses reported are not the full expenses of the enrichment program. The district covers part of the cost of the program through salaries of teachers that offer enrichments. GPA covers the cost of enrichment contractors and other teacher/school programs. The goal is at the end of each year, GPA donates any additional monies to the district to offset salary costs for enrichment teachers.

Erin Hillmer – How much is prudent to ask parents to donate? Now we are asking \$145 per student per month for a 10 month period.

Discussion led by Keri Pugno about the cost of enrichment classes. Keri presented the cost by teachers, subject and whether the instructors are independent contractors or district employees. Most Hillcrest enrichment instructors are district employees, the independent contractors are mostly at Gravenstein. If the instructors are district employees, it means the district pays those salaries.

Independent Contractors: Nancy Prebilich (Drama), Christine Cramer-Church (Art), Mark Bradksi (Science), Paige Dumont (PE), Spencer Burrow (Music)
District Employees: Paul Carey (STEM), Kim Hawking (Spanish), Patty Hurtado (Spanish), Nick Pulley (Music/Band), Nancy Ricciardi (Art).

The proposal is to provide some enrichment in the form of pre-recorded videos, not live. We do not want to lose the relationship; however due to fundraising ability concerns, it makes more sense to have district employees teach enrichment classes where possible.

If enrichment classes are in a form of videos, members raised concerned about the amount of screen time.

Beth Dawson – time check, is the intention to come up with a list of contractors that will continue the enrichment? What is the objective for tonight? Should instructors that provide duplicate service be put on hold? We have not communicated with parents about the program model and the amount.

Keri Pugno – the idea will be to scale back the independent contractors. The contracts can be reviewed every trimester depending on instruction needed.

Discussion about what subjects are duplicate and which are not. Independent Contractors that will stay; Paige Dumont and Spencer Burrow. Contractors that will be put on hold: Christine Cramer-Church, Mark Bradksi and Nancy Prebilich. Christina made a motion to approve this plan for first trimester, all in favor.

Discussion about the amount to be asked for donation. Different amounts were proposed. Final proposal by Beth Dawson, \$45 per month per student for a 10 month period with the ability to review this amount as the need for instruction changes. Motion made, all in favor.

Discussion about the need for \$350 for school supplies/classroom accounts. Both Keri Pugno and William Deeths expressed that having that fund is extremely helpful for teachers. Motion was made to continue to fund \$350 for the classroom accounts, all in favor.

G. Fundraising Subsubcommittee

Christina Connelly – most intensive event is the pledge drive. We have a fall and a spring fundraiser. We do well in the readathon and the jogathon. Pancake breakfast we make some money and movie night is usually a loss.

Erin Hillmer– time check, we still have many items in the agenda. Let's give the overviews of the subcommittees now and make the decision at the next meeting.

H. Communications Subcommittee

Erin Hillmer - The committee is responsible for the newsletter, the GPA blurb in Monday Messages, posting in the social media accounts and updating the website. We need a volunteer to update our wordpress site, ideally to post enrichment videos. Erin also proposes we look into taking credit card payments through the GPA page.

I. Volunteer + School Liaison Subcommittee (new position)

We need a volunteer-school liaison point for both Gravenstein and Hillcrest. Sarah Tendall cleaned the GPA storage at Hillcrest and shed and got the shelves for free, thank you Sarah.

J. Plan for a proper goodbye and gratitudes for departing board member

Save for next month discussion

K. Principal's Reports

Keri Pugno does not have anything to add.

William Deeths - it will be an interesting year. Electives will be solely electives until we go back to full instruction, students will not be grade on the electives.

L. Superintendent's Report

Given in the beginning of the meeting

QUESTION/ANSWER

(Erin Hillmer asked) Are we sending a paper pledge package or doing it through Schoolwise?
(Kerri Pugno answered) The idea is that the students will come meet the teacher a couple of days before school starts, we can hand the package then. (Erin Hillmer added) Let's circulate a draft of the pledge package by next meeting and finalize it then.

Motion made to adjourn the meeting, all in favor. Meeting adjourned around 8:10 pm

Gravenstein Parent Association

Balance Sheet

As of July 31, 2020

	<u>Jul 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Exchange Bank Checking	214,857.47
Exchange Bank Savings	257,015.35
Paypal	255.05
Venmo	209.00
Total Checking/Savings	<u>472,336.87</u>
Other Current Assets	
Prepaid expenses	1,246.00
Total Other Current Assets	<u>1,246.00</u>
Total Current Assets	<u>473,582.87</u>
TOTAL ASSETS	<u>473,582.87</u>
LIABILITIES & EQUITY	
Equity	
GSF Reserve Transfer	95,504.87
32000 - Retained Earnings	375,225.33
Net Income	2,852.67
Total Equity	<u>473,582.87</u>
TOTAL LIABILITIES & EQUITY	<u>473,582.87</u>

Gravenstein Parent Association
Profit & Loss Actual vs. Budget
July 2020

08/10/20

Accrual Basis

	Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Parent Donations	685.00	0.00	685.00	100.0%
Special Fundraising Inc				
AmazonSmile	0.00	0.00	0.00	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	0.00	0.00	0.0%
Color Run	0.00	0.00	0.00	0.0%
Escrip	284.68	0.00	284.68	100.0%
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	0.00	0.00	0.0%
Total Special Fundraising Inc	284.68	0.00	284.68	100.0%
Corporate Matching	2,500.00	0.00	2,500.00	100.0%
Interest income	0.00	0.00	0.00	0.0%
Other Donations	0.00	0.00	0.00	0.0%
Total Income	3,469.68	0.00	3,469.68	100.0%
Gross Profit	3,469.68	0.00	3,469.68	100.0%
Expense				
General & Admin Expense				
Bank Fees	454.74	0.00	454.74	100.0%
Bookkeeping	0.00	0.00	0.00	0.0%
General Liability	0.00	0.00	0.00	0.0%
Lawyers Fees	0.00	0.00	0.00	0.0%
Merchant Fees	0.00	0.00	0.00	0.0%
Misc. Expense	0.00	0.00	0.00	0.0%
Newsletter	0.00	0.00	0.00	0.0%
Office Supplies	162.27	0.00	162.27	100.0%
Postage	0.00	0.00	0.00	0.0%
Printing	0.00	0.00	0.00	0.0%
Taxes	0.00	0.00	0.00	0.0%
Website	0.00	0.00	0.00	0.0%
Total General & Admin Expense	617.01	0.00	617.01	100.0%
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	0.00	0.00	0.0%
Kinder Kick Off Event	0.00	0.00	0.00	0.0%
Staff Appreciation Luncheon	0.00	0.00	0.00	0.0%
Staff Water Delivery-Alhambra	0.00	0.00	0.00	0.0%
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00	0.0%
Teacher Support \$350@48 Teacher	0.00	0.00	0.00	0.0%
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.0%
Total School Support Expenses	0.00	0.00	0.00	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**

08/10/20

July 2020

Accrual Basis

	Jul 20	Budget	\$ Over Budget	% of Budget
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	0.00	0.00	0.0%
Total Special Fundraising	0.00	0.00	0.00	0.0%
Total Expense	617.01	0.00	617.01	100.0%
Net Ordinary Income	2,852.67	0.00	2,852.67	100.0%
Net Income	2,852.67	0.00	2,852.67	100.0%

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

	Jul 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Parent Donations	685.00	0.00	685.00
Special Fundraising Inc			
AmazonSmile	0.00	0.00	0.00
Book Fair	0.00	0.00	0.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00
Box Tops	0.00	0.00	0.00
Color Run	0.00	0.00	0.00
Escrip	284.68	0.00	284.68
Jog a Thon	0.00	0.00	0.00
Movie Night	0.00	0.00	0.00
Pancake Breakfast	0.00	0.00	0.00
Parking Space Raffel	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00
See's Candy	0.00	0.00	0.00
Skate Night	0.00	0.00	0.00
Spirit Wear	0.00	0.00	0.00
Total Special Fundraising Inc	284.68	0.00	284.68
Corporate Matching	2,500.00	0.00	2,500.00
Interest Income	0.00	0.00	0.00
Other Donations	0.00	0.00	0.00
Total Income	3,469.68	0.00	3,469.68
Gross Profit	3,469.68	0.00	3,469.68
Expense			
General & Admin Expense			
Bank Fees	454.74	0.00	454.74
Bookkeeping	0.00	0.00	0.00
General Liability	0.00	0.00	0.00
Lawyers Fees	0.00	0.00	0.00
Merchant Fees	0.00	0.00	0.00
Misc. Expense	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00
Office Supplies	162.27	0.00	162.27
Postage	0.00	0.00	0.00
Printing	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Website	0.00	0.00	0.00
Total General & Admin Expense	617.01	0.00	617.01
Independent Contractors			
Art	0.00	0.00	0.00
Athletics	0.00	0.00	0.00
Chorus	0.00	0.00	0.00
Drama	0.00	0.00	0.00
Science	0.00	0.00	0.00
Independent Contractors - Other	0.00	0.00	0.00
Total Independent Contractors	0.00	0.00	0.00
School Support Expenses			
8th Grade Dinner	0.00	0.00	0.00
Kinder Kick Off Event	0.00	0.00	0.00
Staff Appreciation Luncheon	0.00	0.00	0.00
Staff Water Delivery-Alhambra	0.00	0.00	0.00
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00
Teacher Support \$350@48 Teacher	0.00	0.00	0.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00
Total School Support Expenses	0.00	0.00	0.00
Special Fundraising			
Book Fair Expense	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00

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

	Jul 20	Budget	\$ Over Budget
Misc Promotional	0.00	0.00	0.00
Movie Night Expense	0.00	0.00	0.00
Pancake Breakfast Expense	0.00	0.00	0.00
Read a Thon Expense	0.00	0.00	0.00
See's Candy Expense	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00
Spirit Wear Expense	0.00	0.00	0.00
Total Special Fundraising	0.00	0.00	0.00
Total Expense	617.01	0.00	617.01
Net Ordinary Income	2,852.67	0.00	2,852.67
Net Income	2,852.67	0.00	2,852.67

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

	Jul 20	Budget	\$ Over Budget	Jul 20	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Parent Donations	685.00	0.00	685.00	685.00	0.00	685.00	0.00
Special Fundraising Inc							
AmazonSmile	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Book Fair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Box Tops	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Color Run	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Escrip	284.68	0.00	284.68	284.68	0.00	284.68	0.00
Jog a Thon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Movie Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pancake Breakfast	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parking Space Raffle	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
See's Candy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spirit Wear	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Special Fundraising Inc	284.68	0.00	284.68	284.68	0.00	284.68	0.00
Corporate Matching	2,500.00	0.00	2,500.00	2,500.00	0.00	2,500.00	0.00
Interest income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	3,469.68	0.00	3,469.68	3,469.68	0.00	3,469.68	0.00
Gross Profit	3,469.68	0.00	3,469.68	3,469.68	0.00	3,469.68	0.00
Expense							
General & Admin Expense							
Bank Fees	454.74	0.00	454.74	454.74	0.00	454.74	0.00
Bookkeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lawyers Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Merchant Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc. Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies	162.27	0.00	162.27	162.27	0.00	162.27	0.00
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General & Admin Expense	617.01	0.00	617.01	617.01	0.00	617.01	0.00
Independent Contractors							
Art	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Athletics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chorus	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drama	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Science	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Gravenstein Parent Association Profit & Loss Budget Performance July 2020

	Jul 20	Budget	\$ Over Budget	Jul 20	YTD Budget	\$ Over Budget	Annual Budget
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	0.00	0.00	0.00	0.00
School Support Expenses							
8th Grade Dinner	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kinder Kick Off Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Appreciation Luncheon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Water Delivery-Alhambra	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Teacher Support \$350@48 Teacher	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total School Support Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Fundraising							
Book Fair Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc Promotional	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Movie Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pancake Breakfast Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Read a Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
See's Candy Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spirit Wear Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Special Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	617.01	0.00	617.01	617.01	0.00	617.01	0.00
Net Ordinary Income	2,852.67	0.00	2,852.67	2,852.67	0.00	2,852.67	0.00
Net income	2,852.67	0.00	2,852.67	2,852.67	0.00	2,852.67	0.00



QUATTROCCHI KWOK
ARCHITECTS

23 July 2020

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

RE: Hillcrest Middle School Heat Mitigation Fee Proposal
Project No. 1875.00

Dear Superintendent Rose,

Attached you will find our fee proposal for provision of a heat mitigation study for the Hillcrest Middle School Campus. The intent of this study will be to identify contributing factors causing heat distress, potential solutions and estimated cost of potential mitigation options. Once the design team and district have identified the potential heat mitigation measures to be explored, QKA can coordinate a construction cost estimate related to the options, as a supplemental service. Following district decision upon mitigation work to be pursued, QKA would be pleased to define design solutions and prepare construction documents, that could be placed out to contractors for bidding and construction as a second phase of services.

QKA assumes the following for this project:

- QKA and consultants review the existing conditions through site visits and record drawings
- 1 intermediate meeting with the district and CM to discuss preliminary concepts
- Develop a draft report outlining findings and the recommended mitigation concepts
- Final presentation to the district for approval.

Based upon the above understanding, we respectfully submit a fixed fee proposal of thirty-one thousand dollars (\$31,000.00), plus reimbursables budgeted to not exceed two thousand dollars (\$2,000.00). Basic

MAIN OFFICE:
636 Fifth Street, Santa Rosa, CA 95404
PLEASANTON OFFICE:
600 Main Street, Suite E, Pleasanton, CA 94566
707.576.0829
A California Corporation
www.qka.com

services include architectural and consulting engineering services. Expenses as well as supplemental consultant fees are proposed to be invoiced at cost, plus ten percent. If supplemental services are required, we will submit a proposal for review and authorization prior to commencing.

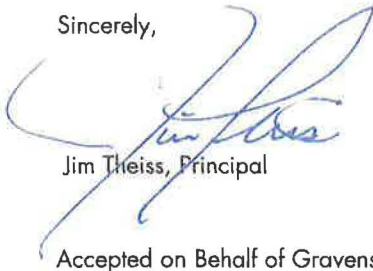
Probable Project Schedule

The schedule depicted below is based solely on information available at the time of execution of this Agreement. As the project progresses, and further information is obtained, the schedule may change.

- | | | |
|----|--------------------------------------|--------------------|
| 1. | Agreement Signed | early August 2020 |
| 2. | Preliminary Heat Mitigation Concepts | mid-September 2020 |
| 3. | Construction Cost Estimate | October 2020 |
| 4. | Final Report and Presentation | November 2020 |
| 5. | Construction Documents | TBD based on Scope |

It would be a privilege to work with you on this project. Please call with any questions or concerns you may have. If this proposal is acceptable, please sign and return one copy to the attention of our Contracts Manager, Carol Tonelli, at your earliest convenience.

Sincerely,



Jim Theiss, Principal

Accepted on Behalf of Gravenstein Union School District

David Rose, Superintendent

Date

Cc: Scott Baer, Project Manager, Counterpoint Construction

Gravenstein Union School District

Facilities Report

August 2020

Prepared by Brian Sposato

Covid 19 and School Preparations:

We have been making improvements and preparations for the new school year. We have continued to install touchless paper towel dispensers, changing out our Merv 13 furnace filters, and stocking classrooms with sanitizer and other cleaning supplies. As we continue to deal with these times we are making every effort to provide a clean and sanitized work environment.

It has been a different experience from normal summer time activities. Yes, we have cleaned rooms as we always have and waxed floors, maintained grounds etc..., as if it would be business as usual with classrooms filled with students for the upcoming new school year. This summer has been very different for everyone as we have spent time trying to find out with how could we conduct school with social distancing and learning about tools to make our efforts more effective and evaluate different strategies in maintaining facilities, and there have been many webinars and lots of resources to help us consider this ever changing environment. Like the majority of other businesses, we have challenges in dealing with supply chain shortages in items such as disinfecting wipes and other cleaning related supplies that otherwise would not be a problem normally. Still we have gathered a good amount of supplies to help keep our facilities clean and safe for the upcoming school year. We know that we will always be striving for continuous improvement, and always be on the lookout for new tools and technologies that help us deal with Covid-19 pandemic.

The thing that we all remember is that we are all in this situation together, and that we know that we are working together always and striving to do our best in these unprecedented times.

CBO Report for the August 13, 2020 Board Meeting

- 1) The Budget has been adjusted to include the Federal and State funds related to COVID-19 as well as the revised LCFF calculation for apportionment funding. The Basic Aid Supplemental Funding that was included in the original budget is still included in the 45 Day Revised Budget. Other notable changes include adjustments for added FTE at Hillcrest and changes in employee benefits, and increased expenses for services and technology due to COVID-19.
- 2) Certification of ESSERF: The District has been certified for 2020-21 CARES Act Funding. The District preliminary allocation is \$33,565. The assurances for the use of these funds are attached to the certification.
- 3) Certification of LLMF: The District has been certified for 2020-21 Learning Loss Mitigation Funding. The District preliminary allocation is \$292,353. The assurances for the use of these funds are attached to the certification.
- 4) Consolidate Application via the CARS System has been completed and is included in the Consent Agenda for this meeting.
- 5) Future projects:
 - a. GASB 75
 - b. J-90
 - c. Special Ed Personnel Data Report
 - d. CPRI Matrix for Hazard Mitigation
 - e. Prop 39 Annual Reporting
 - f. Audit
 - g. Food Service – COVID-19 Disaster Relief Application
 - h. 2019-20 Closing
 - i. Unaudited Actuals for the September meeting
 - j. HR/Payroll/Benefits/Open Enrollment, Units/Column changes, Employee Leaves

Preliminary Allocations - CARES Act, Elementary and Secondary School Emergency Relief Fund (ESSERF) Section 18003

2020-21 Fiscal Year

Allocation amounts are based on the LEA's share of funds received under FY 2019-20 Title I, Part A and are subject to revision.

LEAs must apply to receive CARES Act, ESSERF, Section 18003 funds. The application has not been released and federal funds cannot be apportioned to LEAs until authorization is provided in the California Budget Act SACS Resource Code 3210

County Name	Full CDS Code	County Code	District Code	School Code	Direct Funded Charter School Number	Service Location	Local Educational Agency (LEA)	FY 2019-20 Title I, Part A FINAL Allocation Amount	LEA's Share of Statewide FY 2019-20 Title I, Part A Funding	Preliminary Allocation - CARES Act, ESSERF Section 18003
Sonoma	49707140000000	49	70714	0000000	N/A	70714	Gravenstein Union Elementary	\$40,758	0.002%	\$33,565
Statewide Total								\$40,758	0.002%	\$33,565

California Department of Education
 School Fiscal Services Division
 May 2020

Certification

The checkbox was selected, certifying that I have read the applicable certifications, assurances, terms, and conditions identified on this grant application and I agree to comply with all requirements as a condition of funding.

On behalf of Gravenstein Union Elementary, I hereby apply to the California Department of Education for ESSER funds and agree to all of the following assurances:

PART I: General Assurances for Local Educational Agencies (LEAs)

Gravenstein Union Elementary will comply with the requirements in Section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e):

- (1) The LEA will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;
- (2) The control of funds provided to the local educational agency under each program, and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;
- (3) The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency under each program;
- (4) The LEA will make reports to the State agency or board and to the U.S. Secretary of Education, as requested, as may reasonably be necessary to enable the State agency or board and the Secretary to perform their duties and that the local educational agency will maintain such records, including the records required under Section 1232f of this title, and provide access to those records, as the State agency or board or the Secretary deem necessary to perform their duties;
- (5) The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;
- (6) Any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;
- (7) In the case of any project involving construction, the LEA will provide reasonable assurances that—
 - (a) the project is not inconsistent with overall State plans for the construction of school facilities, and
 - (b) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under Section 794 of title 29 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by individuals with disabilities;
- (8) The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects;

- (9) None of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization. (20 U.S.C. 1232e)

PART II: ESSER Usage of Funds Assurances

Gravenstein Union Elementary assures that funds will be used in accordance with section 18003(d) of Division B of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Under that Act, LEAs receiving ESSER fund under this title may use the funds for any of the following:

- (1) Any activity authorized by the Elementary and Secondary Education Act (ESEA) of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) ("IDEA"), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) ("the Perkins Act"), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).
- (2) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
- (3) Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.
- (4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.
- (5) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.
- (6) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
- (7) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
- (8) Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for online learning to all students, how to provide guidance for carrying out requirements under the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.
- (9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.
- (10) Providing mental health services and supports.

- (11) Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
- (12) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.

The U.S. Department of Education generally does not consider the following to be an allowable use of ESSER funds, under any part of 18003: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the state educational agency (SEA) or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.

PART III: Programmatic, Fiscal, and Reporting Assurances

Gravenstein Union Elementary will comply with all of the accountability, transparency, and reporting requirements that apply to the program, which the Governor has already assured.

- (1) LEAs receiving ESSER funds will provide equitable services to students and teachers in non-public schools as required under 18005 of Division B of the CARES Act.
 - (a) A LEA receiving funds under sections 18002 or 18003 of this title shall provide equitable services in the same manner as provided under section 1117 of the ESEA of 1965 to students and teachers in non-public schools, as determined in consultation with representatives of non-public schools.
 - (b) The control of funds for the services and assistance provided to a non-public school under subsection (a), and title to materials, equipment, and property purchased with such funds, shall be in a public agency, and a public agency shall administer such funds, materials, equipment, and property and shall provide such services (or may contract for the provision of such services with a public or private entity).
- (2) The LEA and any other entity that receives ESSER funds will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.
- (3) The LEA receiving ESSER funds will comply with all reporting requirements, including those under Section 15011(b)(2) of Division B of the CARES Act. The SEA may require additional reporting in the future, which may include: the methodology LEAs will use to provide services or assistance to students and staff in both public and non-public schools, the uses of funds by the LEAs or other entities and demonstration of their compliance with Section 18003(d), such as any use of funds addressing the digital divide, including securing access to home-based connectivity and remote-use devices, related issues in supporting remote learning for all students, including disadvantaged populations.

PART IV: Other Assurances

Gravenstein Union Elementary assures that:

- (1) The LEA or public IHE will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch

Act provisions; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders and regulations.

- (2) With respect to the certification regarding lobbying in Department Form 80-0013, no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; the State will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 C.F.R. Part 82, Appendix B); and the State will require the full certification, as set forth in 34 C.F.R. Part 82, Appendix A, in the award documents for all subawards at all tiers.
- (3) Any LEA or public IHE receiving funding under this program will have on file a set of assurances that meets the requirements of Section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).
- (4) To the extent applicable, an LEA or public IHE will include a description of how the LEA will comply with the requirements of Section 427 of GEPA (20 U.S.C. 1228a) in future reports. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.
- (5) The State will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR §§200.400-475) to ensure that LEAs, including charter schools that are LEAs, are using ESSER funds for purposes that are reasonable, necessary, and allocable under the CARES Act.
- (6) The State and other entities will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

Questions: Government Affairs Division | CARESAct@cde.ca.gov

Certification

The checkbox was selected, certifying that I have read the applicable certifications, assurances, terms, and conditions identified on this grant application and I agree to comply with all requirements as a condition of funding.

On behalf of Gravenstein Union Elementary, I hereby apply to the California Department of Education for LLMF funds and agree to all of the following assurances:

Learning Loss Mitigation Funds

PART I: General Assurances for Learning Loss Mitigation Funds

Gravenstein Union Elementary assures that:

Funds apportioned to LEAs from the GEER Fund are to be used from March 13, 2020, to September 30, 2022, inclusive, and all other funds apportioned pursuant to the Learning Loss Mitigation Funds shall be used from March 1, 2020, to December 30, 2020, for activities that directly support pupil academic achievement and mitigate learning loss related to COVID-19 school closures, and shall be expended for any of the following purposes:

- (1) Addressing learning loss or accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports that begin before the start of the school year and the continuation of intensive instruction and supports into the school year.
- (2) Extending the instructional school year by making adjustments to the academic calendar, increasing the number of instructional minutes provided during each week or school day, or taking any other action that increases the amount of instructional time or services provided to pupils based on their learning needs.
- (3) Providing additional academic services for pupils, such as diagnostic assessments of pupil learning needs, intensive instruction for addressing gaps in core academic skills, additional instructional materials or supports, or devices or connectivity for the provision of in-classroom and distance learning.
- (4) Providing integrated pupil supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, professional development opportunities to help teachers and parents support pupils in distance-learning contexts, access to school breakfast and lunch programs, or programs to address pupil trauma and social-emotional learning.

PART II: Other Assurances for Learning Loss Mitigation Funds

Gravenstein Union Elementary assures that:

- (1) As a condition of receipt of these funds:
 - (a) An eligible LEA shall certify that funding received will be used in full compliance with federal law, as detailed in the GEER and CR Fund assurances below, and shall adopt, on or before September 30, 2020, at a regularly scheduled meeting of the governing board or body of the LEA, a learning continuity and attendance plan pursuant to Section 43509 of the Education Code.
 - (b) This does not preclude an eligible LEA from receiving or expending funds before the adoption of its learning continuity and attendance plan for the 2020–21 school year.

- (c) Each eligible LEA shall maintain a file of all receipts and records of expenditures made pursuant to this section for a period of no less than three years, or, where an audit has been requested, until the audit is resolved, whichever is longer. Receipts and records that are required to be retained by each eligible local educational agency shall be made available to the Superintendent, upon request. The Superintendent shall take action to recoup any federal disallowances of funds allocated to eligible local educational agencies, as applicable.
- (d) An eligible LEA shall report, on or before August 31, 2020, the balance of any unexpended funds received from the CR Fund to the Superintendent. Funds that are not expended by December 30, 2020, shall be reported to the Superintendent within 30 days, and the Superintendent shall initiate collection proceedings.
- (e) An eligible local educational agency shall report, on or before August 31, 2021, the balance of any unexpended funds received from the GEER Fund to the Superintendent. Funds that are not expended by September 30, 2022, shall be reported to the Superintendent within 30 days, and the Superintendent shall initiate collection proceedings.

GEER Fund

PART I: General Assurances for Local Educational Agencies (LEAs)

For any GEER funds received, Gravenstein Union Elementary will comply with the requirements in Section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e):

- (1) The LEA will administer each program covered by the application in accordance with all applicable statutes, regulations, program plans, and applications;
- (2) The control of funds provided to the LEA under each program, and title to property acquired with those funds, will be in a public agency and that a public agency will administer those funds and property;
- (3) The LEA will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that agency under each program;
- (4) The LEA will make reports to the State agency or board and to the U.S. Secretary of Education, as requested, as may reasonably be necessary to enable the State agency or board and the Secretary to perform their duties and that the local educational agency will maintain such records, including the records required under Section 1232f of this title, and provide access to those records, as the State agency or board or the Secretary deem necessary to perform their duties;
- (5) The LEA will provide reasonable opportunities for the participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of each program;
- (6) Any application, evaluation, periodic program plan or report relating to each program will be made readily available to parents and other members of the general public;
- (7) In the case of any project involving construction, the LEA will provide reasonable assurances that—
 - (a) the project is not inconsistent with overall State plans for the construction of school facilities, and
 - (b) in developing plans for construction, due consideration will be given to excellence of architecture and design and to compliance with standards prescribed by the Secretary under Section 794 of title 29 in order to ensure that facilities constructed with the use of Federal funds are accessible to and usable by individuals with disabilities;

- (8) The LEA has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects;
- (9) None of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization. (20 U.S.C. 1232e)

PART II: GEER Usage of Funds Assurances

Gravenstein Union Elementary assures that any GEER funds received will be used in accordance with section 18002(c) of Division B of the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which provides in relevant part that grants awarded under the Governor's Emergency Education Relief Fund be used to continue to provide educational services to their students in any of the following ways:

- (1) Any activity authorized by the Elementary and Secondary Education Act (ESEA) of 1965, including the Native Hawaiian Education Act and the Alaska Native Educational Equity, Support, and Assistance Act (20 U.S.C. 6301 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) ("IDEA"), the Adult Education and Family Literacy Act (20 U.S.C. 1400 et seq.), the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) ("the Perkins Act"), or subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.).
- (2) Coordination of preparedness and response efforts of local educational agencies with State, local, Tribal, and territorial public health departments, and other relevant agencies, to improve coordinated responses among such entities to prevent, prepare for, and respond to coronavirus.
- (3) Providing principals and others school leaders with the resources necessary to address the needs of their individual schools.
- (4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.
- (5) Developing and implementing procedures and systems to improve the preparedness and response efforts of local educational agencies.
- (6) Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases.
- (7) Purchasing supplies to sanitize and clean the facilities of a local educational agency, including buildings operated by such agency.
- (8) Planning for and coordinating during long-term closures, including for how to provide meals to eligible students, how to provide technology for online learning to all students, how to provide guidance for carrying out requirements under the Individuals with Disabilities Education Act (20 U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all Federal, State, and local requirements.
- (9) Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between

students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.

- (10) Providing mental health services and supports.
- (11) Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
- (12) Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the local educational agency.
- (13) Child care and early childhood education.
- (14) Social and emotional support.
- (15) The protection of education-related jobs.

The U.S. Department of Education generally does not consider the following to be an allowable use of GEER funds, under any part of 18003: 1) subsidizing or offsetting executive salaries and benefits of individuals who are not employees of the state educational agency (SEA) or LEAs or 2) expenditures related to state or local teacher or faculty unions or associations.

Please note, while Section 18002(c) of Division B of the CARES Act permits the above uses, pursuant to SB 98 (Ch. 24, Statutes of 2020), the use of funds is limited to those described in the Learning Loss Mitigation Funds Section, (above).

PART III: Programmatic, Fiscal, and Reporting Assurances

For any GEER funds received, Gravenstein Union Elementary will comply with all of the accountability, transparency, and reporting requirements that apply to the program, which the Governor has already assured.

- (1) LEAs receiving GEER funds will provide equitable services to students and teachers in non-public schools as required under 18005 of Division B of the CARES Act.
 - (a) A LEA receiving funds under sections 18002 or 18003 of this title shall provide equitable services in the same manner as provided under section 1117 of the ESEA of 1965 to students and teachers in non-public schools, as determined in consultation with representatives of non-public schools.
 - (b) The control of funds for the services and assistance provided to a non-public school under subsection (a), and title to materials, equipment, and property purchased with such funds, shall be in a public agency, and a public agency shall administer such funds, materials, equipment, and property and shall provide such services (or may contract for the provision of such services with a public or private entity).
- (2) The LEA and any other entity that receives GEER funds will, to the greatest extent practicable, continue to compensate its employees and contractors during the period of any disruptions or closures related to COVID-19 in compliance with Section 18006 of Division B of the CARES Act. In addition, each entity that accepts funds will continue to pay employees and contractors to the greatest extent practicable based on the unique financial circumstances of the entity. CARES Act funds generally will not be used for bonuses, merit pay, or similar expenditures, unless related to disruptions or closures resulting from COVID-19.

- (3) The LEA receiving GEER funds will comply with all reporting requirements, including those under Section 15011(b)(2) of Division B of the CARES Act. The SEA may require additional reporting in the future, which may include: the uses of funds by the LEAs or other entities and demonstration of their compliance with Section 18002(c), such as any use of funds addressing the digital divide and related issues in distance learning.
- (4) The LEA receiving GEER funds will cooperate with any examination of records with respect to such funds by making records available for inspection, production, and examination, and authorized individuals available for interview and examination, upon the request of (i) the U.S. Department of Education and/or its Inspector General; or (ii) any other federal agency, commission, or department in the lawful exercise of its jurisdiction and authority.

PART IV: Other Assurances

Gravenstein Union Elementary assures that, for any GEER funds received:

- (1) The LEA will comply with all applicable assurances in OMB Standard Forms 424B and D (Assurances for Non-Construction and Construction Programs), including the assurances relating to the legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood hazards; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and the general agreement to comply with all applicable Federal laws, executive orders and regulations.
- (2) With respect to the certification regarding lobbying in Department Form 80-0013, no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; the State will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 C.F.R. Part 82, Appendix B); and the State will require the full certification, as set forth in 34 C.F.R. Part 82, Appendix A, in the award documents for all subawards at all tiers.
- (3) Any LEA receiving funding under this program will have on file a set of assurances that meets the requirements of Section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).
- (4) To the extent applicable, an LEA will include a description of how the LEA will comply with the requirements of Section 427 of GEPA (20 U.S.C. 1228a) in future reports. The description must include information on the steps the LEA proposes to take to permit students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede access to, or participation in, the program.
- (5) The State will comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requirements in Subpart D—Post Federal Award Requirements (2 CFR §§200.300-345) and Subpart E—Cost Principles (2 CFR §§200.400-475) to ensure that LEAs, including charter schools that are LEAs, are using GEER funds for purposes that are reasonable, necessary, and allocable under the CARES Act.
- (6) The State and other entities will comply with the provisions of all applicable acts, regulations and assurances; the following provisions of Education Department General Administrative Regulations (EDGAR) 34 CFR parts 76, 77, 81, 82, 84, 97, 98, and 99; the OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485; and the Uniform Guidance in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.

Coronavirus Relief (CR) Fund

PART I: General Assurances for CR Fund

Gravenstein Union Elementary assures that any CR funds received will be used in accordance with section 601(d) of the CARES Act, which provides in relevant part that grants awarded will be used in any of the following ways:

- (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
- (3) Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The following is a nonexclusive list of examples of costs that would not be eligible expenditures of payments from the CR Fund:

- (1) Damages covered by insurance.
- (2) Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- (3) Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
- (4) Reimbursement to donors for donated items or services.
- (5) Workforce bonuses other than hazard pay or overtime.
- (6) Severance pay.
- (7) Legal settlements

Please note, while Section 601(d) of the CARES Act permits the above uses, pursuant to SB 98 (Ch. 24, Statutes of 2020), the use of funds is limited to those described in the Learning Loss Mitigation Funds Section, (above).

PART II: Other Assurances for CR Fund

- (1) The CR Fund payments to subrecipients would count toward the threshold of the Single Audit Act and 2 C.F.R. part 200, subpart F re: audit requirements. Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. § 200.501(a) when the subrecipients spend \$750,000 or more in federal awards during their fiscal year.
- (2) Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.
- (3) The LEA will make reports to the State agency or board and to the federal government, as requested.

Questions: Government Affairs Division | CARESAct@cde.ca.gov

Checks Dated 07/01/2020 through 07/31/2020

Board Meeting Date August 13, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1792276	07/09/2020	Advanced Security Systems	01-5800	Fire Alarm Monitoring 2020-21	7.56	
			03-5800	Fire Alarm Monitoring 2020-21	86.94	94.50
1792277	07/09/2020	Ally Technology Consulting LLC	01-5840	IT Consultant 2020-21	162.50	
			03-5840	IT Consultant 2020-21	1,950.00	
			04-5840	IT Consultant 2020-21	1,137.50	3,250.00
1792278	07/09/2020	Frontline Technologies Group L LC	01-5830	Frontline - Absence and Subs Mgt. 2020-21	160.50	
			03-5830	Frontline - Absence and Subs Mgt. 2020-21	1,926.00	
			04-5830	Frontline - Absence and Subs Mgt. 2020-21	1,123.50	3,210.00
1792279	07/09/2020	Schoolwise Inc.	01-5840	Schoolwise & Gradebook 2020-21	622.50	
			03-5840	Schoolwise & Gradebook 2020-21	7,470.00	
			04-5840	Schoolwise & Gradebook 2020-21	4,357.50	12,450.00
1792280	07/09/2020	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2020-21		2,059.20
1792281	07/09/2020	AAA Energy Systems, Inc.	03-9510	Replacement Gutters- Gravenstein		8,810.00
1792282	07/09/2020	Gravenstein Parent Association	01-9510	Enrichment Contractor Exp: April 8 - May 31, 2020	2,091.20	
			03-9510	Enrichment Contractor Exp: April 8 - May 31, 2020	24,048.80	26,140.00
1792283	07/09/2020	Lattice Educational Services	01-9510	Special Ed Services		215.49
1792284	07/09/2020	Pacific Gas & Electric	01-9510	Electric and Gas for 2019-20 Gravenstein	35.23	31
				Light Poles at Grav Elem 2019-20	1.38	
			03-9510	Electric and Gas for 2019-20 Gravenstein	405.12	
				Light Poles at Grav Elem 2019-20	15.92	
			04-9510	Electric and Gas for 2019-20 @ Hillcrest	824.73	1,282.38
1792285	07/09/2020	Recology Sonoma Marin	03-9510	Recology-Gravenstein	893.18	
			04-9510	Recology-Hillcrest	628.68	1,521.86
1792286	07/09/2020	Sonoma County Office Of Ed.	03-9510	2020 Grav Robotics Training		75.00
1793545	07/16/2020	ACSIG	01-9510	Employee's Dental Plan Coverage 2019-20		9,380.50
1793546	07/16/2020	AT&T Calnet 3	01-9510	Gravenstein AT&T CALNET 3 Charges 2019-20	12.61	
			03-9510	Gravenstein AT&T CALNET 3 Charges 2019-20	150.49	
			04-9510	Gravenstein AT&T CALNET 3 Charges 2019-20	75.00	
				Hillcrest AT&T CALNET 3 Charges 2019-20	62.03	300.13
1793547	07/16/2020	Counterpoint Construction Services, Inc.	40-9510	Facilities Project Management Services		4,325.00
1793548	07/16/2020	Employment Development Dept.	01-9510	Unemployment Taxes for the year 2019-20		722.20
1793549	07/16/2020	U.S. Bank Equipment Finance	01-9510	Copier Lease for Schools and DO for 2019-20	35.27	

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ESCAPE ONLINE

Checks Dated 07/01/2020 through 07/31/2020 Board Meeting Date August 13, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1793549	07/16/2020	U.S. Bank Equipment Finance	03-9510	Copier Lease for Schools and DO for 2019-20	423.40	
			04-9510	Copier Lease for Schools and DO for 2019-20	246.96	705.63
1793550	07/16/2020	U.S. Bank Corporate Payment	01-9510	Cal Card Payment-June 2020	22.47	
			03-9510	Cal Card Payment-June 2020	269.66	
			04-9510	Cal Card Payment-June 2020	388.51	680.64
1793551	07/16/2020	Weeks Drilling & Pump Co. Inc.	01-9510	Gravenstein Elem Water Service for 2019-20	52.09	
			03-9510	Gravenstein Elem Water Service for 2019-20	599.01	
			04-9510	Hillcrest Water Service for 2019-20	475.00	1,126.10
1793552	07/16/2020	Holden, Wanda L	01-5830	Reimb. Notary Services	.75	
			03-5830	Reimb. Notary Services	9.00	
			04-5830	Reimb. Notary Services	5.25	15.00
1793553	07/16/2020	ACSA Attn: Membership Department	01-5300	ACSA Supt Dues Yr 2020-21	79.27	
			03-5300	ACSA Supt Dues Yr 2020-21	951.30	
			04-5300	ACSA Supt Dues Yr 2020-21	554.93	1,585.50
1793554	07/16/2020	ACSIG	01-9573	Employee's Dental Plan Coverage 2020-21		9,389.50
1793555	07/16/2020	California School Boards Assoc	01-5300	CSBA Dues 2020-21	365.75	
			01-5880	CSBA Gamut Online 2020-21	1,715.00	
			03-5300	CSBA Dues 2020-21	4,389.00	
			04-5300	CSBA Dues 2020-21	2,560.25	9,030.00
1793556	07/16/2020	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2020-21		40,638.96
1793557	07/16/2020	KONE Inc	04-5830	Maintenance Coverage for 2020-21		405.12
1793558	07/16/2020	Pitney Bowes Global Financial	01-5600	Postage Machine Lease Rental 2020-21	8.61	
			03-5600	Postage Machine Lease Rental 2020-21	103.45	
			04-5600	Postage Machine Lease Rental 2020-21	60.35	172.41
1793559	07/16/2020	School Loop, Inc.	01-5840	School Loop Subscription 2020-21	175.78	
			03-5840	School Loop Subscription 2020-21	2,109.46	
			04-5840	School Loop Subscription 2020-21	1,230.52	3,515.76
1793560	07/16/2020	United Forest Products Inc.	01-4370	Top Soil -Gravenstein	21.04	
			03-4370	Top Soil -Gravenstein	242.01	263.05
1793561	07/16/2020	San Joaquin County Office of Education	01-5830	Annual EdJoin Account Fees 2020-21	22.50	
			03-5830	Annual EdJoin Account Fees 2020-21	274.50	
			04-5830	Annual EdJoin Account Fees 2020-21	153.00	450.00
1793562	07/16/2020	Fishman Supply Company	01-4370	Gravenstein Custodial Supplies-District	98.87	

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ESCAPE ONLINE

Checks Dated 07/01/2020 through 07/31/2020

Board Meeting Date August 13, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1793562	07/16/2020	Fishman Supply Company	03-4370	Gravenstein Custodial Supplies-District	1,186.42	
			04-4370	Gravenstein Custodial Supplies-District	692.07	1,977.36
1793563	07/16/2020	Office Depot	03-4310	Class Supplies- TK		286.06
1793564	07/16/2020	Voyager Sopris Learning, Inc.	03-4310	Special Ed -Language Live! -Quote# 00085125	611.16	
			04-4310	Special Ed -Language Live! -Quote# 00085125	1,309.40	1,920.56
1793565	07/16/2020	Zaner-Blosser Inc.	03-4110	Handwriting Books-K		1,206.17
1794424	07/23/2020	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	2.56	
			03-5830	Water testing for Gravenstein	29.44	
			04-5830	Water testing for Hillcrest	32.00	64.00
1794425	07/23/2020	Greenacre Homes, Inc	01-9510	2019-20 ISA		511.01
1794426	07/23/2020	Lakeshore Learning Materials	03-4310	Classroom Supplies-Debolt/Basque		24.29
1794427	07/23/2020	Office Depot	03-4310	Class Supplies- Crandall	87.43	
				Class Supplies- Team 2	762.96	
				Class Supplies- Team 3	1,275.55	2,125.94
1794428	07/23/2020	Really Good Stuff, LLC	03-4310	Class Supplies-Grimm		54.40
1794429	07/23/2020	Zaner-Blosser Inc.	03-4110	Handwriting Books-Tomsky		184.03
1794430	07/23/2020	Ally Technology Consulting LLC	01-4340	Technology Purchases for Grav and HMS	71.17	33
			01-4440	Technology Purchases for Grav and HMS	809.07	
			01-5840	Technology Purchases for Grav and HMS	3.45	
			03-4340	Technology Purchases for Grav and HMS	818.49	
			03-4440	Technology Purchases for Grav and HMS	9,304.27	
			03-5840	Technology Purchases for Grav and HMS	39.93	
			04-4340	Technology Purchases for Grav and HMS	542.48	
			04-4440	Technology Purchases for Grav and HMS	6,525.63	
			04-5840	Technology Purchases for Grav and HMS	35.51	18,150.00
1794431	07/23/2020	Ally Technology Consulting LLC	01-9510	IT Consultant 2019-20	162.50	
			03-9510	IT Consultant 2019-20	1,950.00	
			04-9510	IT Consultant 2019-20	1,137.50	3,250.00
1794432	07/23/2020	Business Card	01-9510	Business Card Payment-June 2020	118.55	
			03-9510	Business Card Payment-June 2020	1,380.57	
			04-9510	Business Card Payment-June 2020	242.00	1,741.12
1794433	07/23/2020	Greenacre Homes, Inc	01-5100	2019-20 ISA	192.90	
			01-5810	2019-20 ISA	318.11	
			01-9510	2019-20 ISA	3,806.01	4,317.02
1794434	07/23/2020	Horizon	01-9510	Irrigation Repair Parts for Grav	50.98	
			03-9510	Irrigation Repair Parts for Grav	586.27	637.25

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ESCAPE ONLINE

Checks Dated 07/01/2020 through 07/31/2020

Board Meeting Date August 13, 2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1794435	07/23/2020	Jack Schreder & Associates, In c.	40-9510	June 2020 - School Facilities Program		783.75
1794436	07/23/2020	Solutions West	01-9510	Board Workshop on Goal Setting	125.00	
			03-9510	Board Workshop on Goal Setting	1,500.00	
			04-9510	Board Workshop on Goal Setting	875.00	2,500.00
1794437	07/23/2020	West Sonoma County Union High	01-9510	MOU btwn WSCC & Grav 2019-20 for TM		9,945.00
1795413	07/30/2020	Haas, Elsbeth B	03-4390	Laptop Aides-Haas		81.00
1795414	07/30/2020	Business Card	01-4380	Dist Maint Supplies	7.04	
			01-4400	Covid Safety Training	30.37	
			01-5202	Maint Supplies	13.95	
			03-4380	Dist. Maint Supplies	84.46	
			03-4400	Maint Supplies	349.22	
			03-5202	Covid-19 Safety Mgr.Certification	167.40	
			04-4380	Dist. Maint Supplies	49.27	
			04-5202	Covid-19 Safety Mgr.Certification	97.65	799.36
1795415	07/30/2020	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2020-21		40,669.12
1795416	07/30/2020	MCI Comm Service	12-5911	Daycare Phone Line for 2020-21		14.32
1795417	07/30/2020	Ray Morgan Company	01-5633	Copier Contract Charges 2020-21		300.42
1795418	07/30/2020	Santa Rosa Fire Equipment Inc.	01-5600	Service of Fire Extinguishers	39.36	
			03-5600	Service of Fire Extinguishers	452.64	
			04-5600	Service of Fire Extinguishers	360.00	852.00
1795419	07/30/2020	Teachers' Curriculum Institute	04-4110	HA! 6-8 Gr.Subscription Online 2020-21	1,996.00	
				History Alive! 7th Grade Social Studies	2,780.29	4,776.29
1795420	07/30/2020	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2020-21		2,059.20
1795421	07/30/2020	Trivunovic, Beth	03-5202	Professional Development		190.00
1795422	07/30/2020	Fishman Supply Company	01-4370	District Wide Custodial Supplies	151.75	
				Gravenstein Custodial Supplies-District	5.15	
			03-4370	District Wide Custodial Supplies	1,820.93	
				Gravenstein Custodial Supplies-District	61.83	
			04-4370	District Wide Custodial Supplies	1,062.22	
				Gravenstein Custodial Supplies-District	36.06	3,137.94
1795423	07/30/2020	United Forest Products Inc.	01-4370	Top Soil -Gravenstein	21.04	
			03-4370	Top Soil -Gravenstein	242.01	263.05
1795424	07/30/2020	AT&T Mobility	01-9510	Wireless Service - year 1	44.55	
			03-9510	Wireless Service - year 1	534.51	
			04-9510	Wireless Service - year 1	311.80	890.86
1795425	07/30/2020	Pacific Gas & Electric	01-9510	Light Poles at Grav Elem 2019-20	1.38	
			03-9510	Light Poles at Grav Elem 2019-20	15.88	17.26

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 07/01/2020 through 07/31/2020 **Board Meeting Date August 13, 2020**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1795426	07/30/2020	ParknPool	04-4400	Picnic Tables and Benches-Hillcrest		8,895.61
Total Number of Checks					60	254,429.32

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	42	127,547.37
03	Gravenstein Elementary Charte	42	80,489.56
04	Hillcrest Middle Charter	29	41,269.32
12	Child Development Fund	1	14.32
40	Special Reserve-capital Proj	2	5,108.75
Total Number of Checks		60	254,429.32
Less Unpaid Tax Liability			.00
Net (Check Amount)			254,429.32

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

**Gravenstein Union School District
July Payroll Report**

August 13, 2020 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$	44,457.99
Supplemental: \$	7,159.64

Classified Salary & Benefits

Regular: \$	48,735.57
Supplemental: \$	1,795.47

Total Salary & Benefits

\$ 102,148.67

Board of Education Regular Meeting Minutes

DATE: Thursday, July 9, 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 5:01pm All members present via zoom except Alexander Kahn (will join meeting later)

II. ADOPTION AND APPROVAL OF THE AGENDA

Approval of the agenda for July 9, 2020 (2 min.)

Action taken/comments:

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

III. REPORTS, AND ORAL COMMUNICATIONS

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

DR: No emergency powers used to date but the board should expect something in the coming weeks as there might be a need. Further details to come if needed.

B. (p. 1) Gravenstein Principal (5 min.)

KP: Report is included in the packet. Numbers are strong but ever changing as we have people moving into and out of the area. Lots of committee work around the different options related to Distance Learning (DL) or possible Hybrid model for the coming year. As far as class sides, the aim is 20 per class with room to grow to 23 if needed due to families moving into the district. Current plan is to stay at 20 per class.

C. (p. 2) Hillcrest Principal (5 min.)

WD: Report is included in the packet

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

GUTA report was emailed to Administration and the Board prior to the meeting. Included documents related to GUTA position regarding reopening of school.

Included a clarification letter and CTA regarding opening of school. Board requested that the GUTA report be provided sooner so it can be included in the packet and carefully reviewed prior to the meeting by the Board.

E. District Site Council (0 min.)

No report, no meetings since last Board meeting.

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**

Presented to the Board by the new GPA President Erin Hillmer and Vice President Elizabeth Dawson. GPA is hoping to get new pledge packets out soon but are awaiting direction from Administration. Next meeting is July 21st.

G. Trustee Reports (5 min.)

GA and JK spoke regarding presentations they have received from SCOE and CSBA regarding best practices around reopening of schools. Additional information is still being developed and needed prior to the start of school year.

SS spoke about Board development that will be done in closed session.

Apologized for not having the Black Lives Matter discussion on the agenda as requested. It will be on the agenda for the August meeting.

H. Climate Committee (0 min.)

No report at this time.

I. Master Plan Committee (5 min.)

Current Master Plan

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

The committee will present to the board a proposed contract to hire QKA as the school's architect of record. QKA is already investigating current conditions around classroom temperature and classroom ventilation. JK noted that QKA has a personal investment in our community and was very happy with the work of the committee to select QKA from the many qualified architects.

J. (p. 19) Facilities Report (5 min.)

Report is included in the packet. Current focus cleaning, preparing for the school year, creating hand washing stations in classrooms that don't have them, and working with OKA and possible contractors around the classroom temperature issue.

K. (p. 20) CBO Report (5 min.)

Report is included in the packet. WH noted the modernization grant application process has been completed and the funding is still down the road. J-13 waivers were approved. JK asked regarding updating of the budget. WD noted that administration would bring another budget to the board with 45 days of the state updating their budget. Current funding is using the same ada and amounts as last year. The funding is the same but is being deferred.

Parent circled back to the BLM issue mentioned during trustee reports and asked why it wasn't immediately taken to the full board. SS we will bring it to the board.

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

1. Questions from June Board Meetings

2. (p. 21) State Controller's Office Audit Certification

Question about page numbers on the agenda: Page numbers have been added to the agenda.

Question about time teachers spent interacting with students during DL: The vast majority did daily zoom type instruction. 87% had some form of daily interaction.

Audit certification was approved.

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.

EH request that parents be provided with a reopening plan and provide parents with what ideas are being discussed and different strategies (ie a,b,c options) and the potential number of hours kids could be in school. It is a good idea to provide some communication related to masks being used and enforced at school. This will give parents a chance to get kids used to using them. Some communication from administration on these items would be helpful.

BT: The fact that the BLM resolution did not make it on the agenda is very disappointing. Having it brought forward would show the community that you care about them. This is embarrassing, sad, and disappointing.

JM: The answers that were given as to why this wasn't brought to the agenda is very concerning since it was promised at the June meeting it would be. To me it seems like it was left off on purpose which is the exact reason there is a BLM movement. I was at a previous board meeting where a Board member used the term "separate but equal". Ignoring this issue will cause people to feel more resentments and feel ignored.

SS: We will focus on the BLM issue at a committee level and then bring it to the Board. Please let me or DR know if you are interested.

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 to approve consent agenda as written

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

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.

DR Thank you to the committee doing the work. We don’t know if we are going to be open yet and we don’t have mandates yet. So, we will need to have options. Spoke about the challenges for distance learning makes for students at home. How do we balance health and safety needs and desire to get students back in school? Our plan will not be perfect for everyone. School has been listed as essential personnel. This requires we have education for the students in the fall and it must be in person to the best of our ability. We have a staff and a parent survey. Our work in the next few weeks is to develop a plan that works for our parents. Our physical space

is limiting what we can do in each classroom. 15 students at Gravenstein, and 17 at Hillcrest. Mask will be required when social distancing isn't possible. Requesting the next two weeks to finalize how the day to day process will go. Planning an all hands meeting (remotely) regarding safety for the teachers. Survey data will be posted on the school's website but we will edit to protect anonymity. DR planning to look at a shortened day that handles the minimum minutes. That we open with focus on the core subjects to start with.

Documents included in the packet. Items requesting approval are:

1. The Reopening Committee, pursuant to the current Health Order, recommends a requirement that students and staff wear a face covering at all times while indoors, in common areas, and any time when closer than 6 feet to another person on campus. The proposed schedule will have frequent break times daily for both students and staff to be out of the classroom with the opportunity to remove their facial covering.
2. The Committee recommends that as we begin the school year, that GUSD suspend the Beyond The Bell program. We will resume services again when Sonoma County reaches Stage 4 or additional health directives are received.
3. The Committee further recommends that GUSD provide services for the children of staff members that attend GUSD schools in order to provide staff members the ability to fulfill all work-related responsibilities during this very challenging time
4. The Committee recommends that GUSD adopt a shortened day schedule daily pursuant to the minutes listed above until Sonoma County reaches Stage 4 or additional health directives are received.
5. The Committee recommends the development of a Site Specific Safety Plan for each school site that includes the required elements from CDE and Public Health.
6. Staff continues to develop models for instruction that provide the maximum amount of direct teacher instruction possible. We will have a proposed model ready for release to our families by July 31. Parent commitment to a model by August 5.

(Lengthy discussion can be provided upon request)

Break was taken from 7:14 -7:20pm

Notes:

Board raised questions about the suspension of Beyond the Bell and how that will affect parents, the timing of providing a plan or options to parents as possibly too late, and the need to move quickly to provide information to parents.

Parent raised questions regarding the length of day, beyond the bell, and the requirement for masks.

Teachers raised concerns about the development of the "cohorts", need to continue discussions around the hybrid model options, need for parents to practice mask use with their children, and the need to have a plan prior to July 31st.

Several motions were considered. Final motion:

Motion to approve items 1,3,4,5,and 6 as written and amended item 2 to provide Beyond the Bell to students during in person schooling.

Action taken/comments

Motion __GA____ Second __JK____ Vote: SS: _aye____ GA: _aye____ PL: _aye____
JK: _aye____ AK: _n/a____

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

DR brought to the board a request to purchase additional computers and equipment needed for meetings and to support DL

Motion to approve computer equipment purchase not to exceed \$230,000 to allow the district to provide additional computer needs at meetings and during DL

Motion __GA____ Second __JK____ Vote: SS: _aye____ GA: _aye____ PL: _aye____
JK: _aye____ AK: _n/a____

C. Amend Board Bylaw 9220

Situation: This Bylaw currently requires any candidate for a seat on the GUSD Board of Trustees to pay for the inclusion of a Statement of Qualifications on the Sonoma County Election Ballot; this would be a fee of \$530 per candidate for the 2020 election. Elections Code 13307 gives districts the ability to pay this fee on behalf of any candidates.

Plan: Staff has proposed some edits to this Bylaw, including the provision for GUSD to pay the fees to Sonoma County for a candidate Statement of Qualification. Taking

this action will remove a potential deterrent for any qualified person that wishes to participate in the election process for vacant Board seats.

Recommendation: For the Board to approve the amended version of Board Bylaw 9220.

Action taken/comments

Motion to approve

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

D. Resolution #200709, Ordering an Election to be Held and Requesting Consolidation with the November 3, 2020, Consolidated District Election (5 min)

Situation: The term for three of our current Trustees expires in December, 2020. This resolution orders an election to fill those vacancies and allows for this election to be consolidated with the other Sonoma County elections on November 3, 2020.

Plan: To submit the required documentation to the Sonoma County Clerk and Registrar of Voters to enable the election process to take place.

Recommendation: For the Board to approve Resolution #200709

Action taken/comments

Motion to approve

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

PL left the meeting at 8:35

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

Moved to closed session at 8:38pm

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

Returned to open session at 8:55pm

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

Action taken/comments

No actions were taken during closed session

XI. FUTURE BOARD MEETINGS

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

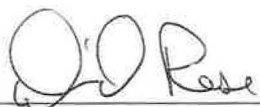
XII. ADJOURNMENT

Meeting was adjourned at 8:57pm

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.

Consolidated Application and Reporting System, 2020-2021 Spring Submission

Certification: I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and, I agree to have the use of these funds received and/or audited according to the standards and criteria set forth in the California Department of Education's Federal Program Monitoring (FPM) Manual. Legal assurances for all the programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those, which a waiver has been obtained or requested. A copy of all waivers or requests is on the file. I certify that actual ink signatures for this page are on file.



Signature of authorized representative

David Rose

Printed name of authorized representative

Superintendent

Title

7/17/2020

Date

2020-21 Certification of Assurances


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca20assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	David Rose
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	08/13/2020

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2020-21 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	David Rose
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	08/13/2020
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

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2020-21 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) / District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	06/25/2018
Direct Funded Charter Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	David Rose
Authorized Representative's Title	Superintendent

*****Warning*****

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2020-21 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/13/2020
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District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	Does not apply - 65 EL students in the District

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes

*****Warning*****

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2020-21 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, conappsupport@cde.ca.gov, 916-319-0297

Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
--	-----

Warning

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2020-21 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2020-21 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated English learner per student allocation	\$114.40
Estimated English learner student count	65
Estimated English learner student program allocation	\$7,436

Note: \$10,000 minimum program eligibility criteria

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

Budget

Professional development activities	\$6,150
Program and other authorized activities	\$1,138
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$0
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$148
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$7,436

*****Warning*****

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2020-21 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2020-21 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated immigrant per student allocation	\$104.70
Estimated immigrant student count	2
Estimated immigrant student program allocation	\$209

Note: Eligibility criteria

A local educational agency which has 21 or more eligible immigrant students and has experienced a significant increase of one percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

Budget

Authorized activities	\$209
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$209

*****Warning*****

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2020-21 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Arturo Ambriz, Fiscal Oversight and Support Office, AAmbriz@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies at this time.

*****Warning*****

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2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

CDE Program Contact:

Sylvia Hanna, Federal Programs and Reporting Office, shanna@cde.ca.gov, 916-319-0948
Rina DeRose, Federal Programs and Reporting Office, RDerose@cde.ca.gov, 916-323-0472

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

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The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

Private School's Believed Results of Consultation Allowable Codes

- Y1: meaningful consultation occurred
- Y2: timely and meaningful consultation did not occur
- Y3: the program design is not equitable with respect to eligible private school children

Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

Add non-attendance area school(s) No

The local educational agency is electing to add nonprofit private schools outside of the district's attendance area.

Warning

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2020-21 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added

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2019-20 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2019 through June 30, 2020

CDE Program Contact:

Arianna Bobadilla (Fiscal), Division Support Office, abobadilla@cde.ca.gov, 916-319-0208
 Lisa Fassett (Program), Standards Implementation Support Office, lfassett@cde.ca.gov, 916-323-4963

2019-20 Title II, Part A allocation	\$8,030
Transferred-in amount	\$0
Transferred-out amount	\$0
2019-20 Total allocation	\$8,030

Professional Development Expenditures

Professional development for teachers	\$4,596
Professional development for administrators	
All other professional development expenditures	

Recruitment, Training, and Retention Expenditures

Recruitment activities	
Training activities	
Retention activities	
All other recruitment, training, and retention expenditures	

Miscellaneous Expenditures

Class size reduction	\$3,434
Administrative and indirect costs	
Equitable services for nonprofit private schools	
All other allowable expenditures and encumbrances	
Total expenditures and encumbrances	\$8,030
2019-20 Unspent funds	\$0

*****Warning*****

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2019-20 Title IV, Part A LEA Use of Funds Report

A use of funds report of year-to-date expenditures by activity.

CDE Program Contact:

Federal Programs and Reporting Office, TitleIV@cde.ca.gov, -

2019-20 Title IV, Part A LEA allocation	\$10,000
Transferred-in amount	\$0
Total funds transferred out of Title IV, Part A	\$0
Total LEA Reservations	\$0
2019-20 Title IV, Part A LEA adjusted allocation	\$10,000
Well-Rounded	0
Safe and Healthy Students	0
Effective Use of Technology	0
Carryover as of September 30, 2020	\$10,000

*****Warning*****

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2019-20 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, lwheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	David
Homeless liaison last name	Rose
Homeless liaison title	Superintendent
Homeless liaison email address (Format: abc@xyz.zyx)	drose@grav.k12.ca.us
Homeless liaison telephone number (Format: 999-999-9999)	707-823-7008
Homeless liaison telephone extension	213
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	1.00

Homeless Liaison Training Information

*****Warning*****

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2019-20 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, lwheeler@cde.ca.gov, 916-319-0383
 Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	Yes
Teachers and instructional assistants	Yes
School counselors	Yes

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	01/11/2006
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Title I, Part A Homeless Expenditures

2019-20 Title I, Part A LEA allocation	\$40,758
2019-20 Title I, Part A direct or indirect services to homeless children reservation	\$50
Amount of 2019-20 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children	\$0
Homeless services provided (Maximum 500 characters)	
No expenditures or encumbrances comment Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	No homeless students at this time.

*****Warning*****

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2018-19 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2018 through June 30, 2020.

CDE Program Contact:

Arianna Bobadilla (Fiscal), Division Support Office, abobadilla@cde.ca.gov, 916-319-0208
 Lisa Fassett (Program), Standards Implementation Support Office, lfassett@cde.ca.gov, 916-323-4963

2018-19 Title II, Part A allocation	\$7,572
Transferred-in amount	\$0
Transferred-out amount	\$0
2018-19 Total allocation	\$7,572

Professional Development Expenditures

Professional development for teachers	\$1,100
Professional development for administrators	
All other professional development expenditures	

Recruitment, Training, and Retention Expenditures

Recruitment activities	
Training activities	
Retention activities	
All other recruitment, training, and retention expenditures	

Miscellaneous Expenditures

Class size reduction	\$6,472
Administrative and indirect costs	
Equitable services for nonprofit private schools	
All other allowable expenditures and encumbrances	
Total expenditures and encumbrances	\$7,572
2018-19 Unspent funds	\$0

*****Warning*****

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Gravenstein Union School District

Resolution Declaring Instructional Method for 2020-2021 School Year

Resolution Number 200813

WHEREAS, Section 34 of Senate Bill 98 (“SB 98”), signed by the Governor on June 29, 2020, addresses the ability of Local Educational Agencies (“LEAs”) to offer distance learning in the 2020-2021 school year; and

WHEREAS, Education Code Section 43503 subparagraph (2) of subdivision (a) was added by SB 98 to allow LEAs to offer distance learning under either of the following circumstances:

“(A) On a local educational agency or school wide level as a result of an order or guidance from a state public health officer or a local public health officers.

(B) For pupils who are medically fragile or would be put at risk by in-person instruction, who are self-quarantining because of exposure to COVID-19.”; and

WHEREAS, on June 26, 2020, both the State Senate and Assembly issued letters to the Senate Journal for the purpose of clarifying the intent of SB 98, as it relates to distance learning (“Clarifying Letters”); and

WHEREAS, the Clarifying Letters state that Section 34 of SB 98 was intended to provide LEAs with flexibility in determining how K-12 instruction would be provided to meet the needs of students, families and the community during the COVID-19 pandemic such that LEAs would have discretion to adopt a distance learning, hybrid, or mixed-delivery instructional model; and

WHEREAS, both the State Senate and Assembly acknowledged in the Clarifying Letters that while the intent of the Legislature was for LEAs to offer in-person instruction in the 2020-2021 school year to the greatest extent possible, Education Code Section 43503(a)(2)(A) was not intended to require an LEA to seek out or receive approval from a state or local public health officer prior to adopting a distance learning model, but to simply consult and collaborate with state or local public health officials in making this determination; and

WHEREAS, the Clarifying Letters also stated that it was not the Legislature’s intention to prevent an LEA from adopting a distance learning, hybrid or mixed-delivery instructional model to ensure safety, but rather to give LEAs flexibility to determine what instructional model the LEA will adopt during the COVID-19 pandemic, taking into account the needs of their students and staff, and their available infrastructure, provided the model adheres to an applicable state or local public health order or guidance; and

WHEREAS, the June 12, 2020, Sonoma County Roadmap to Reopening Schools incorporates the state and local public health guidance that Sonoma County LEAs must follow; and

WHEREAS, the Governing Board of the Gravenstein Union School District (“District”) has reviewed the Sonoma County Roadmap to Reopening Schools in determining which instructional model best meets the needs of the District, its students and staff, in light of the District’s available infrastructure and safety concerns.

NOW THEREFORE, BE IT RESOLVED THAT, the Governing Board of the Gravenstein Union School District has determined that at this time full in-person direct instruction cannot be provided in compliance with the Sonoma County Roadmap to Reopening Schools.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Gravenstein Union School District has determined that full in-person direct instruction will not be offered as an available instructional model from August 19, 2020 through October 2, 2020.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Gravenstein Union School District will be offering the following instructional methods during the 2020-2021 school year:

Distance Learning with periodic small group in-person meetings with health protocols in place as allowed pursuant to waiver approval by the Sonoma County Department of Health Services

Independent Study designed to meet the needs of families unable to attend daily in-person remote learning activities

PASSED AND ADOPTED by the Governing Board of the Gravenstein Union School District as its meeting on the ___ day of _____, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gregory Appling
Clerk, Governing Board
Gravenstein Union School District

**MEMORANDUM OF UNDERSTANDING BETWEEN GRAVENSTEIN UNION SCHOOL DISTRICT AND
GRAVENSTEIN UNION TEACHERS' ASSOCIATION
REGARDING THE COVID-19 PANDEMIC AND SCHOOL OPENING DURING THE 2020-2021 SCHOOL
YEAR.
AUGUST 13, 2020**

The Gravenstein Union School District ("District") and the Gravenstein Union Teachers' Association ("Association"), jointly known as the Parties ("Parties") enter into this Memorandum of Understanding ("MOU") regarding the issues related to the coronavirus COVID-19 and the opening of schools during the 2020-2021 school year.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The Parties acknowledge that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement ("CBA") not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act ("EERA") *California Government Codes 3540 et seq.* apply and remain in effect.

The Parties agree to the following:

1.0 DEFINITIONS

1.01 "Classroom" – is any academic, learning, assessment, or instructional space used by students, certificated, classified, parents, administrators, or other adults on a school campus. This applies to both indoor and outdoor learning spaces, and includes libraries, computer or scientific laboratories, study halls, or any other common space on a school campus.

1.02 "Cohort" – is a group of students that maintains social isolation and physical distancing. Cohorts are designed to remain stable and intact in order to prevent the spread of infection and illness arising from COVID-19. Classroom cohort sizes supersede class size language in the CBA for in-person learning during the life of this MOU.

1.03 "Common Equipment" – is any school equipment or structures that is designed to be used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.

1.04 "Common Space" – is any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, playgrounds, blacktops, quads or outdoor gathering spaces, hallways, bathrooms, etc.

1.05 "Face Coverings" – cloth face coverings or masks as recommended by federal, state, and local public health guidance.

1.06 "Hand Sanitizer" – this product must contain at least 60% alcohol. Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl alcohol hand sanitizers are more toxic and can be absorbed through the skin. Hand sanitizers containing methanol are toxic and shall not be used. (see CDC and FDA Advisories.)

1.07 "Personal Protective Equipment" – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and may include face coverings, masks, N95/KN95 respirators, face shields, neck guards, barriers, gloves, goggles, etc.

1.08 "Physical Distancing" – also known as social distancing to help decrease the spread of the virus by increasing the space between people to at least six (6) feet and reducing the number of different people with whom a person interacts. If health department guidance on distancing changes, the parties agree to confer before changing GUSD standards.

2.0 PERSONAL PROTECTIVE EQUIPMENT ("PPE")

2.01 The District shall have California Department of Public Health and Sonoma County Health Department recommended PPE available for all unit members and students for every day that unit members or students are required to report to school sites.

2.02 In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.

2.03 Unit members shall not be required to bring their own PPE, and no unit member shall be disciplined or evaluated negatively for not bringing their own PPE.

2.04 If the District fails to provide sufficient PPE for the day, individuals without PPE will be sent home for the day. Unit members sent home due to lack of PPE will receive their full daily rate of pay. Any in-person classes taught by the unit member will resume when sufficient PPE is available.

Face Covering Requirements

2.05 Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or in areas outdoors where spacing mandates cannot be met such as walkways and near entrances. This applies to all staff, all students in grades 3-8, all administrators, and any visitors on campus over two years of age. For TK-2, staff will work with parents prior to school starting to encourage the wearing of face coverings at home so that students will be better prepared to meet this recommendation while at school. Staff and Administration will engage parents to encourage the wearing of face coverings for TK-2 students. Students and others who are not in compliance with the face covering requirements will not be allowed on school sites. Staff may choose to wear a face covering when working alone in an indoor space or when delivering on screen instruction during Distance Learning.

2.05.1 Face coverings shall not be required for students or staff if there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist.

2.06 For unit members and students who cannot wear a face covering mask according to section 2.05.1, face shields with neck drapes tucked into the shirt shall be used. Masks and face shields may not be required for students with medical apparatus which prevents or obstructs the use of the apparatus.

2.07 GUSD will endeavor to find a source for N95 respirators. If available, N95 or KN95 respirators shall be provided to:

2.07.1 Unit members caring for individuals who get sick at the worksite with possible symptoms of COVID-19 illness; and

2.07.2 Unit members with a high number of daily workplace contacts or to unit members who request in writing N95 or KN95 respirators due to professional or personal health concerns. Unit members shall not be required to submit a note from a medical professional when making this request.

Hand Washing Requirements

2.08 The Parties recognize that frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.

2.09 All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and every time a classroom is entered.

2.10 The District shall comply with the following hand washing requirements:

2.10.1 Every room with a sink shall be stocked with soap, medically effective hand sanitizer, and no touch hand drying equipment.

2.10.2 Every classroom shall be provided medically effective hand sanitizer.

2.10.3 Non-classroom workspaces and common spaces shall be provided medically effective hand sanitizer.

2.10.4 Hand sanitizer or portable hand washing stations shall be provided at each ingress and egress point on a school campus. Association representatives, District administration and Maintenance shall do a campus walk-through to identify locations for such stations.

2.10.5 All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day that staff or students are on campus.

3.0 IN-PERSON LEARNING

The COVID-19 pandemic has caused federal, state, and local public health officers to issue orders and guidance impacting the educational operations of the District in order to minimize health and safety risks associated with COVID-19 infection and illness. As a result of the orders and guidance issued by federal, state, and local public health officers, any in-person learning offered by the District during the pandemic shall be offered consistent with all of the provisions below. Pursuant to Resolution 200813 ([Appendix E](#)), GUSD will begin the 2020/2021 school year with Distance Learning as the primary mode of instruction, through at least October 2, 2020. The parties agree to collect state and county health department updates and use that information to plan instruction after October 2, 2020. During this period of Distance Learning, GUSD will apply for waivers to allow small group in-person instruction for short periods of time during the suspension of in-person instruction. Small group instruction will be scheduled at the request of a unit member or members. GUSD will also support requests for independent study from GUSD families for the 2020/2021 school year.

Adherence to Health Guidelines and Orders

3.01 The District shall adhere to the most current COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH", [Appendix A](#)), California Department of Education ("CDE"), California Department of Industrial Relations Division of Occupational Safety and Health ("Cal-OSHA"), and Sonoma County Department of Health Services ("SCDHS").

3.02 Where there is a conflict between the various guidelines or orders, the District shall adhere to the most restrictive of either the CDPH or SCDHS guidelines or orders in order to minimize potential health and safety risks for all unit members, students, and their families. OK

3.03 The Parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to the guidelines in section 3.01.

Physical Distancing

Classroom/Instructional/Academic Learning Spaces

3.04 The District shall ensure minimum physical distancing of six (6) feet between all student workspaces, between all educators, staff, and student workspaces, and between all employee workspaces (subject to 1.08).

3.04.1 The District shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements. The capacity for each classroom space shall be posted one week prior to the start any small group in-person instruction.

3.04.2 If GUSD is granted a waiver to provide in-person instruction, unit members shall have the ability to schedule and conduct small group in-person instruction. The unit member will consult with the site principal regarding scheduling so that the number of students on campus can be minimized at any one time.

3.04.3 If students are to be involved in multiple sessions, the unit member shall create consistent cohorts for these sessions.

3.04.4 Small group instruction should be scheduled after 1:00pm to avoid conflict with other instructional activities.

3.04.5 Small group instruction is limited to 5 students per session. At no time can a group exceed the room capacity numbers pursuant to 3.04.1.

3.04.6 Small group instruction shall not include recess or lunch breaks; a unit member may insert short breaks into a session and will provide or arrange for supervision during any such break.

3.04.7 Students should remain in their same workspace as much as practicable.

3.04.8 If students need to move to other workspaces in a classroom, the space should be properly cleaned before and after its use.

3.04.9 Each student's belongings shall be separated and stored in individually labeled storage containers, cubbies, areas or in their backpack (if age-appropriate). A protocol for student return of items shall be developed with details regarding the use of sealable bags or a sanitization process before items are handled by unit members.

3.04.10 The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the equipment shall be cleaned and disinfected between uses.

3.04.11 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness.

3.04.12 Unit members shall only interact in-person with students from four (4) classroom cohorts in the same workday in order to minimize their potential exposure to COVID-19. Unit members assigned a grade level cohort will be scheduled to interact with their cohort only; specialist, elective, and physical education teachers may interact with up to 4 cohorts per day, following all safety guidelines.

3.04.13 All workspaces shall be measured and marked to maintain the physical distancing requirement one week prior to the start of small group in-person instruction.

3.05 In rare situations in a classroom where the minimum physical distancing requirement is insufficient to provide necessary academic instruction or assessments as mutually agreed to by the unit member and the site administrator, alternative and effective safety devices shall be used such as plexiglass barriers and/or face shields with neck drapes. Time spent in proximity of less than six (6) feet between individuals shall be minimized to the extent possible and strictly limited to no more than ten (10) minutes daily.

3.06 No unit member shall be directed to violate the six (6) feet of physical distancing requirement except to prevent imminent bodily or physical harm from occurring.

One-Way Directions/Movement

3.07 In order to help maintain physical distancing requirements in all common walkways and congregation areas (both outdoor and indoor), the District shall create unidirectional pathways. These pathways shall be clearly marked to indicate the direction of travel and the six (6) feet physical distance spacing requirements.

School Ingress and Egress Points

3.08 Since students, parents, and staff tend to congregate in large groups at access points before and after school:

3.08.1 School sites shall identify a limited number of access points to be used for student and parent ingress and egress before and after school.

3.08.2 Where possible, staff, students, and parents will be assigned an ingress and egress point for use when coming to school for in-person learning.

3.08.3 Unit members will have modified adjunct duties with all health guidelines followed and a protocol mindful of minimal cohort mixing during before and after school supervision.

3.08.4 School sites may designate staggered start and end times for cohorts, but any staggered start or end times shall not create longer or shorter work days for unit members.

Meetings and Gatherings

3.09 Meetings (including but not limited to, staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings, parent meetings, and parent-teacher conferences) shall be held virtually unless a unit member schedules an in-person interaction. All meetings shall follow all health and safety protocols, and shall be scheduled during non-instructional time to the greatest extent possible.

3.10 Large in-person gatherings (i.e. school assemblies) are prohibited except in an emergency.

3.10.1 Back-To-School Night, Open House, and in-person Promotion/Graduation meetings or ceremonies shall be replaced with virtual events or in a format mutually agreed upon by unit members for the 2020-2021 school year.

3.10.2 Meet the Teacher: Intent is to streamline and minimize interactions; stress to parents the specific limitations on access to teachers/staff. Event will be by grade level with staggered scheduling across several days; specific times for specific students/families. Teachers will have the flexibility to participate in this event remotely or in some other fashion as needed.

3.11 Notwithstanding sections 3.09 and 3.10, all other provisions of the CBA regarding meetings apply.

Other Health and Safety Issues

Daily Cleaning and Disinfecting

3.12 The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.

3.12.1 Sufficient cleaning supplies for the routine hygiene practice shall be provided to each classroom including, but not limited to soap, hand sanitizer that is at least 60% alcohol per CDC guidelines, paper towels, disinfectant spray and/or wipes, disposable gloves.

3.12.2 Within each cohort where students move to another class, a passing period will be allocated with enough time for high touch (e.g. student desk, faucet) surfaces to be cleaned.

3.13 Cleaning and disinfecting as described in Section 3.12 shall be done by trained personnel. Certificated unit members shall not be required to perform daily cleaning and disinfecting that falls outside the scope of the normal duties in our bargaining unit. All staff shall receive training on the use of disinfectants through the Integrated Pest Management (IPM, [Appendix F](#)) training prior to the beginning of the school year.

3.14 Upon request of the Association, the District shall provide copies of all Safety Data Sheets ("SDSs") required to be maintained by Cal-OSHA.

Regular Decontamination of Classroom Spaces

3.15 Each classroom and staff work space shall be cleaned and sanitized daily by trained district staff pursuant to all health and safety guidelines.

Air Ventilation and Filtration

3.16 The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

3.16.1 An outside assessment with recommendations by HVAC unit for the percentage an air damper can reasonably be opened without harming the unit will be contracted for by GUSD upon MOU agreement by both parties and shared with unit members when completed. Air filters shall be MERV-13 at locations where HVAC units can accommodate this filter and changed at the recommended intervals by GUSD maintenance staff.

3.17 The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

3.17.1 HVAC air filters shall be equipped with MERV-13 filters and changed at the recommended intervals.

3.17.2 Portable classrooms and poorly ventilated restrooms and/or other classroom spaces or workspaces without adequate central HVAC shall be equipped, if available, with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

3.17.3 If an individual tests positive for COVID-19, the District will pull any and all HVAC filters at the school site that may have been impacted to be tested for the presence of COVID-19. The test results shall be shared with the Public Health Officer and the unit members.

Health Screening, Testing, Notification, and Contact Tracing

3.18 Each school site shall have a registered School Nurse for the safety and health of all students, staff, and visitors to the campus. The School Nurse shall:

3.18.1 coordinate with the District and interface with the Sonoma County Public Health Department;

3.18.2 oversee the plan for primary care for any individuals that manifest symptoms associated with COVID-19;

3.18.3 participate in the implementation of quarantine protocols; and

3.18.4 train all students, staff, and parents, on effective hygiene practices including but not limited to hand washing, physical distancing, and PPE usage, and review and approve signage and guidance for visitors.

3.19 The District shall ensure that all students, employees, and visitors are checked daily for symptoms associated with COVID-19 infection upon entering school including temperature checks.

3.19.1 Health screening, testing, notification, and quarantine protocols and procedures will be created prior to in-person learning occurring.

3.19.2 All students and staff will be trained on these protocols and procedures.

3.20 Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with a confirmed case of COVID-19 shall be sent home or sent to an isolation room on site pending travel home or to a medical facility.

3.21 Upon notification that an employee or student has been infected with COVID-19, the District shall contact the Sonoma County Public Health Department and support all contact

tracing efforts. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association President(s) of the location(s) where the infected individual was present on the school campus during the suspected incubation/active infection period.

3.22 All bargaining unit members shall be provided the opportunity COVID-19 testing at no charge. Testing schedules shall be arranged to take place onsite if possible to minimize delays and results shall be delivered to each unit member promptly, with all relevant privacy rights preserved.

4.0 DISTANCE LEARNING

Pursuant to Resolution 200813, GUSD will begin the 2020/2021 school year with Distance Learning as the primary mode of instruction, through at least October 2, 2020. The parties agree to collect state and county health department updates and use that information to plan instruction after October 2, 2020. During this period of Distance Learning, GUSD will apply for waivers to allow small group in-person instruction for short periods of time during the suspension of in-person instruction. GUSD will also support requests for independent study from GUSD families for the 2020/2021 school year.

Regardless of the District's ability to operate in-person learning according to Sections 2.0 and 3.0, distance learning is permitted five days per week for students who are medically fragile or would be put at risk by in-person learning instruction, or who are self-quarantining because of exposure to COVID-19.

4.01 The Parties affirm that the District shall offer in-person instruction to the greatest extent possible while also maintaining a safe and healthy learning environment for all students, educators, and their families. This is done consistent with the provisions of this MOU.

4.01.1 GUSD will provide child supervision services at no cost for school-aged children of any GUSD employee whose needs can be met by our typical Beyond the Bell services. All campus areas where child supervision takes place will be sanitized daily, as will implementation of safeguards and protocols to prevent the spread of COVID-19 provided by the CDC, the California Department of Public Health, and the Sonoma County Office of Health Services.

4.02 All students will receive synchronous or asynchronous instruction and content five days per week, pursuant to Education Code 43503 ([Appendix D](#)). The lesson design and type of instruction provided that fulfills the requirements of Education Code 43503 and the daily live interaction guidelines below shall be at the discretion of the classroom teacher. Required course work during the suspension of in-person will include only the core subjects of English, Mathematics, Social Studies, and Science. The Daily Live Interaction instructional minutes listed below will be subject to review on September 4; the parties may agree to meet and confer on this item.

Grade Level	Daily Live Interaction	Total Daily Instructional Time Minimum
TK/K	30 - 45 minutes	180 minutes
1st - 3rd	45 - 60 minutes	230 minutes
4th - 5th	45 - 60 minutes	240 minutes
6th - 8th	60 - 80 minutes (at least 15 - 20 minutes per subject area)	240 minutes (at least 60 minutes per subject area)

4.02.1 When providing distance learning, academic content, classwork, independent work, assignments, projects, synchronous instruction, asynchronous instruction, and live interaction shall all be combined to meet the daily minimum minutes per grade level. Daily lesson plans, assessments, and instructional methodologies used shall be at the discretion of the classroom teacher.

4.02.2 Teachers shall use district adopted curriculum and materials and all content shall be aligned to grade level standards that are provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

4.02.3 All students will receive daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders and consistent with this MOU.

4.02.4 This daily live interaction shall be designed to meet the needs of students at the discretion of the classroom teacher.

4.02.5 If daily live interaction is not feasible as part of regular instruction, the District shall develop an alternative plan in consultation with and based on meaningful input from students, parents, and the Association.

4.03 The District shall ensure equitable access to education for all students and shall confirm and/or make provisions so that all pupils have adequate access to connectivity and technological devices to participate in the educational program and complete assigned work.

4.04 The District shall provide academic and other supports in distance learning that are designed to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health support.

4.04.1 Special Education teachers shall work with the IEP team of each student to determine the appropriate level of service that represents a Free and Appropriate Public Education (FAPE) for each student that qualifies for Special Education Services.

4.05 Bargaining unit members shall determine the means and methods for providing distance learning based on appropriate standards-based instruction, their resources, and their students' abilities to access the curriculum. Bargaining unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow-up.

4.06 Bargaining unit members shall set their schedule to work and be available during their normal contractual work hours and workdays in order to provide students and parents with consistency and to avoid conflicts. Bargaining unit members shall have time each week designated to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms.

4.07 Interactive instruction will include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a visual way, and provides the bargaining unit member opportunities to provide the student encouragement and feedback.

4.08 Bargaining unit members providing service in a total distance learning model may work remotely or may access and work from their assigned classroom/office workspace during regular school hours. A unit member shall report their presence any time on campus outside of regular school hours to the Director of Maintenance. In the event a bargaining unit member reports to a district worksite, they shall be responsible for following all safety and health requirements in Sections 2.0 and 3.0 of this MOU. This item shall be evaluated by administration by September 4, 2020, attendance and participation rates as well as other factors will be considered. GUSD reserves the right to meet and confer on this issue.

4.09 Any recording of live/synchronous virtual instruction is required to have the consent of the teacher and the principal.

4.10 The District shall provide all bargaining unit members the necessary equipment and supplies in order to provide distance learning, including but not limited to technology, laptop computers, display boards, video cameras, headphones, and any other items normally provided during in-person learning.

Distance Learning Accountability Requirements

4.11 The District, in consultation with the bargaining unit, shall develop a system for unit members to document daily participation for each pupil on each school day, in whole or in part, for which distance learning is provided. A pupil who does not participate in distance learning when assigned to do so shall be documented as absent by the distance learning teacher.

4.11.1 Evidence of daily student participation in distance learning shall be obtained using:

4.11.1.1 evidence of participation in online activities;

4.11.1.2 completion of regular assignments and/or assessments; and

4.11.1.3 contacts between employees of the District and pupils or parents or guardians.

4.11.2 The District shall ensure that a weekly engagement record system is available for unit members to utilize for documenting pupil synchronous or asynchronous instruction for each whole or partial day of distance learning, verifying daily participation, and tracking assignments.

4.11.3 The District, in consultation with the bargaining unit, shall develop written procedures for tiered reengagement strategies for all pupils who are absent from distance learning for more than three school days or 60% of the instructional days in a school week. These procedures shall require that, following at least three unit member directed contact attempts, school site administrators or classified staff to make contact with the pupil's parents or guardians pursuant to the requirements of *Education Code Sections 43504(f)*.

4.11.4 Classroom teachers shall regularly communicate with parents and guardians regarding a pupil's academic progress consistent with established practices and procedures for traditional in-person learning.

5.0 FAILED SUBSTITUTE COVERAGE

5.01 If no certificated bargaining unit member is available to provide substitute teaching coverage, the cohort may be instructed by an administrator until such time as a bargaining unit member or certificated substitute teacher becomes available.

6.0 DAYS AND HOURS

Classroom Preparation Days

6.01 Bargaining unit members shall be provided two (2) additional days of classroom preparation days prior to the start of instruction. Unit members shall be free to choose to participate in optional professional development training or state/federal mandated training offered during these two additional days. State/federal mandated training shall also be offered remotely and during the regularly scheduled training period on August 17 and/or August 18, 2020.

6.02 Staff will submit supplemental timesheets for completing required and optional training modules. Site administration will provide staff with a schedule and details of needed activities/expectations for GUTA review prior to sharing with unit members (goal is to have a draft to GUTA by 8/4 and out to teachers 8/5 for August 13, 14, 17, 18). Staff will have flexibility to complete tasks that are possible to do independently/remotely beginning the week of August 10, and add this time to a timesheet. Target Solutions access will be open beginning the week of August 10; staff will have a preliminary introduction to the reason for their access and how to track time spent on the modules.

In-Person Adjunct Duties, Committee Assignments, or Extra Duty Work

6.03 While subject to activity restrictions due to COVID-19, any and all in-person adjunct duties, committee assignments, or extra-duty positions shall be cancelled unless such duties,

assignments, or positions can be reasonably performed in a virtual setting or in a setting in which the District, the Association and the involved unit member(s) approve.

7.0 LEAVES

Families First Coronavirus Relief Act (FFCRA expires December 31, 2020)

7.01 For unit member self-care:

A unit member shall use up to 10 days of available federal paid sick leave under the FFCRA if the member (1) is unable to work due to government issued quarantine or isolation order related to COVID-19, (2) has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work, (3) is experiencing symptoms of COVID-19 and is seeking diagnosis and is unable to work. The District may request verification prior to placing a unit member on paid leave. The District will pay a unit member's full salary regardless of per diem pay limits in the FFCRA.

7.02 For unit members to care for others:

A unit member may use up to 10 days of available federal paid sick leave under the FFCRA if the member is unable to work due to the need to care for (1) a minor child due to a COVID-19 related school closure, (2) an individual subject to government issued quarantine or isolation order related to COVID-19, (3) an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19, or (4) an individual who is experiencing symptoms of COVID-19 and is seeking diagnosis. The District may request verification prior to placing a unit member on paid leave. The District will pay a unit member's full salary regardless of per diem pay limits in the FFCRA.

7.03 Unit members requiring additional unpaid time beyond FFCRA limits shall not have days deducted from their sick leave.

Paid Leave of Absence for Unit Members At-Risk of COVID-19 Exposure

7.04 In the event a bargaining unit member is unable to return to in-person instruction because either they or someone in their household is at high risk for illness or infection associated with COVID-19, and an alternate or remote assignment is unavailable to them, such member shall follow the provisions of the California Labor and Workforce Development ([Appendix B](#)) protocol.

Industrial Accident Leave/Worker's Compensation

7.05 All provisions of the CBA pertaining to Industrial Accident Leave and/or Worker's Compensation remain in effect.

7.06 Any days that unit members who are unable to perform work duties virtually or in-person in excess of the 10 available days through the FFCRA, while schools in the District are open for site-based learning or in-person instruction allowed per a waiver provision, unit members will be offered an additional 5 days of paid administrative leave.

8.0 TRANSFERS AND ASSIGNMENTS

8.01 The following procedures shall apply to the assignment of distance learning remote work:

8.01.1 The District shall post and notify all bargaining unit members of remote assignment vacancies via district email. Vacancies shall also be posted on the District website. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date which is at least seven (7) calendar days following the posting date.

8.01.2 The unit member's request for a distance learning remote work assignment must be submitted via email. The request may include the reasons for the bargaining unit member's request, including that they are seeking the distance learning remote work assignment because either they or someone in their household is at high risk for infection and illness associated with COVID-19.

8.01.3 Priority for distance learning remote work assignments shall be given to those individuals who are requesting the remote work assignment because either they or someone in their household is at high risk for infection or illness associated with COVID-19, in order of hire date seniority with the District.

8.01.4 If after giving priority of assignment to bargaining unit members according to Section 8.01.3, there is additional distance learning remote work available, the remaining assignments shall be filled in order of hire date seniority with the District for unit members with the appropriate credential qualifications.

9.0 CHILDCARE

9.01 During Distance Learning childcare is only an option to staff. Childcare shall follow all provisions in Section 2.0 and 3.0 as applicable.

10.0 PAY AND BENEFITS

10.01 While working under an in-person learning model, a hybrid model, or a total distance learning model, or during a period of total emergency school closure, bargaining unit members on active work status shall continue to receive their full compensation and benefits as long as state and federal funding is provided to the District to compensate staff. If extracurricular duties can and are performed, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the CBA.

10.02 The District shall reimburse all bargaining unit members for pre-approved costs associated with purchasing equipment that is delivered to campus; or instructional materials not provided by the District directly related to providing distance learning or a hybrid learning model of instruction. Such reimbursement shall be compensated up to \$500 per unit member for the 2020-2021 school year.

11.0 EVALUATION

11.01 The period of time from the start of the school year through September 30, 2020 shall not be used to evaluate bargaining unit members in order to allow time for bargaining unit members and administrators to adjust to a new model of instruction. The evaluation process shall begin on October 1, 2020, with all observations and final evaluations concluded by the designated end date in the CBA. The Parties agree to meet and discuss the evaluation process for the 2020-2021 school year as needed.

12.0 SPECIALISTS/ELECTIVES/PHYSICAL EDUCATION

12.01 Unit members that provide instruction to multiple stable student cohorts in one school day shall be provided N95 or KN95 respirators if requested due their increased interactions with students.

12.02 Specialists, elective teachers, and physical education teachers shall not interact in-person with more than four (4) stable student cohorts.

12.03 During the time period when GUSD is offering distance learning only, GUSD will be offering a shortened schedule that will include required student participation in live instruction in only core subject areas. Specialists, elective teachers, and physical education teachers shall consult with their site principal for assignment details during distance learning. Site administrators will assign and adjust duties with the intent of replicating a normal teaching assignment. Duties may include but will not be limited to: the preparation of optional lessons, interacting with students that are in need of additional support, co-teaching, coordinating independent study agreements, and acting as a substitute. Teachers receiving these assignments will review the precautions and safety measures in place for any assignment, and shall provide any concerns in writing to a site administrator. If and when the instructional day is extended, specialists, elective teachers, and physical education teachers shall prepare daily lesson plans based on academic content standards that provides an equivalent level of rigor as in-person learning for stable student cohorts engaged in in-person learning as well as for students engaged in distance learning or a hybrid model of instruction.

12.04 Assignments that typically have large performance-based classes (band, music, drama, PE) shall only be assigned stable student cohort groups based on the in-person cohort limits in Section 3.0 of this MOU. Any in-person classroom activity that necessitates an increased behavioral risk (such as singing, playing and instrument, or close physical contact) shall be prohibited until deemed safe by public health officials without PPE, physical distancing, and cohort sizes. Alternative lessons (such as music theory, music appreciation, string or percussion instruments, physical education with distance requirements, etc.) shall be provided.

13.0 COVID-19 EXPOSURE AND COHORT/SCHOOL SITE CLOSURE

13.01 GUSD and all staff shall follow the most current guidance from the California Department of Public Health ([Appendix A](#)) and the Sonoma County Department of Health Services ([Appendix C](#)) in regard to COVID-19 exposure and cohort/school site closure.

13.02 During any period of quarantine, students will receive distance learning. The District or site administrator will ensure that the students will have a certificated teacher providing distance learning instruction. The bargaining unit member, if medically able to do so, shall continue to provide instruction to the cohort during distance learning. The unit member being quarantined will be provided at least one (1) duty free workday to plan and prepare for distance learning.

13.03 Within 48 hours of school and/or District closure, the academic program shall transition to a total distance learning model until such time as it is deemed reasonably safe to return to an in-person or hybrid learning model.

14.0 VACANT SECTION AT THIS TIME

15.0 TRAINING

15.01 Consistent with federal, state, and local public health officer guidelines, all staff shall be trained ([Appendix G](#)) in the following areas, including but not limited to:

15.01.1 Reinforcing the importance of health and safety practices and protocols;

15.01.2 Cleaning and disinfecting protocols, cleaning supplies and equipment;

15.01.3 Physical distancing requirements, personal protective equipment, and stable classroom cohort protocols;

15.01.4 Health screening protocols and procedures;

15.01.5 Protocols on responding to individuals who manifest symptoms associated with COVID-19 while at school;

15.01.6 Protocols on responding to individuals with a family member or someone in close contact with a student or staff member who tests positive for COVID-19;

15.01.7 Protocols on responding to a student or staff member testing positive for COVID-19; and

15.01.8 any other orders or guidelines in operation at a District site for which a bargaining unit member is expected to understand and comply with.

15.02 The District shall provide appropriate software and training for bargaining unit members required to engage with students in a virtual setting either as part of in-person learning, distance learning, or a hybrid model.

15.03 The District shall provide a minimum of 72 hours' notice to all bargaining unit members of additional required training hours or days not already provided for in the CBA.

16.0 ACCOMMODATION

16.01 The Parties acknowledge that the interactive accommodation process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19.

16.02 The District agrees to protect and support employees who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing reasonable working accommodations that may include options such as distance learning or working remotely.

16.03 If reasonable accommodations are not practicable, the District shall work with the employee to develop a flexible leave plan pursuant to guidance from the California Labor and Workforce Development Agency ([Appendix B](#)) that endeavors to avoid exhausting the employee's earned leave.

16.04 The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions.

16.05 The District agrees to initiate in a timely manner the interactive process for employees whose medical doctor designates them as "high risk," "vulnerable," or equivalent terminology as related to exposure to COVID-19.

16.06 The District shall provide reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition, that may include but not limited to:

16.06.1 Providing additional or enhanced PPE;

16.06.2 Placing physical barriers to separate the vulnerable employee from staff, students, or other individuals on campus;

16.06.3 Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure;

16.06.4 Moving the employee workstations; and

16.06.5 If available, reasonable, and still addresses student/District needs, transferring or reassigning the employee to a distance learning assignment or an assignment with minimal daily contacts with others.

16.07 When no reasonable accommodation can be reached, the District shall provide paid leave to bargaining unit members according to the options presented by the California Workforce and Development Agency ([Appendix B](#))

17.0 ACCESS LIMITATIONS AND ASSOCIATION RIGHTS

17.01 The District shall develop and implement a plan to minimize access to school sites, and limit non-essential visitors, facility use permits, and volunteers.

18.0 GRIEVANCE PROCEDURE

18.01 All provisions of this MOU are subject to the negotiated grievance procedure in the CBA.

19.0 CONSULTATION RIGHTS AND RESERVE RIGHT TO FURTHER NEGOTIATE

19.01 The District and Association agree to meet and confer monthly during the pandemic to discuss textbooks, curricula, educational methods, standards, assessments, with the goal of evaluating the instructional models being used and to improve student learning outcomes. The Parties shall each select representatives chosen by the Superintendent and Association Co-Presidents or their designees to meet virtually in this consultation committee.

19.02 The Parties shall meet to consult to provide meaningful input into the "School Site-Specific Protection Plan" before the District submits this to the Sonoma County Office of Education, the local public health department, posts it at all District sites, and shares it with all stakeholder. All "School Site-Specific Protection Plans" shall be provided to the Association President or designee at least 24 hours prior to being posted at work sites.

19.03 The District shall prepare a "Learning Continuity and Attendance Plan" for the 2020-2021 school year in consultation with and reflecting meaningful input from students, the Association, and parents. The District shall provide a copy of the "Learning Continuity and Attendance Plan" in draft format at least 24 hours prior to adoption of the plan by the Board of Trustees.

19.04 The District shall provide all bargaining unit members at a school site with the individual's name, cell phone number, and work email address designated as the single point of contact from each school site and/or District work location to the Sonoma County Public Health Department.

19.05 Due to the evolving nature of the pandemic, the parties reserves the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed.

20.0 DURATION

20.01 The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

20.02 This MOU shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties. This MOU shall expire if all health concern restrictions are lifted by the State of California and/or the Sonoma County Department of Health Services and there is a return to full in-person instruction.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

Bret Timinovic Date: 8/6/2020 _____ Date: _____

M. Kelly Spinks Date: 8/6/2020

APPENDICES:

Appendix A: California Department of Public Health, COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, July 17, 2020

Appendix B: California Labor and Workforce Development Agency, Coronavirus 2019 (COVID-19) Resources for Employers and Workers, May 7, 2020

Appendix C: Sonoma County Department of Health Services, Sonoma County COVID-19 Notification Process in the event of a case at school, July 22, 2020

Appendix D: California Education Code, Education Code 43502 and 43503, June 29, 2020

Appendix E: Gravenstein Union School District, Draft Distance Learning Resolution 200813, August 2020

Appendix F: California Department of Pesticide Regulation, California School and Child Care Integrated Pest Management, The Healthy Schools Act, Every Child Deserves a Healthy Schoolsite, June 2019

Appendix G: Gravenstein Union School District, Addendum to the Injury and Illness Prevention Program (IIPP) of the Gravenstein Union School District, COVID-19, August 2020



SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

**COVID-19 and Reopening In-Person Learning
Framework for K-12 Schools in California, 2020-2021 School Year**

July 17, 2020

Overview

California schools have been closed for in-person instruction since mid-March 2020 due to the COVID-19 pandemic. School closures to in-person instruction were part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. CDPH developed the following framework to support school communities as they decide when and how to implement in-person instruction for the 2020-2021 school year. New evidence and data about COVID-19 transmission, including variations by age, and the effectiveness of disease control and mitigation strategies continues to emerge regularly. Recommendations regarding in-person school reopening and closure should be based on the available evidence as well state and local disease trends.

The CA [School Sector Specific Guidelines](#), and the Centers for Disease Control and Prevention [CDC](#) have published additional guidance on school re-entry.

In-Person Re-Opening Criteria

Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county¹ monitoring list within the prior 14 days.

If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days.²

¹ School districts in LHJs that are cities are considered to be included as part of the county if the county is on the monitoring list.

² A waiver of this criteria may be granted by the local health officer for elementary schools to open for in-person instruction. A waiver may only be granted if one is requested by the superintendent (or equivalent for charter or private schools), in consultation with labor, parent and community organizations. Local health officers must review local community epidemiological data, consider other public health interventions, and consult with CDPH when considering a waiver request.





SONIA Y. ANGELL, MD, MPH
State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



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Guidance Once Re-Opened to In-Person Instruction

How should schools think about testing?

Once schools are re-opened to at least some in-person instruction, it is recommended that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.

Who should be tested and how often?

School staff are essential workers, and staff includes teachers, para-professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

What if a school or school district reopens to in-person instruction, but the county is later placed on the county monitoring list?

Schools should begin testing staff, or increase frequency of staff testing but are not required to close.





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State Public Health Officer & Director

State of California—Health and Human Services Agency
California Department of Public Health



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What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> Send home Recommend testing (If positive, see #3, if negative, see #4) School/classroom remain open 	<ul style="list-style-type: none"> No Action needed
2.	Close contact (+) with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14-day quarantine) School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Notify the local public health department Isolate case and exclude from school for 10 days from symptom onset or test date Identify contacts (+), quarantine & exclude exposed contacts (likely entire cohort (++)) for 14 days after the last date the case was present at school while infectious Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open 	<ul style="list-style-type: none"> School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> May return to school 3 days after symptoms resolve School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing





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California Department of Public Health



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(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Guidance on School Closure

What are the criteria for closing a school?

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

What are the criteria for closing a school district?



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State of California—Health and Human Services Agency
California Department of Public Health



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A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

If a school district is closed, when may it reopen?

Districts may typically reopen after 14 days, in consultation with the local public health department.

State Resources for Case, Contact & Outbreak Investigations

California is committed to supporting local health departments with resources and other technical assistance regarding school case, contact, and outbreak investigations.



Coronavirus 2019 (COVID-19) Resources for Employers and Workers

Guidance for Employers and Workers

In the face of the COVID-19, the Labor & Workforce Development Agency (LWDA) wants to keep workers, employers, co-workers, and families safe. What employees are entitled to may be confusing. We are trying to make it easier and spread awareness through this centralized source of info. Use the guidance below to determine what is best for you, your family, and your workplace.



Face coverings required in public spaces

Cloth face coverings or masks help reduce the spread of coronavirus, especially when combined with physical distancing and frequent hand washing. Starting June 18, Californians must wear face coverings in common and public indoor spaces and outdoors when distancing is not possible.

Information for Workers

Support Services for Workers

- [Summary Chart: Benefit for Workers Impacted by COVID-19](#)
- **COVID-19 Unemployment Benefits Guide**
 - [COVID-19: Unemployment Insurance Claims](#)
 - [Pandemic Additional Compensation](#)
 - [Pandemic Unemployment Assistance](#)
 - [Pandemic Emergency Unemployment Compensation](#) (13-week extension)
 - [Benefits Frequently Asked Questions](#)
- [Support Services for those who are Sick or Quarantined, Caregiving, or Dealing with Reduced Work Hours](#)
- [Supportive Services for Basic Needs, Re-Employment, and Rapid Response](#)
- **Resources for Injured Workers**
 - [Injured worker benefits](#)
 - [Employer requirements](#)
 - [Details on workers' compensation and COVID-19](#)

Rights and Protections for Workers

- [Laws Enforced by the Labor Commissioner's Office](#)
- [Side by Side Comparison of COVID-19 Paid Leave](#)
- **VIDEOS: [Know Your Rights and Responsibilities](#)**
- [Update on Essential and Non-essential Workers](#)
- [Guidance on Conditional Suspension of California WARN Act Notice Requirements](#)
- [FAQs on Executive Order concerning Supplemental Paid Sick Leave For Food Sector Workers at Companies with 500 or More Employees](#)
 - [Workplace Poster – Supplemental Paid Sick Leave for Food Sector Workers \(Spanish Version\)](#)
- [Information on Executive Order for a time-limited rebuttable presumption for accessing workers' compensation benefits for a COVID-19 infection – Posted May 7, 2020](#)
- [Questions and Answers on Executive Order N-62-20 – Updated May 18, 2020](#)

California COVID-19 Statewide Industry and County Guidance

- [Statewide Industry Guidance and Checklists to Reduce Risk](#)
- [County Guidance and Criteria](#)

Cal/OSHA Guidance on Requirements to Protect Workplaces from COVID-19

General Workforce

- Interim General Guidelines on Protecting Workers from COVID-19 – Updated May 14, 2020
[English](#)
- Know Your Rights: Safe and Healthy Workplace in California Video – Posted Apr. 28, 2020
[English](#)

Health Care Facilities

- Interim Guidance on Severe Respirator Supply Shortages – Updated Apr. 2, 2020
[English](#)
- Interim Guidance for Protecting Hospital Workers from Exposure to Coronavirus Disease (COVID-19) – Posted May 22, 2020
[English](#) | [Español](#)
- Interim Guidance for Protecting Workers at Skilled Nursing and Long-term Care Facilities – Updated Apr. 5, 2020
[English](#) | [Español](#) | [中文 \(Chinese\)](#) | [한국어 \(Korean\)](#) | [Tagalog](#)

Agriculture

- COVID-19 Daily Checklist for Agricultural Employers – Posted May 8, 2020
[English](#) | [Español](#)
- COVID-19 General Checklist for Agricultural Employers – Updated May 26, 2020
[English](#) | [Español](#)
- Infection Prevention for Agricultural Employers and Employees – Updated May 26, 2020
[English](#) | [Español](#) | [中文 \(Chinese\)](#) | [Tiếng Việt \(Vietnamese\)](#)
- COVID-19 Infection Prevention for Agricultural Workers Video – Posted May 20, 2020
[English \(Video Transcript\)](#)

Child Care

- Infection Prevention in Child Care Programs – Updated May 5, 2020
[English](#) | [Español](#) | [中文 \(Chinese\)](#) |

Construction

- Infection Prevention in Construction – Updated May 13, 2020
[English](#)

Grocery Stores

- COVID-19 Daily Checklist for Grocery Employers – Posted May 12, 2020
[English](#)
- COVID-19 General Checklist for Grocery Employers – Updated May 26, 2020
[English](#)
- Infection Prevention in Grocery Stores – Updated May 26, 2020
[English](#) | [Español](#)

Logistics

- Infection Prevention for Logistics Employers and Employees – Updated May 13, 2020
[English](#)

Mortuary and Funeral Homes

- Interim Guidance for Protecting Mortuary and Funeral Home Workers from Exposure to Coronavirus Disease (COVID-19) – Posted May 4, 2020
[English](#)

Educational Materials and Fact Sheets

- Aerosol Transmissible Diseases Safety and Health Fact Sheet – Updated Jan. 3, 2020
[English](#)
- The California Workplace Guide to Aerosol Transmissible Diseases – Updated Apr. 13, 2020
[English](#)

Frequently Asked Questions

- Recording and Reporting Requirements for COVID-19 Cases – Updated June 2, 2020
[English](#)

Model Written Aerosol Transmissible Disease (ATD) Plans and Programs

- Aerosol Transmissible Diseases Model Exposure Control Plan – Posted Jan. 3, 2020
(Fillable Word) [English](#)
- Aerosol Transmissible Diseases Model Laboratory Biosafety Plan – Posted Jan. 3, 2020
(Fillable Word) [English](#)
- Aerosol Transmissible Diseases Referring Employer Model Written Program – Posted Jan. 3, 2020
(Fillable Word) [English](#)

- [Reduced Work Hours, Potential Closure or Layoffs, and Tax Assistance](#)
- [Work Sharing Program](#)
- [Side by Side Comparison of COVID-19 Paid Leave](#)
- [FAQs on Laws Enforced by the California Labor Commissioner's Office](#)
- [Guidance on Conditional Suspension of California WARN Act Notice Requirements under Executive Order N-31-20](#)
- [Financial and Technical Assistance for Small Business](#)
- [Supportive Services for Basic Needs, Re-Employment, and Rapid Response](#)
- [Governor's Office of Business and Economic Development \(GO-Biz\) COVID-19 Resources](#)
- [Resilience Roadmap](#)

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(Fillable Word) [English](#)

Benefits for Workers Impacted by COVID-19

What employees are entitled to may be confusing. The purpose of this information is to make it easier to understand what resources may be available.

Program	Why	What	Benefits	More Information	How to File
Disability Insurance	If you're unable to work due to medical quarantine or illness related to COVID-19 (certified by a medical professional)	Short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy.	Approximately 60-70 percent of wages (depending on income); ranges from \$50-\$1,300 a week for up to 52 weeks.	Learn more about your eligibility for Disability Insurance	File a Disability Insurance claim
Paid Family Leave	If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional)	Up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member.	Approximately 60-70 percent of wages (depending on income); ranges from \$50-\$1,300 a week for up to 6 weeks.	Learn more about your eligibility for Paid Family Leave	File a Paid Family Leave claim
Unemployment Insurance (and any extended UI benefits programs)	If you have lost your job or have had your hours reduced for reasons related to COVID-19	Partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own.	Range from \$40-\$450 per week for up to 26 weeks (plus additional weeks under extended UI benefits programs).	Learn more about your eligibility for Unemployment Insurance	File an Unemployment Insurance claim

<p>Pandemic Unemployment Assistance</p>	<p>If you have lost your job or business or have had your hours or services reduced for reasons related to COVID-19</p>	<p>Partial wage replacement benefit payments for business owners, self-employed, independent contractors, those who have limited work history, those who have collected all UI benefits for which they are eligible, and others not eligible for regular UI benefits who are unemployed, partially unemployed, unable to work or unavailable to work as a direct result of COVID-19.</p>	<p>Range from \$167-\$450 per week for up to 39 weeks.</p>	<p>Learn more about your eligibility for Pandemic Unemployment Assistance</p>	<p>File a Pandemic Unemployment Assistance claim</p>
<p>California Paid Sick Leave</p>	<p>If you or a family member are sick or for preventive care, including when civil authorities recommend quarantine, isolation, or stay-at-home</p>	<p>The leave you have accumulated or your employer has provided to you under the Paid Sick Leave law. This may be 1 hour accrued for every 30 hours worked or 3 days/24 hours provided per year; employer may cap accrual at 48 hours and use at 3 days or 24 hours, whichever is greater, within a 12 month period.</p>	<p>Paid to you at your regular rate of pay or an average based on the past 90 days.</p>	<p>Learn more about your eligibility for Paid Sick Leave</p>	<p>If accrued sick leave is denied, file a Wage claim</p>
<p>California COVID-19 Supplemental Paid Sick Leave for Food Sector Workers (Executive Order N-51-20)</p>	<p>If you are a "Food Sector Worker" and are (1) subject to a governmental quarantine or isolation order related to COVID-19, (2) advised by a health care provider to self-quarantine or self-isolate due to COVID-19 concerns, or (3) are prohibited from working by the Worker's Hiring Entity due to COVID-19-related health concerns.</p>	<p>Up to 80 hours of supplemental paid sick leave for Food Sector Workers who work for hiring entities with 500 or more employees in the United States.</p>	<p>Paid to you at your regular rate of pay, the state minimum wage, or the local minimum wage, whichever is higher.</p>	<p>Learn more about your eligibility for COVID-19 Supplemental Paid Sick Leave for Food Sector Workers</p>	<p>If COVID-19 Supplemental Paid Sick Leave is denied, file a Wage claim</p>

<p>Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave</p>	<p>If you are unable to work (or telework) because:</p> <p>(1) You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19.</p> <p>(2) You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.</p> <p>(3) You are experiencing symptoms of COVID-19 and seeking a medical diagnosis.</p> <p>(4) You are caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).</p> <p>(5) You are caring for a child whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.</p> <p>(6) You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.</p>	<p>Up to 80 hours of paid sick leave for employees who work for public employers, or for private employers with fewer than 500 employees. (Some exceptions may apply, including small business exemption from providing paid leave for child care.)</p>	<p>For employee: Higher of regular rate or minimum wage rate, not to exceed \$511 per day and \$5,110 in total</p> <p>For family care: 2/3 of regular rate, not to exceed \$200 per day and \$2,000 in total</p>	<p>Learn more about your eligibility for FFCRA Emergency Paid Sick Leave</p>	<p>If paid sick leave is denied, you may file a FFCRA Emergency Paid Sick Leave claim</p>
<p>Federal Families First Coronavirus Reponse Act (FFCRA) Emergency Paid Family & Medical Leave</p>	<p>If you are unable to work (or telework) because you are caring for a child whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.</p>	<p>Up to an additional 10 weeks of paid leave for employees who work for public employers or private employers with fewer than 500 employees. (Small business exemption may apply)</p>	<p>2/3 of regular rate, not to exceed \$200 per day and \$10,000 total</p>	<p>Learn more about your eligibility for FFCRA Emergency Paid Family & Medical Leave</p>	<p>If paid leave for child care is denied, you may file a FFCRA Emergency Paid Family & Medical Leave claim</p>
<p>Local Government Supplemental Paid Sick Leave for COVID-19</p>	<p>If you live in the city of Los Angeles, unincorporated areas of Los Angeles County, San Francisco, or San Jose, you may be eligible for supplemental paid sick leave for COVID-19-related reasons if you are not covered by the FFCRA.</p>	<p>Up to 80 hours of supplemental paid sick leave for covered employees.</p>	<p>Varies by locality.</p>	<p>LA City Unincorporated LA County San Francisco San Jose</p>	<p>Varies by locality.</p>

<p>Workers' Compensation</p>	<p>If you reported to your employer's worksite between March 19 and July 5, 2020 and tested positive or were diagnosed with a COVID-19-related illness, you may be eligible for workers' compensation benefits under the Executive Order issued by Governor Newsom on May 6.</p>	<p>Under the Executive Order you may receive temporary disability (TD) payments after exhausting specific federal or state COVID-19 paid sick leave benefits. You may be entitled to TD payments for up to 104 weeks. TD payments stop when either you return to work, your doctor releases you for work, or your doctor says your illness has improved as much as it's going to.</p>	<p>TD generally pays two-thirds of the gross wages you lose while you are recovering from a work-related illness or injury, up to maximum weekly amount set by law. In addition, eligible employees are entitled to medical treatment and additional payments if a doctor determines you suffered a permanent disability because of the illness.</p>	<p>Learn more about your eligibility for Workers' Compensation benefits</p>	<p>File a Workers' Compensation claim</p>
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5/7/2020

Benefits Summary for Workers Impacted by COVID-19

Disability Insurance

- If you're unable to work due to medical quarantine or illness related to COVID-19 (certified by a medical professional)
- Short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy.
- Approximately 60-70 percent of wages (depending on income); ranges from \$50-\$1,300 a week for up to 52 weeks.

Paid Family Leave

- If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional)
- Up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member.
- Approximately 60-70 percent of wages (depending on income); ranges from \$50-\$1,300 a week for up to 6 weeks.

Unemployment Insurance (and any extended UI benefits programs)

- If you have lost your job or have had your hours reduced for reasons related to COVID-19
- Partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own.
- Range from \$40-\$450 per week for up to 26 weeks. (plus additional weeks under extended UI benefits programs).

Pandemic Unemployment Assistance

- If you have lost your job or business or have had your hours or services reduced for reasons related to COVID-19.
- Partial wage replacement benefit payments for business owners, self-employed, independent contractors, those who have limited work history, those who have collected all UI benefits for which they are eligible, and others not eligible for regular UI benefits who are unemployed, partially unemployed, unable to work or unavailable to work as a direct result of COVID-19.
- Range from \$167-\$450 per week for up to 39 weeks.

California Paid Sick Leave

- If you or a family member are sick or for preventive care, including when civil authorities recommend quarantine, isolation, or stay-at-home
- The leave you have accumulated or your employer has provided to you under the Paid Sick Leave law. This may be 1 hour accrued for every 30 hours worked or 3 days/24 hours provided per year; employer may cap accrual at 48 hours and use at 3 days or 24 hours, whichever is greater, within a 12 month period.
- Paid to you at your regular rate of pay or an average based on the past 90 days.

California COVID-19 Supplemental Paid Sick Leave for Food Sector Workers (Executive Order N-51-20)

- If you are a "Food Sector Worker" and are (1) subject to a governmental quarantine or isolation order related to COVID-19, (2) advised by a health care provider to self-quarantine or self-isolate due to COVID-19 concerns, or (3) are prohibited from working by the Worker's Hiring Entity due to COVID-19-related health concerns.

- Up to 80 hours of supplemental paid sick leave for Food Sector Workers who work for hiring entities with 500 or more employees in the United States.
- Paid to you at your regular rate of pay, the state minimum wage, or the local minimum wage, whichever is higher.

Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave

- If you are unable to work (or telework) because:
 - (1) You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - (2) You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (3) You are experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - (4) You are caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
 - (5) You are caring for a child whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.
 - (6) You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.
- Up to 80 hours of paid sick leave for employees who work for public employers or private employers with fewer than 500 employees. (Some exceptions may apply, including small business exemption from providing paid leave for child care.)
- For employee: Higher of regular rate or minimum wage rate, not to exceed \$511 per day and \$5,110 in total
- For family care: 2/3 of regular rate, not to exceed \$200 per day and \$2,000 in total

Federal Families First Coronavirus Response Act (FFCRA) Emergency Paid Family & Medical Leave

- If you are unable to work (or telework) because you are caring for a child whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19.
- Up to an additional 10 weeks of paid leave for employees who work for public employers or private employers with fewer than 500 employees. (Some exceptions may apply, including small business exemption.)
- 2/3 of regular rate, not to exceed \$200 per day and \$10,000 total

Local Government Supplemental Paid Sick Leave for COVID-19

- If you live in the city of Los Angeles, unincorporated areas of Los Angeles County, San Francisco, or San Jose, you may be eligible for supplemental paid sick leave for COVID-19-related reasons if you are not covered by the FFCRA.
- Up to 80 hours of supplemental paid sick leave for covered employees.
- Varies by locality: [LA City](#), [Unincorporated LA County](#), [San Francisco](#), [San Jose](#).

Workers' Compensation

- If you reported to your employer's worksite between March 19 and July 5, 2020 and tested positive or were diagnosed with a COVID-19-related illness, you may be eligible for workers' compensation benefits under the Executive Order issued by Governor Newsom on May 6.
- Under [Executive Order N-62-20](#), you may receive temporary disability (TD) payments after exhausting specific federal or state COVID-19 paid sick leave benefits. You may be entitled to TD payments for up to 104 weeks. TD payments stop when either you return to work, your doctor releases you for work, or your doctor says your illness has improved as much as it's going to.
- TD generally pays two-thirds of the gross wages you lose while you are recovering from a work-related illness or injury, up to maximum weekly amount set by law. In addition, eligible employees are entitled to medical treatment and additional payments if a doctor determines you suffered a permanent disability because of the illness.

Revised: May 7, 2020

COVID-19 Notification Process

in the event of a case at school



Call the Schools Public Health Hotline (shared with district superintendents & COVID-19 liaisons)



CONFIRMED POSITIVE CASE



If school/district learns of a confirmed case/cases involving a student/staff member before being contacted by public health, they should contact public health via the school hotline number. When contacting public health about a student, district should work with their legal counsel to ensure that FERPA* protocols are being followed.

In consultation with Public Health, the appropriate school official may decide whether a class, school, or district closure is warranted, using the guidance provided by California Department of Public Health (CDPH) (p. 2)

- School/district supports contact tracing and follows FERPA protocol for students
- Where necessary, communicates information about quarantine of affected classes/ after school programs/bus cohorts to the affected groups
- Notifies general school community without disclosing personally identifiable information of students or staff
- Ensures proper cleaning of affected classrooms and common areas or the entire school campus before they are reopened



When an individual is confirmed to have COVID-19, Public Health will work with the individual/family to identify "close contacts." ** If the individual had close contacts at a school, the public health nurse contacts the school /district via the COVID-19 liaison.

Public Health works with COVID-19 Liaison to conduct contact tracing and notify exposed children/staff following FERPA protocol for student information.

Public Health determines whether quarantine and testing is necessary based on length of exposure, number of people exposed, and closeness of contact.

Public Health notifies school/district when it is safe to reopen the classroom or school, and school/district makes final determination when to reopen based on CDPH guidance (p. 2)



SUSPECTED/POSSIBLE CASE



If a student/staff member becomes ill at school with a fever or other COVID symptoms, minimize contact and isolate immediately. Anyone interacting with them must wear a mask, gloves, and other PPE as appropriate. The ill person should wear a mask and go to a dedicated room and be safely sent home as soon as possible. If symptoms are severe***, send person to a healthcare provider or call 911. Wait 24 hours before cleaning dedicated room.

Affected individual/family contacts doctor for evaluation, COVID-19 testing eligibility, and clearance to return to school. If unable to obtain medical clearance due to lack of health care, advise not to return to school until they have met district criteria or CDC criteria to discontinue home isolation.

The public health department will contact the school if the individual is confirmed to have COVID-19, at which point the school will follow the "confirmed positive case" procedures outlined to the left.



If a student/staff member becomes ill at home, they should NOT come to school. Staff should be accommodated or given sick leave. Ill students must continue to have access to instruction.

*FERPA (Federal Educational Rights and Privacy Act) Protocol: If a school/district contacts public health regarding a student illness, they should work with their legal counsel to ensure that they follow proper FERPA protocols for student privacy.

**Close Contact: For contact tracing, only "close contacts" will be notified by public health. This is defined as someone who has been exposed to the sick individual at a distance of six feet or less for more than 15 minutes, irrespective of face coverings.

***Severe Symptoms: Symptoms that would require immediate medical attention include: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face.

When to Close a Class/School/District

Guidance from California Department of Public Health



See the full guidelines at cdph.ca.gov

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a student/staff member has symptoms, they should be sent home with a recommendation to be tested. The school/classroom remains open until a case is confirmed positive. If the test returns positive, refer to the flowchart on p. 1 for next steps. If the student/staff member is tested and the results are negative, the student/staff member can return to work 3 days after symptoms resolve.

When to Close a Class



With public health, consider closing if one or more students or staff members is confirmed to have COVID-19

When to Close a School



With public health, consider closing if multiple "cohorts" or classes have confirmed cases OR 5% of all students/staff have confirmed cases

When to Close the District



25% or more of schools in a district have closed due to COVID-19.

When to Reopen

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department



State of California

EDUCATION CODE

Section 43502

43502. (a) For purposes of calculating apportionments for the 2020–21 fiscal year, a local educational agency shall offer in-person instruction, and may offer distance learning, pursuant to the requirements of this part.

(b) Notwithstanding Sections 41601, 42238.05 to 42238.053, inclusive, and 46010, for purposes of calculating apportionments for the 2020–21 fiscal year for a local educational agency, except for a new charter school that is authorized by the governing board of a school district or county board of education on or before June 1, 2020, or approved by the state board at its July 8 and 9, 2020, meeting and that is beginning instruction in the 2020–21 school year, the department shall use the average daily attendance in the 2019–20 fiscal year reported for both the second period and the annual period apportionment that included all full school months from July 1, 2019, to February 29, 2020, inclusive, and extended year average daily attendance attributed to the 2019–20 school year reported pursuant to Section 96 of the act adding this part. Any positive adjustment to average daily attendance for the 2019–20 fiscal year in the second or annual period attendance report submitted to the Superintendent after August 17, 2020, shall be substantiated by concurrence from an independent auditor.

(c) For the 2020–21 fiscal year, a local educational agency shall satisfy the annual instructional day requirements described in Sections 41420, 46200.5, and 46208, and in Section 11960 of Title 5 of the California Code of Regulations through in-person instruction or a combination of in-person instruction and distance learning pursuant to this part.

(d) (1) For the 2020–21 fiscal year, a local educational agency shall not be required to offer the annual instructional minutes that it would otherwise have offered pupils to meet the requirements of Sections 46207 and 47612.5, or the implementing regulations for those sections.

(2) For the 2020–21 fiscal year, a local educational agency shall not be required to offer the minimum instructional minutes in physical education required pursuant to Sections 51210, 51220, 51222, and 51223.

(e) For the 2020–21 school year, instructional minutes shall be determined as follows:

(1) For in-person instruction, instructional minutes shall be based on time scheduled under the immediate physical supervision and control of an employee of the local educational agency who possesses a valid certification document, registered as required by law.

(2) For distance learning, instructional time shall be based on the time value of assignments as determined, and certified to, by an employee of the local educational agency who possesses a valid certification document, registered as required by law.

(3) For a combined day of instruction delivered through both in-person instruction and distance learning, time scheduled under the immediate supervision of an employee of the local educational agency who possesses a valid certification document can be combined with assignments made under the general supervision of an employee of the local educational agency who possesses a valid certification document as registered by law to meet the equivalent of a minimum day of instruction.

(f) For the 2020–21 school year, the process by which a local educational agency receives credit for a material decrease in average daily attendance for apportionment pursuant to Section 46392 due to an event described in Section 46392 that occurs during the 2020–21 fiscal year is suspended for all local educational agencies.

(g) Except for a new charter school that is authorized by the governing board of a school district or county board of education on or before June 1, 2020, or approved by the state board at its July 8 and 9, 2020, meeting, and that is beginning instruction in the 2020–21 school year, for purposes of any calculations that would use average daily attendance, the Superintendent, consistent with subdivision (b), shall use the local educational agency’s average daily attendance in the 2019–20 school year in place of its average daily attendance in the 2020–21 school year.

(Added by Stats. 2020, Ch. 24, Sec. 34. (SB 98) Effective June 29, 2020. Inoperative June 30, 2021. Repealed as of January 1, 2022, pursuant to Section 43511.)

State of California

EDUCATION CODE

Section 43503

43503. (a) (1) For the 2020–21 school year, a local educational agency that offers distance learning shall comply with the requirements of subdivision (b).

(2) Distance learning may be offered under either of the following circumstances:

(A) On a local educational agency or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officer.

(B) For pupils who are medically fragile or would be put at risk by in-person instruction, or who are self-quarantining because of exposure to COVID-19.

(b) Distance learning shall include all of the following:

(1) Confirmation or provision of access for all pupils to connectivity and devices adequate to participate in the educational program and complete assigned work.

(2) Content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

(3) Academic and other supports designed to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.

(4) Special education, related services, and any other services required by a pupil's individualized education program pursuant to Section 56341, including the requirements of subparagraph (A) of paragraph (9) of subdivision (a) of Section 56345, with accommodations necessary to ensure that individualized education program can be executed in a distance learning environment.

(5) Designated and integrated instruction in English language development pursuant to Section 11300 of Title 5 of the California Code of Regulations for English learners, including assessment of English language proficiency, support to access curriculum, the ability to reclassify as fully English proficient, and, as applicable, support for dual language learning.

(6) Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.

(c) Pursuant to Sections 49550 and 47613.5, school districts, county offices of education, and charter schools shall provide nutritionally adequate meals for pupils who are eligible for free and reduced-price meals, whether engaged in in-person

instruction or distance learning, contingent upon the department receiving an approved waiver from the United States Department of Agriculture, for each day of the scheduled school year.

(Added by Stats. 2020, Ch. 24, Sec. 34. (SB 98) Effective June 29, 2020. Inoperative June 30, 2021. Repealed as of January 1, 2022, pursuant to Section 43511.)

Gravenstein Union School District
Resolution Declaring Instructional Method for 2020-2021 School Year
Resolution Number 200813

WHEREAS, Section 34 of Senate Bill 98 (“SB 98”), signed by the Governor on June 29, 2020, addresses the ability of Local Educational Agencies (“LEAs”) to offer distance learning in the 2020-2021 school year; and

WHEREAS, Education Code Section 43503 subparagraph (2) of subdivision (a) was added by SB 98 to allow LEAs to offer distance learning under either of the following circumstances:

“(A) On a local educational agency or school wide level as a result of an order or guidance from a state public health officer or a local public health officers.

(B) For pupils who are medically fragile or would be put at risk by in-person instruction, who are self-quarantining because of exposure to COVID-19.”; and

WHEREAS, on June 26, 2020, both the State Senate and Assembly issued letters to the Senate Journal for the purpose of clarifying the intent of SB 98, as it relates to distance learning (“Clarifying Letters”); and

WHEREAS, the Clarifying Letters state that Section 34 of SB 98 was intended to provide LEAs with flexibility in determining how K-12 instruction would be provided to meet the needs of students, families and the community during the COVID-19 pandemic such that LEAs would have discretion to adopt a distance learning, hybrid, or mixed-delivery instructional model; and

WHEREAS, both the State Senate and Assembly acknowledged in the Clarifying Letters that while the intent of the Legislature was for LEAs to offer in-person instruction in the 2020-2021 school year to the greatest extent possible, Education Code Section 43503(a)(2)(A) was not intended to require an LEA to seek out or receive approval from a state or local public health officer prior to adopting a distance learning model, but to simply consult and collaborate with state or local public health officials in making this determination; and

WHEREAS, the Clarifying Letters also stated that it was not the Legislature’s intention to prevent an LEA from adopting a distance learning, hybrid or mixed-delivery instructional model to ensure safety, but rather to give LEAs flexibility to determine what instructional model the LEA will adopt during the COVID-19 pandemic, taking into account the needs of their students and staff, and their available infrastructure, provided the model adheres to an applicable state or local public health order or guidance; and

WHEREAS, the June 12, 2020, Sonoma County Roadmap to Reopening Schools incorporates the state and local public health guidance that Sonoma County LEAs must follow; and

WHEREAS, the Governing Board of the Gravenstein Union School District (“District”) has reviewed the Sonoma County Roadmap to Reopening Schools in determining which instructional model best meets the needs of the District, its students and staff, in light of the District’s available infrastructure and safety concerns.

NOW THEREFORE, BE IT RESOLVED THAT, the Governing Board of the Gravenstein Union School District has determined that at this time full in-person direct instruction cannot be provided in compliance with the Sonoma County Roadmap to Reopening Schools.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Gravenstein Union School District has determined that full in-person direct instruction will not be offered as an available instructional model from August 19, 2020 through October 2, 2020.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Gravenstein Union School District will be offering the following instructional methods during the 2020-2021 school year:

Distance Learning with periodic small group in-person meetings with health protocols in place as allowed pursuant to waiver approval by the Sonoma County Department of Health Services

Independent Study designed to meet the needs of families unable to attend daily in-person remote learning activities

PASSED AND ADOPTED by the Governing Board of the Gravenstein Union School District as its meeting on the ___ day of _____, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Gregory Appling
Clerk, Governing Board
Gravenstein Union School District

THE HEALTHY SCHOOLS ACT

EVERY CHILD DESERVES A HEALTHY SCHOOLSITE



WHAT IS THE HEALTHY SCHOOLS ACT ?

When pesticides are used at schools and child care centers in California, the Healthy Schools Act defines requirements for school and child care center staff, pest management professionals, and the Department of Pesticide Regulation. The California Legislature originally passed the law in 2000. The Healthy Schools Act also encourages schools and child care centers—collectively referred to as schoolsites—to adopt effective, low-risk pest management practices, also known as integrated pest management or IPM.

WHAT IS IPM ?

Integrated pest management, or IPM, focuses on effective, low-risk pest management practices. IPM is a big picture approach to pest management that considers people and the environment when pest management decisions are made. There are a variety of IPM practices, including cleaning regularly, closing gaps into buildings, fixing leaky pipes, setting traps, and choosing low-risk pesticides. With the amount of IPM information available today and an enthusiastic IPM leader, all schoolsites can successfully manage pests!

WHAT IS A PESTICIDE ?

A pesticide is any substance intended to prevent, destroy, repel, or mitigate any pest. Pests include insects, rodents, weeds, and germs. Insecticides, rodenticides, herbicides, sanitizers, and disinfectants are all pesticides.

WHAT ARE THE HEALTHY SCHOOLS ACT REQUIREMENTS ?

IDENTIFY



Choose an IPM coordinator who will make sure the requirements of the HSA are met.



TRAIN

Provide annual Healthy Schools Act training to all teachers, staff, and volunteers who use any pesticides, including exempt pesticides.

NOTIFY



Send an annual notification to all parents, guardians, and staff of all pesticides expected to be applied during the year.

REGISTER



Give parents, guardians, and staff the opportunity to register to be notified 72 hours in advance of individual pesticide applications.

PLAN



Create a plan for IPM and publish it on the school, district, or child care center website. If a website does not exist, include the plan in the annual written notification.

POST



Post warning signs in the area where a pesticide will be applied, at least 24 hours before and 72 hours after the application.

RECORD



Keep records of pesticide applications, and file these records for at least 4 years.

REPORT



Submit annual pesticide use reports to DPR by January 30 for the previous year's applications. Only report pesticide use by school personnel.

WHAT ARE THE REQUIREMENTS FOR LICENSED PEST CONTROL BUSINESSES ?

TRAIN



Complete Healthy Schools Act training during each license renewal period.

REPORT



Submit annual pesticide use reports to DPR by January 30 for the previous year's applications.

When contracting with a licensed pest control business, the schoolsite IPM Coordinator should provide information about the Healthy Schools Act. The IPM Coordinator can also specify in the pest management contract what IPM practices will be used and how pesticide use information will be provided to the schoolsite.

WHAT PESTICIDES CANNOT BE USED AT SCHOOLS ?

The Healthy Schools Act prohibits certain pesticide products from being used at schools and child care centers. Check the Pesticides Prohibited from Use on California Schoolsites list on the School and Child Care IPM website to see the most current version.

WHAT IS THE DEPARTMENT OF PESTICIDE REGULATION'S ROLE ?

The Department of Pesticide Regulation is the lead state agency providing Healthy Schools Act compliance assistance to schoolsites throughout California. By conducting a variety of outreach and training activities, the Department of Pesticide Regulation's School and Child Care IPM Team helps schoolsites implement IPM practices and shares IPM success stories statewide. The School and Child Care IPM Team is a resource for schoolsite staff, pest management professionals, parents, teachers, and the public who want more information about IPM and the Healthy Schools Act.

WHAT IS THE DEPARTMENT OF EDUCATION'S ROLE ?

The Healthy Schools Act requirements for schoolsites are in the California Education Code. The California Department of Education and the Department of Pesticide Regulation work together to interpret the law and provide accurate information to schoolsites throughout California. The California Department of Education also acts as an advisory resource for school districts, charter schools, and other local education agencies.

WHAT IS THE DEPARTMENT OF SOCIAL SERVICES'S ROLE ?

The Child Care Licensing Program of the Department of Social Services acts as a liaison between licensed child care facilities and the Department of Pesticide Regulation. With over 40,000 licensed child care facilities in California, the Department of Pesticide Regulation relies on the Child Care Licensing Program to share Healthy Schools Act information through newsletters, conferences, and other networks. The Child Care Licensing Program also includes Healthy Schools Act and IPM information in the training orientation required for new licenses.

HOW CAN YOU GET MORE HEALTHY SCHOOLS ACT INFORMATION ?



<http://apps.cdpr.ca.gov/schoolipm/>



school-ipm@cdpr.ca.gov



School Integrated Pest Management
Integrated Pest Management
for Child Care Centers

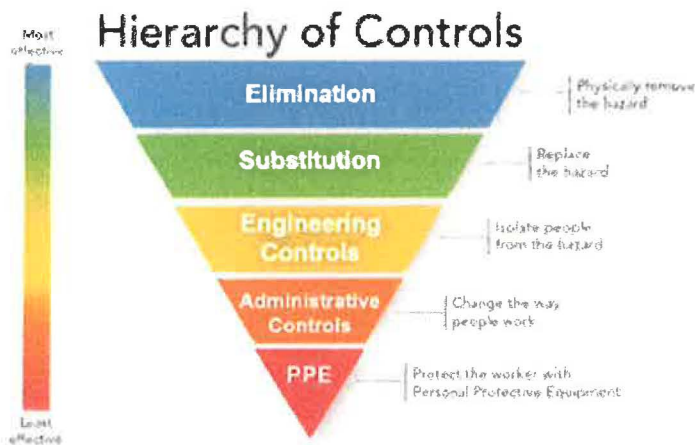


ADDENDUM TO THE INJURY AND ILLNESS PREVENTION PROGRAM OF Gravenstein Union School District COVID-19

The Gravenstein Union School District is adopting the following measures in order to protect GUSD staff and visitors from potential exposure to SARS-CoV-2 the virus that causes COVID-19.

COVID-19 is a new disease caused by a novel coronavirus known as SARS-CoV-2. The virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs, speaks, or sneezes. It is believed an individual becomes infectious anywhere from 2-14 days after exposure.

Maintaining a safe workplace requires a combination of controls as demonstrated through NIOSH'S hierarchy of controls.



Source: CDC NIOSH Hierarchy of Controls,
<https://www.cdc.gov/niosh/topics/hierarchy/default.html>

INFECTION PREVENTION MEASURES

- Sneeze or cough into a cloth or tissue. Wash your hands immediately after.
- Do not gather in groups.
- Sick employees shall stay home.
- Limit non-essential visitors in the office.
- Implement "contact-free deliveries" by establishing a location to receive packages away from high-traffic areas.
- Signage will be posted throughout the office regarding hand washing, social distancing, cleaning, and disinfecting.
- All essential meetings will be conducted by phone or digital technology (Zoom, Webex).
- Effective June 1, 2020 employees will conduct a health self-assessment and temperature check before reporting to the workplace.
- Employees will be immediately sent home or to medical care, as needed, if they have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell.
- Ensure employees who are out ill with fever or acute respiratory symptoms do not return to work until both of the following occur:
 - At least three full days pass with no fever (without the use of fever-reducing medications) and no acute respiratory illness symptoms; and
 - At least ten days pass since the symptoms first appeared.
- Provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 if required to by the [Families First Coronavirus Response Act](#).
- Ensure employees that return to work following an illness promptly report any recurrence of symptoms.
- Employees shall telework from home as directed by their manager.

- Practice physical distancing by cancelling in-person meetings, using video or telephonic meetings, and maintaining a distance of at least **6 feet between persons** at the workplace when possible. Practice social distancing outdoors also.
- Provide employees with cloth face covers or encourage employees to use their own face covers for use whenever employees may be in workplaces with other persons. Cloth face coverings are not personal protective equipment (PPE), but combined with physical distancing of at least six feet, they may help prevent infected persons without symptoms from unknowingly spreading COVID-19.

Avoid shared workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment).

- If they must be shared, clean and disinfect shared workspaces and work items before and after use.
- Employees should routinely clean and disinfect commonly touched objects and surfaces they contact such as copy machine touch pads, intrusion alarms, water dispenser controls, Keurig handle and controls, faucet handles, refrigerator handles, and door handles. These procedures include:
 - Using disinfectants that are EPA-approved for use against the virus that causes COVID-19.
 - Providing EPA-registered disposable wipes for employees to wipe down commonly used surfaces after use.
 - Following the manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time).
 - Ensuring there are adequate supplies to support cleaning and disinfection practices.
- If an employee is confirmed to have COVID-19 infection:
 - Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 - Temporarily close the general area where the infected employee worked until cleaning and disinfecting is completed.
 - Utilize a professional cleaning/remediation service for conducting deep cleaning of the entire general area where the infected employee worked and may have been, including the kitchen, restrooms, offices, cubicles, and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.
 - Any person cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (Tyvek coveralls, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- Employees shall avoid non-essential travel and check CDC's Traveler's Health Notices prior to travel.

EMPLOYEE TRAINING

The District will provide employee training on the following topics using interactive methods that are easy to understand including lecture, PPT, and handouts.

- General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the employer's procedures for preventing its spread at the workplace.
- How an infected person can spread COVID-19 to others even if they are not sick.
- How to prevent the spread of COVID-19 by using cloth face covers, including:
 - [CDC guidelines](#) that everyone should use cloth face covers when around other persons.
 - How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
 - Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
 - Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- Cough and sneeze etiquette.
- Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects.
- Avoiding touching eyes, nose, and mouth with unwashed hands.
- Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- Safely using cleaners and disinfectants, which includes:
 - The hazards of the cleaners and disinfectants used at the worksite.
 - Wearing PPE (such as gloves).
 - Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

ADMINISTRATIVE CONTROLS

Staff will be provided with cloth face coverings/masks if needed. Disposable masks are available for essential visitors/vendors if necessary. Impermeable disposable gloves, disinfectant wipes, and hand sanitizers are also readily available to staff. The District will replace face coverings and disposable gloves, as necessary.

POST-EXPOSURE PROCEDURES

Staff are required to report the following information immediately to their manager:

**Gravenstein Union School District
Management Salary Schedule**

DRAFT

Effective July 1, 2020

Position	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step Increase
School Counselor	183	\$ 70,450	\$ 72,176	\$ 73,944	\$ 75,756	\$ 77,612	\$ 79,513	\$ 81,462	\$ 83,457	\$ 85,502	\$ 87,597	\$ 89,743	2.45%
Daily Rate		\$ 384.97	\$ 394.40	\$ 404.07	\$ 413.97	\$ 424.11	\$ 434.50	\$ 445.15	\$ 456.05	\$ 467.22	\$ 478.67	\$ 490.40	
Mental Health Coordinator	204	\$ 59,064	\$ 60,511	\$ 61,994	\$ 63,512	\$ 65,068	\$ 66,663	\$ 68,296	\$ 69,969	\$ 71,683	\$ 73,440	\$ 75,239	2.45%
Daily Rate		\$ 289.53	\$ 296.62	\$ 303.89	\$ 311.34	\$ 318.96	\$ 326.78	\$ 334.78	\$ 342.99	\$ 351.39	\$ 360.00	\$ 368.82	
Principal	210	\$ 112,064	\$ 114,810	\$ 117,622	\$ 120,504	\$ 123,457	\$ 126,481	\$ 129,580	\$ 132,755	\$ 136,007	\$ 139,339	\$ 142,753	2.45%
Daily Rate		\$ 533.64	\$ 546.71	\$ 560.11	\$ 573.83	\$ 587.89	\$ 602.29	\$ 617.05	\$ 632.17	\$ 647.65	\$ 663.52	\$ 679.78	
Superintendent	225	\$ 147,290	\$ 150,899	\$ 154,596	\$ 158,383	\$ 162,264	\$ 166,239	\$ 170,312	\$ 174,485	\$ 178,759	\$ 183,139	\$ 187,626	2.45%
Daily Rate		\$ 654.62	\$ 670.66	\$ 687.09	\$ 703.93	\$ 721.17	\$ 738.84	\$ 756.94	\$ 775.49	\$ 794.49	\$ 813.95	\$ 833.89	
CBO	260	\$ 111,488	\$ 114,219	\$ 117,018	\$ 119,885	\$ 124,224	\$ 127,267	\$ 130,386	\$ 133,580	\$ 136,853	\$ 140,206	\$ 143,641	2.45%
Daily Rate		\$ 428.80	\$ 439.31	\$ 450.07	\$ 461.10	\$ 477.78	\$ 489.49	\$ 501.48	\$ 513.77	\$ 526.36	\$ 539.25	\$ 552.46	

Doctorate Stipend: \$1,000 per year

Master Stipend \$1,000 per year

Longevity Five years after completing step 11, longevity increase of an additional \$60 per month, and an additional \$60 per month every 5th year there after.

Board Approved:

Note #

- 1) All step increases are 2.45%
- 2) CBO salary schedule for 2019/20 contained a one year "me too" increase for step 5, subsequent steps are at 2.45% (effective 7/1/2019)
- 3) A "me too" 3% increase over prior year has already been approved by the Board and has been included in step 1 of each position. (effective 7/1/2020)

Changes from Adopted Budget to 45 Day Revise

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

Object Codes		Adpoted Budget 2020-21	45 Day Revise 202-21	Adopted Budget to 45 Day Revise Change
Revenue				-
LCFF Sources	8010-8099	7,615,090	8,147,893	532,803
Federal	8100-8299	135,220	424,316	289,096
Other State	8300-8599	532,147	588,969	56,822
Other Local	8600-8766	184,233	184,233	-
Total Revenue		8,466,690	9,345,411	878,721
Expenditures				
Certificated Salaries	1000-1999	4,584,137	4,636,861	52,724
Classified Salaries	2000-2999	1,228,022	1,228,022	-
Employee Benefits	3000-3999	2,222,302	2,251,897	29,595
Books and Supplies	4000-4999	352,329	405,894	53,565
Services and other operating expenses	5000-5999	826,281	1,138,717	312,436
Capital Outlay	6000-6999	39,400	39,400	-
Other Outgo	7100-7499	-	-	-
Total Expenditures		9,252,471	9,700,792	448,321
Excess (Deficiency)		(785,781)	(355,381)	430,400
Transfers In	8910-8929	-	-	-
Transfers Out (enter as negative)	7610-7629	44,937	44,937	-
Other Sources	8930-8979	-	-	-
Other Uses (enter as negative)	7630-7699	-	-	-
Total Transfers/Other Uses		44,937	44,937	-
Net Increase (Decrease)		(830,718)	(400,318)	430,400
Fund Balance				
Beginning Balance		8,581,799	8,581,799	
Audit Adjustment(s)		-	-	
Net Ending Balance		7,751,081	8,181,481	430,400

*Updated LCFF Calculator
ESSER, Learning Loss Mitigation Funds
Learning Loss Mitigation Funds*

Increased Certificated FTE

*Employee benefits changes
COVID-19 related tech & software
COVID-19 Expenses*

District Name:

Gravenstein USD

**PROJECTED MONTHLY CASH FLOW
ADOPTED BUDGET FISCAL YEAR**

(Includes revenue and expenditure accruals at year end - cash is adjusted through section D below)

Enter your current working budget totals in this column
Use this as a working tool to get "Total" to match "Budget" for revenues / exp / other

Object No.	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	ACCRUALS	OTHER NON-CASH	Projected Total for the Fiscal Year	Current Year Budget	Balancing Column
	A. BEGINNING CASH	8,551,681	8,995,398	8,367,766	7,592,727	7,395,833	7,164,581	8,542,501	8,667,321	8,623,827	8,267,448	9,367,874	9,068,314				
B. REVENUES																	
LCFF Sources:																	
StateAid/ EPA/ transfers 8011-8099	757,849	247,849	446,129	446,129	446,129	446,129	446,129	347,367	347,367	347,367	347,367	347,367			4,973,177	4,973,177	-
LCFF Sources:																	
Property Taxes 802x-804x						1,752,288	-	15,271	29	1,345,286	53,431	-	8,411		3,174,716	3,174,716	(0)
Federal Revenue 8100-8299	-	(74,210)	-	-	52,613	(4,461)	314,908	-	-	20,083	10,621	-	104,763		424,316	424,316	(0)
Other State Revenue 8300-8599	337	(2,086)	-	41,394	13,748	(71,845)	43,407	286,004	5,246	61,230	-	-	211,533		588,969	588,969	0
Other Local Revenue 8600-8792	32,169	3,341	10,977	68,462	13,028	36,491	37,225	31,889	18,609	25,371	35,417	(856)	50,299		361,423	361,423	(0)
Interfund Transfer In 8900-8999	-	-	-	-	-	-	-	-	-	-	-	-	-		-	-	(0)
TOTAL REVENUES	790,355	174,894	457,106	555,985	524,518	2,158,601	841,668	680,532	371,252	1,799,337	446,836	346,511	375,006	-	9,522,601	9,522,601	(0)
C. EXPENDITURES																	
Certificated Salaries 1000-1999	34,436	403,737	413,195	400,205	405,117	413,925	401,198	403,423	421,378	401,613	392,844	545,790			4,636,861	4,636,861	(0)
Classified Salaries 2000-2999	31,712	93,240	117,481	105,425	112,777	106,323	111,971	111,211	110,414	105,844	107,401	114,234			1,228,022	1,228,022	0
Employee Benefits 3000-3999	24,190	150,367	169,702	161,986	163,091	163,903	163,632	164,365	166,873	164,062	162,935	596,792			2,251,897	2,251,897	0
Books and Supplies 4000-4999	43,787	103,159	77,068	30,523	18,176	6,427	15,995	11,749	5,810	4,219	11,522	77,518			405,894	405,894	(0)
Svcs/Other Oper Exps 5000-5999	31,199	40,145	443,267	35,342	56,608	70,338	38,840	30,511	23,157	23,172	44,357	301,782			1,138,717	1,138,717	0
Capital Outlay 6000-6999	-	11,879	11,492	19,398	-	-	(14,787)	2,767	-	-	2,167	6,483			39,400	39,400	0
Other Outgo 7000-7999	-	-	-	-	-	19,766	-	-	-	-	25,171	-			44,937	44,937	-
TOTAL EXPENDITURES	165,325	802,527	1,232,145	752,880	755,769	780,682	716,848	724,026	727,631	698,910	746,396	1,642,589	-	-	9,745,728	9,745,728	0
CHANGES IN CURRENT ASSETS: INCREASE/(DECREASE)																	
D-1 ASSETS: INCREASE/(DECREASE)																	
Revolving Cash 9130																	
Accounts Receivable 9210-9299																	
Due from Other Funds 9310-9319																	
Stores 932X																	
Prepaid Expenditures 9330																	
TOTAL CHANGES IN ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CHANGES IN LIABILITIES: (INCREASE)/DECREASE																	
D-2 (INCREASE)/DECREASE																	
Accounts Payable/ Payroll/Due to Govt. 9500-9599	181,313														181,313		(181,313)
Due to Other Funds 9610																	
Temporary Loans 9615																	
TRAN Payable 9641																	
Unearned Revenue 9650-9659																	
TOTAL CHANGE IN LIABILITIES	181,313	-	-	-	-	-	-	-	-	-	-	-	-	-	181,313	-	(181,313)
D-3 AUDIT ADJUSTMENT 97xx																	
NET INCREASE (DECREASE) IN CASH from changes in assets, liabilities and audit adj	(181,313)	-	-	-	-	-	-	-	-	-	-	-	-	-	(181,313)	-	-
E. INCREASE/(DECREASE)	443,718	(627,632)	(775,039)	(196,894)	(231,251)	1,377,919	124,820	(43,494)	(356,379)	1,100,426	(299,560)	(1,296,078)	-	-	(779,445)	-	-
F. ENDING CASH (A + E)	8,995,398	8,367,766	7,592,727	7,395,833	7,164,581	8,542,501	8,667,321	8,623,827	8,267,448	9,367,874	9,068,314	7,772,236	-	-	7,772,236	-	-
G. ENDING CASH, PLUS ACCRUALS															7,772,236		

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LCFF Calculator Universal Assumptions				
Gravenstein Union Elementary (70714) -				8/13/2020
Summary of Funding				
	2019-20	2020-21	2021-22	2022-23
Target Components:				
COLA & Augmentation	3.26%	0.00%	0.00%	0.00%
Base Grant Proration Factor	-	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor	-	0.00%	0.00%	0.00%
Base Grant	316,733	316,733	311,983	294,962
Grade Span Adjustment	30,839	30,839	30,839	29,068
Supplemental Grant	27,152	25,581	21,563	21,062
Concentration Grant	-	-	-	-
Add-ons	59,509	59,509	59,509	59,509
Total Target	434,233	432,662	423,894	404,601
Transition Components:				
Target	\$ 434,233	\$ 432,662	\$ 423,894	\$ 404,601
Funded Based on Target Formula (PV P-2)	TRUE	TRUE	TRUE	TRUE
Floor	837,142	837,142	834,195	823,156
<i>Remaining Need after Gap (informational only)</i>				
Gap %	100%	100%	100%	100%
Current Year Gap Funding	-	-	-	-
Miscellaneous Adjustments	-	-	-	-
Economic Recovery Target	316,914	316,914	316,914	316,914
Additional State Aid	85,995	87,566	93,387	101,641
Total LCFF Entitlement	\$ 837,142	\$ 837,142	\$ 834,195	\$ 823,156
Components of LCFF By Object Code				
	2019-20	2020-21	2021-22	2022-23
8011 - State Aid	\$ 632,302	\$ 632,302	\$ 632,302	\$ 632,302
8011 - Fair Share	-	-	-	-
8311 & 8590 - Categoricals	-	-	-	-
EPA (for LCFF Calculation purposes)	32,456	28,149	27,688	25,678
<i>Local Revenue Sources:</i>				
8021 to 8089 - Property Taxes	3,097,284	3,174,716	3,174,716	3,174,716
8096 - In-Lieu of Property Taxes	(2,924,900)	(2,998,025)	(3,000,511)	(3,009,540)
<i>Property Taxes net of in-lieu</i>	<i>172,384</i>	<i>176,691</i>	<i>174,205</i>	<i>165,176</i>
TOTAL FUNDING	\$ 837,142	\$ 837,142	\$ 834,195	\$ 823,156
<i>Basic Aid Status</i>				
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -
Total Phase-In Entitlement	\$ 837,142	\$ 837,142	\$ 834,195	\$ 823,156
EPA Details				
% of Adjusted Revenue Limit - Annual	16.08698870%	16.08698870%	16.08698870%	16.08698870%
% of Adjusted Revenue Limit - P-2	16.08698870%	16.08698870%	16.08698870%	16.08698870%
EPA (for LCFF Calculation purposes)	\$ 32,456	\$ 28,149	\$ 27,688	\$ 25,678
8012 - EPA, Current Year Receipt (P-2 plus Current Year Accrual)	32,456	28,149	27,688	25,678
8019 - EPA, Prior Year Adjustment (P-A less Prior Year Accrual)	(4,646)	-	-	-
Accrual (from Assumptions)	-	-	-	-

LCFF Calculator Universal Assumptions		Gravenstein Union Elementary (70714) -				8/13/2020
Summary of Student Population						
	2019-20	2020-21	2021-22	2022-23		
Unduplicated Pupil Population						
Enrollment	43	39	39	39		
COE Enrollment	1	1	1	1		
<i>Total Enrollment</i>	<i>44</i>	<i>40</i>	<i>40</i>	<i>40</i>		
Unduplicated Pupil Count	13	13	13	13		
COE Unduplicated Pupil Count	-	-	-	-		
<i>Total Unduplicated Pupil Count</i>	<i>13</i>	<i>13</i>	<i>13</i>	<i>13</i>		
Rolling %, Supplemental Grant	39.0600%	36.8000%	31.4500%	32.5000%		
Rolling %, Concentration Grant	39.0600%	36.8000%	31.4500%	32.5000%		
FUNDED ADA						
Adjusted Base Grant ADA	<i>Current Year</i>	<i>Current Year</i>	<i>Prior Year</i>	<i>Current Year</i>		
Grades TK-3	38.50	38.50	38.50	36.29		
Grades 4-6	-	-	-	-		
Grades 7-8	2.51	2.51	1.92	1.92		
Grades 9-12	-	-	-	-		
Total Adjusted Base Grant ADA	41.01	41.01	40.42	38.21		
Necessary Small School ADA	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>		
Grades TK-3	-	-	-	-		
Grades 4-6	-	-	-	-		
Grades 7-8	-	-	-	-		
Grades 9-12	-	-	-	-		
Total Necessary Small School ADA	-	-	-	-		
Total Funded ADA	41.01	41.01	40.42	38.21		
ACTUAL ADA (Current Year Only)						
Grades TK-3	38.50	38.50	36.29	36.29		
Grades 4-6	-	-	-	-		
Grades 7-8	2.51	2.51	1.92	1.92		
Grades 9-12	-	-	-	-		
Total Actual ADA	41.01	41.01	38.21	38.21		
<i>Funded Difference (Funded ADA less Actual ADA)</i>	<i>-</i>	<i>-</i>	<i>2.21</i>	<i>-</i>		
LCAP Percentage to Increase or Improve Services						
	2019-20	2020-21	2021-22	2022-23		
Current year estimated supplemental and concen	27,152 \$	25,581 \$	21,563 \$	21,062		
Current year Percentage to Increase or Improve S	3.62%	3.40%	2.86%	2.84%		

SCHOOL DISTRICT DATA ELEMENTS REQUIRED TO CALCULATE THE LCFF

Gravenstein Union Elementary (70714) - Gravenstein District 45 Day Revise

8/13/20

		2019-20	2020-21	2021-22	2022-23
Estimated Property Taxes (with RDA)	C-1	3,097,284	3,174,716	3,174,716	3,174,716
Less In-Lieu transfer		\$ (2,924,900)	\$ (2,998,025)	\$ (3,000,511)	\$ (3,009,540)
Total Local Revenue		\$ 172,384	\$ 176,691	\$ 174,205	\$ 165,176
Statewide 90th percentile rate		---	---	---	---

OTHER LCFF TRANSITION INFORMATION

Enter class size penalties, longer day/longer year penalties and other special adjustments per the School District LCFF Transition Calculation exhibit.

		2019-20	2020-21	2021-22	2022-23
Floor Adjustments	B-10	-	-	-	-
Miscellaneous Adjustments	E-1	-	-	-	-
Minimum State Aid Adjustments	G-5	-	-	-	-
Funded Based on Target Formula	True/False	TRUE	TRUE	TRUE	TRUE

UNDUPLICATED PUPIL PERCENTAGE

		2019-20	2020-21	2021-22	2022-23
District Enrollment	A-1 / A-3	43	39	39	39
COE Enrollment	A-2 / A-4	1	1	1	1
Total Enrollment		44	40	40	40
District Unduplicated Pupil Count	B-1 / B-3	13	13	13	13
COE Unduplicated Pupil Count	B-2 / B-4	-	-	-	-
Total Unduplicated Pupil Count		13	13	13	13
		3-yr rolling percentage	3-yr rolling percentage	3-yr rolling percentage	3-yr rolling percentage
Single Year Unduplicated Pupil Percentage		29.55%	32.50%	32.50%	32.50%
Unduplicated Pupil Percentage (%)		39.06%	36.80%	31.45%	32.50%

AVERAGE DAILY ATTENDANCE (ADA)

Enter ADA. Calculator will use greater of total current or prior year ADA.

Enter ADA by grade span.

ADA	ADA to use:	2019-20	2020-21	2021-22	2022-23
CURRENT YEAR ADA:					
Grades TK-3	P-2	38.50	38.50	36.29	36.29
Grades 4-6	(Annual for Special	-	-	-	0.00
Grades 7-8	Day Class extended	-	-	-	0.00
Grades 9-12	year)	-	-	-	0.00
Non Public School, NPS-Licensed Children Institutions, Community Day School:					
Grades TK-3		-	-	-	-
Grades 4-6		-	-	-	-
Grades 7-8	Annual	1.60	1.60	0.96	0.96
Grades 9-12		-	-	-	-
District Basic Aid ADA otherwise excluded from LCFF Calculator (for EPA funding)					
DISTRICT TOTAL		40.10	40.10	37.25	37.25
County operated (Community School, Special Ed):					
Grades TK-3		-	-	-	-
Grades 4-6		-	-	-	-
Grades 7-8	P-2 / Annual	0.91	0.91	0.96	0.96
Grades 9-12		-	-	-	-
COUNTY TOTAL		0.91	0.91	0.96	0.96

RATIO: District ADA to Enrollment	93.26%	102.82%	95.51%	95.51%
RATIO: County ADA to Enrollment	91.00%	91.00%	96.00%	96.00%

PRIOR YEAR GUARANTEE ADJUSTMENT FOR CHARTER SHIFT

	2019-20	2020-21	2021-22	2022-23
ADA transfer: Student from District to Charter (cross fiscal year)				
Grades TK-3	26.78	-	-	-
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
	26.78	-	-	-

ADA transfer: Student from Charter to District (cross fiscal year)

SCHOOL DISTRICT DATA ELEMENTS REQUIRED TO CALCULATE THE LCFF

Gravenstein Union Elementary (70714) - Gravenstein District 45 Day Revise

8/13/20

	2019-20	2020-21	2021-22	2022-23
Grades TK-3				
Grades 4-6				
Grades 7-8				
Grades 9-12				
A-11	33.28	-	-	-
A-12	-	-	-	-
A-13	-	-	-	-
A-14	-	-	-	-
	33.28	-	-	-
Difference (if diff. < 0, no adj. to PY ADA)	(6.50)	-	-	-

LCFF ADA

ADA Guarantee - Prior Year

	2019-20	2020-21	2021-22	2022-23
Grades TK-3	33.24	38.50	38.50	36.29
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
LCFF Subtotal	33.24	38.50	38.50	36.29
NSS	-	-	-	-
Combined Subtotal	33.24	38.50	38.50	36.29

ADA Guarantee - Current Year

Grades TK-3	38.50	38.50	36.29	36.29
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
LCFF Subtotal	38.50	38.50	36.29	36.29
NSS	-	-	-	-
Combined Subtotal	38.50	38.50	36.29	36.29

**Change in LCFF ADA
(excludes NSS ADA)**

	5.26	-	(2.21)	-
	Increase	No Change	Decline	No Change
Funded LCFF ADA				
Grades TK-3	38.50	38.50	38.50	36.29
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Subtotal	38.50	38.50	38.50	36.29
	<i>Current</i>	<i>Current</i>	<i>Prior</i>	<i>Current</i>

Funded NSS ADA

Grades TK-3	-	-	-	-
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Subtotal				
	<i>Prior</i>	<i>Prior</i>	<i>Prior</i>	<i>Prior</i>

NPS, CDS, & COE Operated

Grades TK-3	-	-	-	-
Grades 4-6	-	-	-	-
Grades 7-8	2.51	2.51	1.92	1.92
Grades 9-12	-	-	-	-
Subtotal	2.51	2.51	1.92	1.92

Combined Total

Grades TK-3	38.50	38.50	38.50	36.29
Grades 4-6	-	-	-	-
Grades 7-8	2.51	2.51	1.92	1.92
Grades 9-12	-	-	-	-
Total	41.01	41.01	40.42	38.21

Governments Union Elementary (10/21) - Cincinnati District 25 City Review																			
LOCAL CONTROL FUNDING FORMULA																			
2020-21																			
2021-22																			
2022-23																			
CALCULATE LCFF TARGET																			
Unduplicated as % of Enrollment	COLA & Augmentation			Base Grant			Unduplicated Pupil			COLA & Augmentation			Base Grant			Unduplicated Pupil			
	0.000%			0.00%			36.80% 36.80%			0.000%			0.00%			32.50% 32.50%			
	ADA	Base	Gr Span	Supp	Concen	TARGET	ADA	Base	Gr Span	Supp	Concen	TARGET	ADA	Base	Gr Span	Supp	Concen	TARGET	
Grades TK-3	38.50	7,702	801	526	-	351,460	38.50	7,702	801	535	-	347,957	36.29	7,702	801	559	-	328,631	
Grades 4-6	-	7,818	-	575	-	-	-	7,818	-	492	-	-	-	7,818	-	-	508	-	-
Grades 7-8	2.51	8,050	-	592	-	21,693	1.92	8,050	-	506	-	16,428	1.92	8,050	-	523	-	16,461	
Grades 9-12	-	9,329	243	704	-	-	-	9,329	243	602	-	-	-	9,329	243	622	-	-	
Subtract NSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NSS Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL BASE	41.01	316,733	80,839	25,581	-	373,153	40.42	311,983	80,839	21,563	-	364,365	38.21	294,962	20,068	21,062	-	345,092	
Targeted Instructional Improvement Block Grant	-	-	-	-	-	9,509	-	-	-	-	-	9,509	-	-	-	-	-	9,509	
Home-to-School Transportation	-	-	-	-	-	50,000	-	-	-	-	-	50,000	-	-	-	-	-	50,000	
Small School District Bus Replacement Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
LOCAL CONTROL FUNDING FORMULA (LCFF) TARGET	-	-	-	-	-	432,662	-	-	-	-	-	423,894	-	-	-	-	-	404,601	
Funded Based on Target Formula (based on prior year #2 certification)	-	-	-	-	-	TRUE	-	-	-	-	-	TRUE	-	-	-	-	-	TRUE	
ECONOMIC RECOVERY TARGET PAYMENT																			
316,914																			
316,914																			
316,914																			
CALCULATE LCFF FLOOR																			
Current year Funded ADA times Base per ADA	12-13 Rate			20-21 ADA			12-13 Rate			21-22 ADA			12-13 Rate			22-23 ADA			
Current year Funded ADA times Other RL per ADA	4,982.29			41.01			4,982.29			40.42			4,982.29			38.21			
Necessary Small School Allowance at 12-13 rates	12.59			41.01			12.59			40.42			12.59			38.21			
2012-13 Categoricals Floor Adjustments	-			632,302			-			632,302			-			632,302			
2012-13 Categorical Program Entitlement Rate per ADA * cy ADA Less Fair Share Reduction	-			-			-			-			-			-			
Non-COE certified New Charter: District PY rate * CY ADA	-			-			-			-			-			-			
Beginning in 2014-15, prior year LCFF gap funding per ADA * cy ADA	-			-			-			-			-			-			
LOCAL CONTROL FUNDING FORMULA (LCFF) FLOOR	-			837,142			-			834,195			-			823,156			
CALCULATE LCFF PHASE-IN ENTITLEMENT																			
LOCAL CONTROL FUNDING FORMULA TARGET	432,662			432,662			423,894			423,894			404,601			404,601			
LOCAL CONTROL FUNDING FORMULA FLOOR	837,142			837,142			834,195			834,195			823,156			823,156			
LCFF Need (LCFF Target less LCFF Floor, if positive)	-			-			-			-			-			-			
Current Year Gap Funding	100.00%			-			100.00%			-			100.00%			-			
ECONOMIC RECOVERY PAYMENT	-			316,914			-			316,914			-			316,914			
Miscellaneous Adjustments	-			-			-			-			-			-			
LCFF Entitlement before Minimum State Aid provision	-			749,576			-			740,808			-			721,515			
CALCULATE STATE AID																			
Transition Entitlement	-			749,576			-			740,808			-			721,515			
Local Revenue (including RDA)	-			(176,691)			-			(174,205)			-			(165,176)			
Gross State Aid	-			572,885			-			566,603			-			556,339			
CALCULATE MINIMUM STATE AID																			
2012-13 RL/Charter Gen BG adjusted for ADA	4,994.88			41.01			4,994.88			40.42			4,994.88			38.21			
2012-13 NSS Allowance (deficit)	-			-			-			-			-			-			
Minimum State Aid Adjustments	-			-			-			-			-			-			
Less Current Year Property Taxes/in Lieu	-			(176,691)			-			(174,205)			-			(165,176)			
Subtotal State Aid for Historical RL/Charter General BG	-			28,149			-			27,688			-			25,678			
Categorical funding from 2012-13	-			632,302			-			632,302			-			632,302			
Charter Categorical Block Grant adjusted for ADA	-			-			-			-			-			-			
Minimum State Aid Guarantee Before Proration Factor	-			660,451			-			659,990			-			657,980			
Proration Factor	-			0.00%			-			0.00%			-			0.00%			
Minimum State Aid Guarantee	-			660,451			-			659,990			-			657,980			
CHARTER SCHOOL MINIMUM STATE AID OFFSET																			
Local Control Funding Formula Target Base (2019-20 forward)	-			-			-			-			-			-			
Minimum State Aid plus Property Taxes including RDA	-			-			-			-			-			-			
Offset	-			-			-			-			-			-			
Minimum State Aid Prior to Offset	-			-			-			-			-			-			
Total Minimum State Aid with Offset	-			-			-			-			-			-			
TOTAL STATE AID	-			660,451			-			659,990			-			657,980			
Additional State Aid (Additional SA)	-			87,566			-			93,387			-			101,641			
LCFF Phase-In Entitlement (before COE transfer, Choice & Charter Supplemental)	-			837,142			-			834,195			-			823,156			
CHANGE OVER PRIOR YEAR	0.00%			-			-0.35%			(2,947)			-1.32%			(11,039)			
LCFF Entitlement PER ADA	-			20,413			-			20,638			-			21,543			
PER ADA CHANGE OVER PRIOR YEAR	0.00%			-			1.10%			225			4.39%			905			
BASIC AID STATUS (school districts only)	-			Basic Aid			-			Basic Aid			-			Basic Aid			
LCFF SOURCES INCLUDING EXCESS TAXES																			
State Aid	-0.65%			(4,307)			-0.07%			(461)			-0.30%			(2,010)			
Property Taxes net of in-lieu	2.50%			4,307			-1.41%			(2,486)			-5.18%			(9,029)			
Charter in-Lieu Taxes	0.00%			-			0.00%			-			0.00%			-			
LCFF pre COE, Choice, Supp	0.00%			-			-0.35%			(2,947)			-1.32%			(11,039)			

	2019-20	2020-21	2021-22	2022-23
Local Property Taxes	\$ 3,097,284	\$ 3,174,716	\$ 3,174,716	\$ 3,174,716
Less: RDA incl. in Prop. Taxes	\$ -			
Local Property Taxes less RDA	\$ 3,097,284	\$ 3,174,716	\$ 3,174,716	\$ 3,174,716
District LCFF ADA	41.01	41.01	40.42	38.21
Total Charter LCFF ADA	695.83	695.83	696.20	696.20
Total LCFF ADA	736.84	736.84	736.62	734.41
Property Taxes per ADA	\$ 4,203.47	\$ 4,308.56	\$ 4,309.84	\$ 4,322.81
Funding Method:				
Property Taxes per ADA	\$ 2,924,900	\$ 2,998,025	\$ 3,000,511	\$ 3,009,540
LCFF Funding per ADA				
Certified In-Lieu Taxes				
Alternative Calculation Tool				
In-Lieu of Property Tax Transfer	\$ 2,924,900	\$ 2,998,025	\$ 3,000,511	\$ 3,009,540
Prior Year Basic Aid Status	Basic Aid	Basic Aid	Basic Aid	Basic Aid
1 Gravenstein Elementary	\$ 1,816,025	\$ 1,861,427	\$ 1,802,763	\$ 1,808,188
1. Property Taxes per ADA				
ADA	432.03	432.03	418.29	418.29
2. LCFF Funding per ADA				
a. Charter IS funded at Target in pr year *				
Grade Level	ADA	ADA	ADA	ADA
Grades K-3	272.14	272.14	267.40	267.40
Grades 4-6	159.89	159.89	150.89	150.89
Grades 7-8				
Grades 9-12				
In-Lieu of Property Tax limit at Target	\$ 3,564,026	\$ 3,564,026	\$ 3,453,360	\$ 3,453,360
2 Hillcrest Charter	\$ 1,108,875	\$ 1,136,598	\$ 1,197,748	\$ 1,201,352
1. Property Taxes per ADA				
ADA	263.80	263.80	277.91	277.91
2. LCFF Funding per ADA				
a. Charter IS funded at Target in pr year				
Grade Level	ADA	ADA	ADA	ADA
Grades K-3				
Grades 4-6	109.52	109.52	91.68	91.68
Grades 7-8	154.28	154.28	186.23	186.23
Grades 9-12				
In-Lieu of Property Tax limit at Target	\$ 2,098,181	\$ 2,098,181	\$ 2,215,906	\$ 2,215,906
3	\$ -	\$ -	\$ -	\$ -
1. Property Taxes per ADA				
ADA				
2. LCFF Funding per ADA				
a. Charter IS funded at Target in pr year				
Grade Level	ADA	ADA	ADA	ADA
Grades K-3				
Grades 4-6				
Grades 7-8				
Grades 9-12				
In-Lieu of Property Tax limit at Target	\$ -	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -	\$ -
1. Property Taxes per ADA				
ADA				
2. LCFF Funding per ADA				
a. Charter IS funded at Target in pr year				
Grade Level	ADA	ADA	ADA	ADA
Grades K-3				
Grades 4-6				
Grades 7-8				
Grades 9-12				
In-Lieu of Property Tax limit at Target	\$ -	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -	\$ -
1. Property Taxes per ADA				
ADA				
2. LCFF Funding per ADA				
a. Charter IS funded at Target in pr year				
Grade Level	ADA	ADA	ADA	ADA
Grades K-3				
Grades 4-6				
Grades 7-8				
Grades 9-12				
In-Lieu of Property Tax limit at Target	\$ -	\$ -	\$ -	\$ -

LCFF Calculator Universal Assumptions
Gravenstein Union Elementary (70714) - Gravenstein District 45 Day Revise

LEA: **Gravenstein Union Elementary District**

70714
Yes
2013-14

5 digit District code or 7 digit School code (from the CDS code)
Did the CDS code exist in 2012-13? (for calculation of EPA only)
First LCFF certification year (clears prior years on the Calculator)

Projection Title: **Gravenstein District 45 Day Revise**

Projection Date: **08/13/20**

	2018-19	2019-20	2020-21	2021-22	2022-23
Statutory COLA & Augmentation/Suspension <i>(prefilled as calculated by the Department of Finance, DOF)</i>	3.70%	3.26%	0.00%	0.00%	0.00%
Statutory COLA	2.71%	3.26%	2.31%	2.48%	3.26%
Augmentation/(COLA Suspension)	0.99%	0.00%	-2.31%	-2.48%	-3.26%
Base Grant Proration Factor		0.00%	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor		0.00%	0.00%	0.00%	0.00%
LCFF Gap Closed Percentage <i>(prefilled as calculated by the Department of Finance, DOF)</i>	100.00%	100.00%	100.00%	100.00%	100.00%
Statewide 90th percentile rate <i>(used in Economic Recovery Target, ERT, calculation only)</i>	***	***	***	***	***
EPA Entitlement as % of statewide adjusted Revenue Limit (Annual)	30.74345708%	16.08698870%	16.09%	16.09%	16.09%
EPA Entitlement as % of statewide adjusted Revenue Limit (P-2)	30.50770954%	16.08698870%	16.09%	16.09%	16.09%
<i>Historical Difference in EPA Rates between Annual & P-2</i>	0.2357%				
Local EPA Accrual		\$ -	\$ -	\$ -	\$ -

PER ADA FUNDING LEVELS (calculated at TARGET)

Base, Supplemental and Concentration Rate per ADA

	2018-19	2019-20	2020-21	2021-22	2022-23
Grades TK-3	\$ 8,888.69	\$ 9,167.25	\$ 9,128.82	\$ 9,037.84	\$ 9,055.70
Grades 4-6	\$ 8,171.99	\$ 8,428.74	\$ 8,393.40	\$ 8,309.75	\$ 8,326.17
Grades 7-8	\$ 8,414.85	\$ 8,676.87	\$ 8,642.48	\$ 8,556.35	\$ 8,573.25
Grades 9-12	\$ 10,004.77	\$ 10,319.76	\$ 10,276.50	\$ 10,174.08	\$ 10,194.16

Base Grants

	2018-19	2019-20	2020-21	2021-22	2022-23
Grades TK-3	\$ 7,459	\$ 7,702	\$ 7,702	\$ 7,702	\$ 7,702
Grades 4-6	\$ 7,571	\$ 7,818	\$ 7,818	\$ 7,818	\$ 7,818
Grades 7-8	\$ 7,796	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050
Grades 9-12	\$ 9,034	\$ 9,329	\$ 9,329	\$ 9,329	\$ 9,329

Grade Span Adjustment

	2018-19	2019-20	2020-21	2021-22	2022-23
Grades TK-3	\$ 776	\$ 801	\$ 801	\$ 801	\$ 801
Grades 9-12	\$ 235	\$ 243	\$ 243	\$ 243	\$ 243

Prorated Base, Supplemental and Concentration Rate per ADA

	2018-19	2019-20	2020-21	2021-22	2022-23
Grades TK-3		\$ 8,503	\$ 8,503	\$ 8,503	\$ 8,503
Grades 4-6		\$ 7,818	\$ 7,818	\$ 7,818	\$ 7,818
Grades 7-8		\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050
Grades 9-12		\$ 9,572	\$ 9,572	\$ 9,572	\$ 9,572

Prorated Base Grants

	2018-19	2019-20	2020-21	2021-22	2022-23
Grades TK-3	\$ 7,459	\$ 7,702	\$ 7,702	\$ 7,702	\$ 7,702
Grades 4-6	\$ 7,571	\$ 7,818	\$ 7,818	\$ 7,818	\$ 7,818
Grades 7-8	\$ 7,796	\$ 8,050	\$ 8,050	\$ 8,050	\$ 8,050
Grades 9-12	\$ 9,034	\$ 9,329	\$ 9,329	\$ 9,329	\$ 9,329

Prorated Grade Span Adjustment

	2018-19	2019-20	2020-21	2021-22	2022-23
Grades TK-3	\$ 776	\$ 801	\$ 801	\$ 801	\$ 801
Grades 9-12	\$ 235	\$ 243	\$ 243	\$ 243	\$ 243

Necessary Small School Selection (if applicable)

	2018-19	2019-20	2020-21	2021-22	2022-23
NSS #1	LCFF	LCFF	LCFF	LCFF	LCFF
NSS #2	LCFF	LCFF	LCFF	LCFF	LCFF
NSS #3	LCFF	LCFF	LCFF	LCFF	LCFF
NSS #4	LCFF	LCFF	LCFF	LCFF	LCFF
NSS #5	LCFF	LCFF	LCFF	LCFF	LCFF

Supplemental Grant

	20.00%	20.00%	20.00%	20.00%	20.00%
Maximum - 1.00 ADA, 100% UPP					
Grades TK-3	\$ 1,647	\$ 1,701	\$ 1,701	\$ 1,701	\$ 1,701
Grades 4-6	\$ 1,514	\$ 1,564	\$ 1,564	\$ 1,564	\$ 1,564
Grades 7-8	\$ 1,559	\$ 1,610	\$ 1,610	\$ 1,610	\$ 1,610
Grades 9-12	\$ 1,854	\$ 1,914	\$ 1,914	\$ 1,914	\$ 1,914

Actual - 1.00 ADA, Local UPP as follows:

	2018-19	2019-20	2020-21	2021-22	2022-23
Grades TK-3	\$ 554	\$ 664	\$ 626	\$ 535	\$ 553
Grades 4-6	\$ 601	\$ 611	\$ 575	\$ 492	\$ 508
Grades 7-8	\$ 619	\$ 629	\$ 592	\$ 506	\$ 523
Grades 9-12	\$ 736	\$ 748	\$ 704	\$ 602	\$ 622

Concentration Grant (>55% population)

	50.00%	50.00%	50.00%	50.00%	50.00%
Maximum - 1.00 ADA, 100% UPP					
Grades TK-3	\$ 4,118	\$ 4,252	\$ 4,252	\$ 4,252	\$ 4,252
Grades 4-6	\$ 3,786	\$ 3,909	\$ 3,909	\$ 3,909	\$ 3,909
Grades 7-8	\$ 3,898	\$ 4,025	\$ 4,025	\$ 4,025	\$ 4,025
Grades 9-12	\$ 4,635	\$ 4,786	\$ 4,786	\$ 4,786	\$ 4,786

Actual - 1.00 ADA, Local UPP >55% as follows:

	0.0000%	0.0000%	0.0000%	0.0000%	0.0000%
Grades TK-3	\$ -	\$ -	\$ -	\$ -	\$ -
Grades 4-6	\$ -	\$ -	\$ -	\$ -	\$ -
Grades 7-8	\$ -	\$ -	\$ -	\$ -	\$ -
Grades 9-12	\$ -	\$ -	\$ -	\$ -	\$ -

LCFF Calculator Universal Assumptions		8/13/2020			
Gravenstein Elementary (6051742) -					
Summary of Funding					
	2019-20	2020-21	2021-22	2022-23	
Target Components:					
COLA & Augmentation	3.26%	0.00%	0.00%	0.00%	
Base Grant Proration Factor	-	0.00%	0.00%	0.00%	
Add-on, ERT & MSA Proration Factor	-	0.00%	0.00%	0.00%	
Base Grant	3,346,042	3,346,042	3,239,173	3,239,173	
Grade Span Adjustment	217,984	217,984	214,187	214,187	
Supplemental Grant	176,134	182,692	187,379	189,244	
Concentration Grant	-	-	-	-	
Add-ons	-	-	-	-	
Total Target	3,740,160	3,746,718	3,640,739	3,642,604	
Transition Components:					
Target	\$ 3,740,160	\$ 3,746,718	\$ 3,640,739	\$ 3,642,604	
Funded Based on Target Formula (PY P-2)	TRUE	TRUE	TRUE	TRUE	
Floor	3,603,191	3,603,191	3,488,597	3,488,597	
<i>Remaining Need after Gap (informational only)</i>					
Gap %	100%	100%	100%	100%	
Current Year Gap Funding	-	-	-	-	
Miscellaneous Adjustments	-	-	-	-	
Economic Recovery Target	-	-	-	-	
Additional State Aid	-	-	-	-	
Total LCFF Entitlement	\$ 3,740,160	\$ 3,746,718	\$ 3,640,739	\$ 3,642,604	
Components of LCFF By Object Code					
	2019-20	2020-21	2021-22	2022-23	
8011 - State Aid	\$ 1,567,126	\$ 1,528,282	\$ 1,492,321	\$ 1,493,940	
8011 - Fair Share	-	-	-	-	
8311 & 8590 - Categoricals	-	-	-	-	
EPA (for LCFF Calculation purposes)	357,009	357,009	345,655	340,476	
<i>Local Revenue Sources:</i>					
8021 to 8089 - Property Taxes	-	-	-	-	
8096 - In-Lieu of Property Taxes	1,816,025	1,861,427	1,802,763	1,808,188	
<i>Property Taxes net of in-lieu</i>	-	-	-	-	
TOTAL FUNDING	\$ 3,740,160	\$ 3,746,718	\$ 3,640,739	\$ 3,642,604	
<i>Basic Aid Status</i>					
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -	
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -	
Total Phase-In Entitlement	\$ 3,740,160	\$ 3,746,718	\$ 3,640,739	\$ 3,642,604	
EPA Details					
% of Adjusted Revenue Limit - Annual	16.08698870%	16.08698870%	16.08698870%	16.08698870%	
% of Adjusted Revenue Limit - P-2	16.08698870%	16.08698870%	16.08698870%	16.08698870%	
EPA (for LCFF Calculation purposes)	\$ 357,009	\$ 357,009	\$ 345,655	\$ 340,476	
8012 - EPA, Current Year Receipt					
(P-2 plus Current Year Accrual)	357,009	357,009	345,655	340,476	
8019 - EPA, Prior Year Adjustment					
(P-A less Prior Year Accrual)	(49,872)	-	-	-	
Accrual (from Assumptions)	-	-	-	-	

Summary of Student Population				
	2019-20	2020-21	2021-22	2022-23
Unduplicated Pupil Population				
Enrollment	451	438	438	438
COE Enrollment	-	-	-	-
<i>Total Enrollment</i>	<i>451</i>	<i>438</i>	<i>438</i>	<i>438</i>
Unduplicated Pupil Count	120	120	120	120
COE Unduplicated Pupil Count	-	-	-	-
<i>Total Unduplicated Pupil Count</i>	<i>120</i>	<i>120</i>	<i>120</i>	<i>120</i>
Rolling %, Supplemental Grant	24.7100%	25.6300%	27.1300%	27.4000%
Rolling %, Concentration Grant	24.7100%	25.6300%	27.1300%	27.4000%
FUNDED ADA				
Adjusted Base Grant ADA	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>
Grades TK-3	272.14	272.14	267.40	267.40
Grades 4-6	159.89	159.89	150.89	150.89
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Total Adjusted Base Grant ADA	432.03	432.03	418.29	418.29
Necessary Small School ADA	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>
Grades TK-3	-	-	-	-
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Total Necessary Small School ADA	-	-	-	-
Total Funded ADA	432.03	432.03	418.29	418.29
ACTUAL ADA (Current Year Only)				
Grades TK-3	272.14	272.14	267.40	267.40
Grades 4-6	159.89	159.89	150.89	150.89
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Total Actual ADA	432.03	432.03	418.29	418.29
<i>Funded Difference (Funded ADA less Actual ADA)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>

LCAP Percentage to Increase or Improve Services				
	2019-20	2020-21	2021-22	2022-23
Current year estimated supplemental and concen \$	176,134 \$	182,692 \$	187,379 \$	189,244
Current year Percentage to Increase or Improve S	4.94%	5.13%	5.43%	5.48%

Charter School Data Elements required to calculate the LCFF
 Gravenstein Elementary (6051742) - Gravenstein Elementary 45 Day Revise

8/13/20

	2019-20	2020-21	2021-22	2022-23
COLA & Augmentation	3.26%	0.00%	0.00%	0.00%
GAP Funding rate	100.00%	100.00%	100.00%	100.00%
In-Lieu of Property Tax	1,816,025	1,861,427	1,802,763	1,808,188
Statewide 90th percentile rate	---	---	---	---

UNDUPLICATED PUPIL PERCENTAGE

Charter School:	2019-20	2020-21	2021-22	2022-23
Enrollment	451	438	438	438
Unduplicated Pupil Count	120	120	120	120
	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>
Single Year Unduplicated Pupil Percentage	26.61%	27.40%	27.40%	27.40%
Unduplicated Pupil Percentage (%)	24.71%	25.63%	27.13%	27.40%

Concentration Grant Funding Limitation: District of Physical Location

Enter the unduplicated pupil percentage for the district that the charter school is physically located in. If the charter school is located in more than one district, enter the information for the district that yields the highest unduplicated pupil percentage. Beginning in 2014-15, include the authorizing agency automatically in the list of physical locations.

	2019-20	2020-21	2021-22	2022-23
Unduplicated Pupil Percentage (%)	39.06%	36.80%	31.45%	32.50%
Unduplicated Pupil Percentage: Supplemental Grant	24.71%	25.63%	27.13%	27.40%
Unduplicated Pupil Percentage: Concentration Grant	24.71%	25.63%	27.13%	27.40%

AVERAGE DAILY ATTENDANCE (ADA)

Enter P2 Data - Note: Charter School ADA is always funded on Current Year

	2019-20	2020-21	2021-22	2022-23
Grades TK-3	272.14	272.14	267.40	267.40
Grades 4-6	159.89	159.89	150.89	150.89
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
SUBTOTAL ADA	432.03	432.03	418.29	418.29
RATIO: ADA to Enrollment	0.96	0.99	0.96	0.96

OTHER LCFF TRANSITION INFORMATION

Miscellaneous Adjustments	H-2	E-1	-	-	-	-
Minimum State Aid Adjustments	J-4	G-2	-	-	-	-
Funded Based on Target Formula		True/False	TRUE	TRUE	TRUE	TRUE

Gravenstein Elementary (6051742) - Gravenstein Elementary K5 Day Review																		
LOCAL CONTROL FUNDING FORMULA																		
CALCULATE LCFF TARGET																		
Unduplicated as % of Enrollment	COLA & Augmentation		Base Grant Proration		Unduplicated Pupil Percentage			COLA & Augmentation		Base Grant Proration		Unduplicated Pupil Percentage						
	0.000%	0.000%	0.00%	0.00%	25.63%	25.63%	25.63%	27.13%	27.13%	0.000%	0.00%	27.40%	27.40%	27.40%				
	ADA	Base	Gr Span	Supp	Concen	TARGET	ADA	Base	Gr Span	Supp	Concen	TARGET	ADA	Base	Gr Span	Supp	Concen	TARGET
Grades TK-3	272.14	7,702	801	436	-	2,432,622	267.40	7,702	801	461	-	2,397,073	267.40	7,702	801	466	-	2,398,301
Grades 4-6	159.89	7,818	-	401	-	1,314,096	150.89	7,818	-	424	-	1,243,666	150.89	7,818	-	428	-	1,244,303
Grades 7-8	-	8,050	-	413	-	-	-	8,050	-	437	-	-	-	8,050	-	441	-	-
Grades 9-12	-	9,329	243	491	-	-	-	9,329	243	519	-	-	-	9,329	243	525	-	-
Subtract NSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NSS Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL BASE	432.03	3,346,042	217,984	182,692	-	3,746,718	418.29	3,239,173	214,187	187,379	-	3,640,739	418.29	3,239,173	214,187	189,244	-	3,642,604
Targeted Instructional Improvement Block Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Home-to-School Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Small School District Bus Replacement Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LOCAL CONTROL FUNDING FORMULA (LCFF) TARGET	-	-	-	-	-	3,746,718	-	-	-	-	-	3,640,739	-	-	-	-	-	3,642,604
Funded Based on Target Formula (based on prior year P-2 certification)	-	-	-	-	-	TRUE	-	-	-	-	-	TRUE	-	-	-	-	-	TRUE
ECONOMIC RECOVERY TARGET PAYMENT																		
CALCULATE LCFF FLOOR																		
Current year Funded ADA times Base per ADA			12-13 Rate	20-21 ADA				12-13 Rate	21-22 ADA				12-13 Rate	22-23 ADA				
Current year Funded ADA times Other RL per ADA			5,136.78	432.03	2,219,243			5,136.78	418.29	2,148,664			5,136.78	418.29	2,148,664			
Necessary Small School Allowance at 12-13 rates			-	432.03	-			-	418.29	-			-	418.29	-			
2012-13 Categoricals			-	-	-			-	-	-			-	-	-			
Floor Adjustments			-	-	-			-	-	-			-	-	-			
2012-13 Categorical Program Entitlement Rate per ADA * cy ADA Less Fair Share Reduction			-	443.85	191,757			-	443.85	185,658			-	443.85	185,658			
Non-CDE certified New Charter: District PY rate - CY ADA			-	-	-			-	-	-			-	-	-			
Beginning in 2014-15, prior year LCFF gap funding per ADA * cy ADA			-	\$ 2,759.51	1,192,191			-	\$ 2,759.51	1,154,275			-	\$ 2,759.51	1,154,275			
LOCAL CONTROL FUNDING FORMULA (LCFF) FLOOR			-	-	3,603,191			-	-	3,488,597			-	-	3,488,597			
CALCULATE LCFF PHASE-IN ENTITLEMENT																		
LOCAL CONTROL FUNDING FORMULA TARGET			2020-21			2021-22			2022-23									
LOCAL CONTROL FUNDING FORMULA FLOOR			3,746,718			3,640,739			3,642,604									
LCFF Need (LCFF Target less LCFF Floor, if positive)			3,603,191			3,488,597			3,488,597									
Current Year Gap Funding			100.00%			100.00%			100.00%									
ECONOMIC RECOVERY PAYMENT			-			-			-									
Miscellaneous Adjustments			-			-			-									
LCFF Entitlement before Minimum State Aid provision			3,746,718			3,640,739			3,642,604									
CALCULATE STATE AID																		
Transition Entitlement			3,746,718			3,640,739			3,642,604									
Local Revenue (including RDA)			(1,861,427)			(1,802,763)			(1,808,188)									
Gross State Aid			1,885,291			1,837,976			1,834,416									
CALCULATE MINIMUM STATE AID																		
2012-13 RL/Charter Gen BG adjusted for ADA			12-13 Rate	20-21 ADA	N/A			12-13 Rate	21-22 ADA	N/A			12-13 Rate	22-23 ADA	N/A			
2012-13 NSS Allowance (deficit)			5,136.78	432.03	2,219,241			5,136.78	418.29	2,148,662			5,136.78	418.29	2,148,662			
Minimum State Aid Adjustments			-			-			-			-						
Less Current Year Property Taxes/In Lieu			(1,861,427)			(1,802,763)			(1,808,188)									
Subtotal State Aid for Historical RL/Charter General BG			357,814			345,899			340,474									
Categorical funding from 2012-13			191,757			185,658			185,658									
Charter Categorical Block Grant adjusted for ADA			549,571			531,557			526,132									
Minimum State Aid Guarantee Before Proration Factor			0.00%			0.00%			0.00%									
Minimum State Aid Guarantee			549,571			531,557			526,132									
CHARTER SCHOOL MINIMUM STATE AID OFFSET																		
Local Control Funding Formula Target Base (2019-30 forward)			3,746,718			3,640,739			3,642,604									
Minimum State Aid plus Property Taxes including RDA			2,410,998			2,334,320			2,334,320									
Offset			549,571			531,557			526,132									
Minimum State Aid Prior to Offset			549,571			531,557			526,132									
Total Minimum State Aid with Offset			1,885,291			1,837,976			1,834,416									
TOTAL STATE AID			1,885,291			1,837,976			1,834,416									
Additional State Aid (Additional SA)																		
LCFF Phase-in Entitlement (before COE transfer, Choice & Charter Supplemental)			3,746,718			3,640,739			3,642,604									
CHANGE OVER PRIOR YEAR			0.18%	6,558	8,672			-2.83%	(105,979)	8,704			0.05%	1,865	8,708			
LCFF Entitlement PER ADA			-			-			-									
PER ADA CHANGE OVER PRIOR YEAR			0.17%	15	-			0.37%	32	-			0.05%	4	-			
BASIC AID STATUS (school districts only)			-			-			-									
LCFF SOURCES INCLUDING EXCESS TAXES																		
State Aid			Increase	2020-21	2021-22			2022-23										
Property Taxes net of In-lieu			-2.02%	(38,844)	1,837,976			1,834,416										
Charter in-Lieu Taxes			2.50%	45,407	1,802,763			1,808,188										
LCFF pre COE, Choice, Supp			0.18%	6,558	3,746,718			3,642,604										

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LCFF Calculator Universal Assumptions				
Hillcrest Middle (6051759) - 45 Day				
Summary of Funding				
	2019-20	2020-21	2021-22	2022-23
Target Components:				
COLA & Augmentation	3.26%	0.00%	0.00%	0.00%
Base Grant Proration Factor	-	0.00%	0.00%	0.00%
Add-on, ERT & MSA Proration Factor	-	0.00%	0.00%	0.00%
Base Grant	2,098,181	2,098,181	2,215,906	2,215,906
Grade Span Adjustment	-	-	-	-
Supplemental Grant	85,858	75,912	74,543	73,081
Concentration Grant	-	-	-	-
Add-ons	-	-	-	-
Total Target	2,184,039	2,174,093	2,290,449	2,288,987
Transition Components:				
Target	\$ 2,184,039	\$ 2,174,093	\$ 2,290,449	\$ 2,288,987
Funded Based on Target Formula (PY P-2)	TRUE	TRUE	TRUE	TRUE
Floor	2,122,619	2,122,619	2,236,153	2,236,153
<i>Remaining Need after Gap (informational only)</i>				
Gap %	100%	100%	100%	100%
Current Year Gap Funding	-	-	-	-
Miscellaneous Adjustments	-	-	-	-
Economic Recovery Target	-	-	-	-
Additional State Aid	-	-	-	-
Total LCFF Entitlement	\$ 2,184,039	\$ 2,174,093	\$ 2,290,449	\$ 2,288,987
Components of LCFF By Object Code				
	2019-20	2020-21	2021-22	2022-23
8011 - State Aid	\$ 850,339	\$ 812,670	\$ 855,850	\$ 850,784
8011 - Fair Share	-	-	-	-
8311 & 8590 - Categoricals	-	-	-	-
EPA (for LCFF Calculation purposes)	224,825	224,825	236,851	236,851
<i>Local Revenue Sources:</i>				
8021 to 8089 - Property Taxes	-	-	-	-
8096 - In-Lieu of Property Taxes	1,108,875	1,136,598	1,197,748	1,201,352
<i>Property Taxes net of in-lieu</i>	-	-	-	-
TOTAL FUNDING	\$ 2,184,039	\$ 2,174,093	\$ 2,290,449	\$ 2,288,987
<i>Basic Aid Status</i>	-	-	-	-
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -
Total Phase-In Entitlement	\$ 2,184,039	\$ 2,174,093	\$ 2,290,449	\$ 2,288,987
EPA Details				
% of Adjusted Revenue Limit - Annual	16.08698870%	16.08698870%	16.08698870%	16.08698870%
% of Adjusted Revenue Limit - P-2	16.08698870%	16.08698870%	16.08698870%	16.08698870%
EPA (for LCFF Calculation purposes)	\$ 224,825	\$ 224,825	\$ 236,851	\$ 236,851
8012 - EPA, Current Year Receipt (P-2 plus Current Year Accrual)	224,825	224,825	236,851	236,851
8019 - EPA, Prior Year Adjustment (P-A less Prior Year Accrual)	(26,255)	-	-	-
Accrual (from Assumptions)	-	-	-	-

LCFF Calculator Universal Assumptions				
Hillcrest Middle (6051759) - 45 Day				
Summary of Student Population				
	2019-20	2020-21	2021-22	2022-23
Unduplicated Pupil Population				
Enrollment	274	291	291	291
COE Enrollment	-	-	-	-
<i>Total Enrollment</i>	<i>274</i>	<i>291</i>	<i>291</i>	<i>291</i>
Unduplicated Pupil Count	48	48	48	48
COE Unduplicated Pupil Count	-	-	-	-
<i>Total Unduplicated Pupil Count</i>	<i>48</i>	<i>48</i>	<i>48</i>	<i>48</i>
Rolling %, Supplemental Grant	20.4600%	18.0900%	16.8200%	16.4900%
Rolling %, Concentration Grant	20.4600%	18.0900%	16.8200%	16.4900%
FUNDED ADA				
Adjusted Base Grant ADA	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>
Grades TK-3	-	-	-	-
Grades 4-6	109.52	109.52	91.68	91.68
Grades 7-8	154.28	154.28	186.23	186.23
Grades 9-12	-	-	-	-
Total Adjusted Base Grant ADA	263.80	263.80	277.91	277.91
Necessary Small School ADA	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>
Grades TK-3	-	-	-	-
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Total Necessary Small School ADA	-	-	-	-
Total Funded ADA	263.80	263.80	277.91	277.91
ACTUAL ADA (Current Year Only)				
Grades TK-3	-	-	-	-
Grades 4-6	109.52	109.52	91.68	91.68
Grades 7-8	154.28	154.28	186.23	186.23
Grades 9-12	-	-	-	-
Total Actual ADA	263.80	263.80	277.91	277.91
<i>Funded Difference (Funded ADA less Actual ADA)</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
LCAP Percentage to Increase or Improve Services				
	2019-20	2020-21	2021-22	2022-23
Current year estimated supplemental and concen \$	85,858 \$	75,912 \$	74,543 \$	73,081
Current year Percentage to Increase or Improve S	4.09%	3.62%	3.36%	3.30%

Charter School Data Elements required to calculate the LCFF
Hillcrest Middle (6051759) - 45 Day Revise

	2019-20	2020-21	2021-22	2022-23
COLA & Augmentation	3.26%	0.00%	0.00%	0.00%
GAP Funding rate	100.00%	100.00%	100.00%	100.00%
In-Lieu of Property Tax	1,108,875	1,136,598	1,197,748	1,201,352
Statewide 90th percentile rate	---	---	---	---

UNDUPLICATED PUPIL PERCENTAGE

Charter School:	2019-20	2020-21	2021-22	2022-23
Enrollment	274	291	291	291
Unduplicated Pupil Count	48	48	48	48
	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>
Single Year Unduplicated Pupil Percentage	17.52%	16.49%	16.49%	16.49%
Unduplicated Pupil Percentage (%)	20.46%	18.09%	16.82%	16.49%

Concentration Grant Funding Limitation: District of Physical Location

Enter the unduplicated pupil percentage for the district that the charter school is physically located in. If the charter school is located in more than one district, enter the information for the district that yields the highest unduplicated pupil percentage. Beginning in 2014-15, include the authorizing agency automatically in the list of physical locations.

	2019-20	2020-21	2021-22	2022-23
Unduplicated Pupil Percentage (%)	39.06%	36.80%	31.45%	32.50%
Unduplicated Pupil Percentage: Supplemental Grant	20.46%	18.09%	16.82%	16.49%
Unduplicated Pupil Percentage: Concentration Grant	20.46%	18.09%	16.82%	16.49%

AVERAGE DAILY ATTENDANCE (ADA)

Enter P2 Data - Note: Charter School ADA is always funded on Current Year

	2019-20	2020-21	2021-22	2022-23
Grades TK-3	-	-	-	-
Grades 4-6	109.52	109.52	91.68	91.68
Grades 7-8	154.28	154.28	186.23	186.23
Grades 9-12	-	-	-	-
SUBTOTAL ADA	263.80	263.80	277.91	277.91
RATIO: ADA to Enrollment	0.96	0.91	0.96	0.96

OTHER LCFF TRANSITION INFORMATION

Miscellaneous Adjustments	H-2	E-1	-	-	-	-
Minimum State Aid Adjustments	J-4	G-2	-	-	-	-
Funded Based on Target Formula		True/False	TRUE	TRUE	TRUE	TRUE

Milcrest Middle (645-059) - 45 Day Review																		
LOCAL CONTROL FUNDING FORMULA																		
2020-21						2021-22						2022-23						
CALCULATE LCFF TARGET																		
Unduplicated as % of Enrollment	COLA & Augmentation		Base Grant Proration		Unduplicated Pupil Percentage		2020-21 TARGET	COLA & Augmentation		Base Grant Proration		Unduplicated Pupil Percentage		2022-23 TARGET				
	0.000%	0.00%	18.09%	18.09%	0.000%	0.00%		16.82%	16.82%	0.000%	0.00%	16.49%	16.49%					
	ADA	Base	Gr Span	Supp	Concen		ADA	Base	Gr Span	Supp	Concen	TARGET	ADA	Base	Gr Span	Supp	Concen	TARGET
Grades TK-3	-	7,702	801	308	-	2,174,093	-	7,702	801	308	-	2,174,093	-	7,702	801	308	-	2,174,093
Grades 4-6	109.52	7,818	-	283	-	887,206	91.68	7,818	-	283	-	740,866	91.68	7,818	-	283	-	740,866
Grades 7-8	154.28	8,050	-	291	-	1,286,888	186.23	8,050	-	271	-	1,549,583	186.23	8,050	-	265	-	1,548,594
Grades 9-12	-	9,329	243	346	-	-	-	9,329	243	322	-	-	-	9,329	243	316	-	-
Subtract NSS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NSS Allowance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL BASE	263.80	2,098,181	-	75,912	-	2,174,093	277.91	2,215,906	-	74,543	-	2,290,449	277.91	2,215,906	-	73,061	-	2,288,987
Targeted Instructional Improvement Block Grant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Home-to-School Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Small School District Bus Replacement Program	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LOCAL CONTROL FUNDING FORMULA (LCFF) TARGET	-	-	-	-	-	2,174,093	-	-	-	-	-	2,290,449	-	-	-	-	-	2,288,987
Funded Based on Target Formula (based on prior year P-3 certification)	-	-	-	-	-	TRUE	-	-	-	-	-	TRUE	-	-	-	-	-	TRUE
ECONOMIC RECOVERY TARGET PAYMENT																		
CALCULATE LCFF FLOOR																		
Current year Funded ADA times Base per ADA				12-13 Rate	20-21 ADA	1,397,560				12-13 Rate	21-22 ADA	1,472,312				12-13 Rate	22-23 ADA	1,472,312
Current year Funded ADA times Other RL per ADA				5,297.80	263.80	-				5,297.80	277.91	-				5,297.80	277.91	-
Necessary Small School Allowance at 12-13 rates				-	263.80	-				-	277.91	-				-	277.91	-
2012-13 Categoricals						-						-						-
Floor Adjustments						-						-						-
2012-13 Categorical Program Entitlement Rate per ADA * cy ADA Less Fair Share Reduction				441.79	263.80	116,544				441.79	277.91	122,778				441.79	277.91	122,778
Non-CDE certified New Charter: District PY rate * CY ADA						-						-						-
Beginning in 2014-15, prior year LCFF gap funding per ADA * cy ADA				\$ 2,306.73	263.80	608,515				\$ 2,306.73	277.91	641,063				\$ 2,306.73	277.91	641,063
LOCAL CONTROL FUNDING FORMULA (LCFF) FLOOR:						2,122,619						2,236,153						2,236,153
CALCULATE LCFF PHASE-IN ENTITLEMENT																		
LOCAL CONTROL FUNDING FORMULA TARGET						2,174,093						2,290,449						2,288,987
LOCAL CONTROL FUNDING FORMULA FLOOR						2,122,619						2,236,153						2,236,153
LCFF Need (LCFF Target less LCFF Floor, if positive)						-						-						-
Current Year Gap Funding					100.00%	-					100.00%	-						-
ECONOMIC RECOVERY PAYMENT						-						-						-
Miscellaneous Adjustments						-						-						-
LCFF Entitlement before Minimum State Aid provision						2,174,093						2,290,449						2,288,987
CALCULATE STATE AID																		
Transition Entitlement						2,174,093						2,290,449						2,288,987
Local Revenue (including ADA)						(1,136,598)						(1,197,748)						(1,201,352)
Gross State Aid						1,037,495						1,092,701						1,087,635
CALCULATE MINIMUM STATE AID																		
2012-13 RL/Charter Gen BG adjusted for ADA				12-13 Rate	20-21 ADA	1,397,560				12-13 Rate	21-22 ADA	1,472,312				12-13 Rate	22-23 ADA	1,472,312
2012-13 NSS Allowance (deficit)				5,297.80	263.80	-				5,297.80	277.91	-				5,297.80	277.91	-
Minimum State Aid Adjustments						-						-						-
Less Current Year Property Taxes/In Lieu						(1,136,598)						(1,197,748)						(1,201,352)
Subtotal State Aid for Historical RL/Charter General BG						260,962						274,564						270,960
Categorical funding from 2012-13						-						-						-
Charter Categorical Block Grant adjusted for ADA						116,544						122,778						122,778
Minimum State Aid Guarantee Before Proration Factor						377,506						397,342						393,738
Proration Factor						0.00%						0.00%						0.00%
Minimum State Aid Guarantee						377,506						397,342						393,738
CHARTER SCHOOL MINIMUM STATE AID OFFSET																		
Local Control Funding Formula Target Base (2019-20 forward)						2,174,093						2,290,449						2,288,987
Minimum State Aid plus Property Taxes including RDA						1,514,104						1,595,090						1,595,090
Offset						-						-						-
Minimum State Aid Prior to Offset						377,506						397,342						393,738
Total Minimum State Aid with Offset						377,506						397,342						393,738
TOTAL STATE AID						1,037,495						1,092,701						1,087,635
Additional State Aid (Additional SA)																		
LCFF Phase-In Entitlement (before COE transfer, Choice & Charter Supplemental)						2,174,093						2,290,449						2,288,987
CHANGE OVER PRIOR YEAR	-0.46%	(9,946)				-				5.35%	116,356					-0.06%	(1,462)	
LCFF Entitlement PER ADA						8,241						8,242						8,236
PER ADA CHANGE OVER PRIOR YEAR	-0.46%	(8)				-				0.01%	1					-0.07%	(6)	
BASIC AID STATUS (School districts only)																		
LCFF SOURCES INCLUDING EXCESS TAXES																		
State Aid				Increase	2020-21	37,669				Increase	2021-22	55,206				Increase	2022-23	5,066
Property Taxes net of in-lieu				0.00%	-	-				0.00%	-	-				0.00%	-	-
Charter in-Lieu Taxes				2.50%	27,723	1,136,598				5.38%	61,150	1,197,748				0.30%	3,604	1,201,352
LCFF pre COE, Choice, Supp				-0.46%	(9,946)	2,174,093				5.35%	116,356	2,290,449				-0.06%	(1,462)	2,288,987

Gravenstein Union School District ('GUSD')

DRAFT Resolution on Racial Justice, Equity and Inclusion

A RESOLUTION of the Board of Trustee of Gravenstein Union School District, Sonoma County, Sebastopol, California to declare that the lives of Black students matter, and that the lives of all of our students of color matter,

WHEREAS, our country has recently been reminded--in part by the murder of George Floyd on May 25, 2020--of the horrors that stem from systemic racism, we take this moment to affirm that Black Lives Matter.

WHEREAS, schools have the potential and social responsibility to assert positive and tangible social change in the world while instilling agency for our students to be ambassadors of their communities, their classrooms, their campuses, and each other;

WHEREAS, our country's healing and restoration relies on high-quality education systems that confront institutionalized racism, systematic bias, and demonstrate models that ensure that BIPOC (Black, Indigenous, People of Color) students, families, and staff flourish within the systems intended to serve them, and/or employ them;

WHEREAS, a tremendous opportunity has been bestowed to teach all students about social justice, to lead for equity, integrate culturally responsive and restorative practices, counter curricula that perpetuates bias and hate, and support students as they become ambassadors in making GUSD and our country safer and more inclusive;

WHEREAS, schools should serve to be safe places for honest conversation and critical reflection of an educator's professional growth on practices of equity, social justice, and for the active engagement of all in creating pathways for GUSD to assert responsibility of ensuring freedom and justice for all people;

THEREFORE, we affirm and recommit to direct District resources to upholding the rights and working for the equitable education of Black, Indigenous and People of Color, and others that have faced historical systemic discrimination, and recognize the importance of our education system to counteract historical wrongs. We affirm that the District will be committed to the following guiding principles:

3. Establish and support a Racial Justice, Diversity and Inclusion Committee to advance and monitor progress towards principles listed herein; The committee shall have 5-9 members and shall include at least one member of the Administrative Team; one teacher representing each campus; and one parent representing students at each campus.

The Committee will report to the Board at the December Annual meeting, and then at least bi-annually. Report will include recommendations for resource commitment for specific programs. December, 2020 report should specifically include recommendations: 1. on whether development of a plan to advance principles herein should include hiring of an outside consultant with clear perspectives of Black, Indigenous and People of Color; 2. Should the District participate in the national Black Lives Matter in Schools Week of Action the first full week of February in 2021 and going forward; 3. Best qualitative and/or quantitative data to monitor efforts to hire for diversity within the staff team.

Gravenstein Union School District PositionDescription

Job Title: Mental Health Coordinator
Reports To: Superintendent
Prepared Date: March 2020
Approved Date: April 2020

SUMMARY

Under the general direction of the Superintendent, Mental Health Coordinator plans, coordinates and provides oversight and supervision for the mental health program. Duties include recruiting and supervising mental health interns/trainees, providing a range of counseling support services to students and/or parents; consulting with and training for teachers, counselors, administrators, specialists and district personnel; responding to mental health crises within the district when needed; and to do job-related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other job-related duties may be assigned.

Provides direct and indirect services including individual, group and family counseling; conflict resolution to students; consults with staff and community agencies; provides crisis intervention, intake interviews, assessment and dispositional interviews; makes referrals to other services and service providers within the community. Manages and implements district school based mental health program working closely with teachers, counselors, administrators, school psychologists, school nurses and special education staff. Participates in Student Study Team meetings, IEPs and other educational meetings as part of an interdisciplinary team. Actively recruits, trains and supervises mental health trainees and interns adhering to all standards stipulated by the California Board of Behavioral Sciences. Provides intake assessments and direct mental health services which may include individual, group or family counseling. Makes referrals to other services and service providers within the community. Has responsibility of being on-call for crises during the school day and assessing high levels of concern within the district. Duties include conducting threat assessments, suicide assessments and making CPS reports when mandated. Provides psychoeducation, training, prevention and intervention services to school staff and parents. Collaborates as part of the administrative team to run the district-wide crisis response team and provides services for students operating under discipline contracts. Perform duties and data collection in compliance with federal, state and grant requirements. May coordinate educational seminars/events which may include outside speakers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of the principles of human behavior. Familiar with a variety of counseling interventions appropriate in working with TK-8 students, including individual, group and family methods. Knowledge of child development, adult and child psychopathology, differential diagnosis and the theoretical and pragmatic aspects of counseling relationships. Knowledge of community service agencies and resources; problems and concerns of families in the community; family needs; social and personal needs of school-age students and organizations and individuals who handle emotional, social and substance use-related problems of school-age students. Must possess strong communication and interpersonal skills. Ability to effectively intervene in mental health crises utilizing consultation as needed. Must be self-motivated and be able to work independently without direct supervision as well as have the ability to work collaboratively within school, social services, mental health, law enforcement, probation, legal and non-profit systems. Ability to apply knowledge of cultural diversity, anti-bullying strategies, domestic violence and healthy relationships. Must have an understanding of children and adolescent developmental stages and working knowledge of problems such as substance abuse, depression, anxiety, suicide, eating disorders, anger management, sexuality, abuse, dating relationships, grief and loss issues, conflict resolutions, etc. Ability to establish and maintain cooperative relationships with students, school administrators, teachers, school support staff and the community; analyze situations accurately and adopt an effective course of action; take responsibility and use good judgment in recognizing scope of authority.

EDUCATION and/or EXPERIENCE

M.A. degree in Marriage Family Therapy, Psychology or Counseling. Licensure as Marriage Family Therapist for at least two years in California is required so that the District Guidance Coordinator may supervise Marriage Family Therapist interns and trainees. Experience in program creation and oversight preferred. Experience working within schools is preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret professional journals and reports; ability to write reports and communicate with and respond to questions from students and families as well as staff and other community members. Fluent understanding of how to communicate psychological concepts and interventions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written and oral form. Ability to multitask while remaining organized.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, or hear; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
Gravenstein Union SCHOOL DISTRICT
AND THE
Gravenstein Union CLASSIFIED EMPLOYEES ASSOCIATION
REGARDING COVID-19 CORONAVIRUS AND OPENING SCHOOLS FOR THE 2020-21 SCHOOL YEAR
AUGUST 13, 2020**

The Gravenstein Union District (“District”) and the GUCE Association (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 and the opening of schools for the 2020-2021 school year.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

The Parties acknowledge that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year.

Additionally, the parties agree to address the GUSD Resolution to Continue Suspension of In-Person Instruction until October 2, 2020 ([Appendix D](#)) and guidance from the California Department of Public Health ([Appendix A](#)), and agree to meet and confer regarding work conditions prior to any change in the instructional format after October 2, 2020. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) *California Government Codes 3540 et seq.* apply and remain in effect.

The Parties agree to the following:

1.0 DEFINITIONS

- 1.01 “Classroom” – is any academic, learning, assessment, or instructional space used by students, certificated, classified, parents, administrators, or other adults on a school campus. This applies to both indoor and outdoor learning spaces, and includes libraries, computer or scientific laboratories, study halls, or any other common space on a school campus.
- 1.02 “Common Equipment” – is any school equipment or structure that is designed to be used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.
- 1.03 “Common Space” – is any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, playgrounds, blacktops, quads or outdoor gathering spaces, hallways, bathrooms, etc.
- 1.04 “Face Coverings” – cloth face coverings or masks as recommended by federal, state, and local public health guidance.

- 1.05 "Hand Sanitizer" – this product must contain at least 60% alcohol. Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl alcohol hand sanitizers are more toxic and can be absorbed through the skin. Hand sanitizers containing methanol are toxic and shall not be used. (see CDC and FDA Advisories.)
- 1.06 "Personal Protective Equipment" – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and may include face coverings, masks, N95/KN95 respirators, face shields, neck guards, barriers, gloves, goggles, etc.
- 1.07 "Physical Distancing" – also known as social distancing to help decrease the spread of the virus by increasing the space between people to current health department guidelines (currently at least six (6) feet) and reducing the number of different people with whom a person interacts.
- 1.08 "Workspace" – any location where a unit member can reasonably be expected to be required to perform assigned duties.

2.0 PERSONAL PROTECTIVE EQUIPMENT ("PPE")

- 2.01 The District shall provide Sonoma County Health Services Department recommended PPE to all unit members and students for every day that unit members or students are required to report to school sites.
- 2.02 In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.
- 2.03 Unit members shall not be required to bring their own PPE, and no unit member shall be disciplined or evaluated negatively for not bringing their own PPE.
- 2.04 If the District fails to provide sufficient PPE for the day, individuals without PPE will be sent home for the day. Unit members sent home due to lack of PPE will receive their full daily rate of pay. Any in-person classes taught by the unit member will resume when sufficient PPE is available.

Face Covering Requirements

- 2.05 Face coverings are required to be worn properly at all times by all individuals on a school campus indoors or in areas outdoors where spacing mandates cannot be met such as walkways and near entrances.. This applies to all staff, all students in grades 3-8, all administrators, and any visitors on campus over two years of age. For TK-2, staff will work with parents prior to school starting to encourage the wearing of face coverings at home so that students will be better prepared to meet this recommendation while at school. Staff and Administration will engage parents to encourage the wearing of face coverings for TK-2 students. Students and others who are not in compliance with the face covering requirements will not be allowed on school sites. Staff may choose to

wear a face covering when working alone in an indoor space or when delivering on screen instruction during Distance Learning. Unit members working in-person with TK-2 students that are not wearing a mask shall ensure that they do not have sustained contact beyond 10 minutes in proximity closer than the current social distancing requirement.

2.05.1 Face coverings shall not be required for students or staff if there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist.

2.06 For unit members and students who cannot wear a mask according to section 2.05.1, face shields with neck drapes tucked into the shirt shall be used. Masks and face shields may not be required for students with medical apparatus which prevents or obstructs the use of the apparatus.

2.07 GUSD will endeavor to find a source for N95 respirators. If available, N95 or KN95 respirators shall be provided to:

2.07.1 Unit members caring for individuals who get sick at the worksite with possible symptoms of COVID-19 illness; and

2.07.2 Unit members with a high number of daily workplace contacts or to unit members who request in writing N95/KN95 respirators due to professional or personal health concerns. Unit members shall not be required to submit a note from a medical professional when making this request.

Hand Washing Requirements

2.08 The Parties recognize that frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.

2.09 All individuals shall be required to wash their hands or use medically effective hand sanitizer upon entering district sites and every time a classroom or shared workspace is entered.

2.10 The District shall comply with the following hand washing requirements:

2.10.1 Every room with a sink shall be stocked with soap, medically effective hand sanitizer, and no touch hand drying equipment.

2.10.2 Every classroom shall be provided medically effective hand sanitizer.

2.10.3 Non-classroom workspaces and common spaces shall be provided medically effective hand sanitizer.

2.10.4 Hand sanitizer or portable hand washing stations shall be provided at each ingress and egress point on a school campus. Association representatives, District administration and Maintenance shall do a campus walk-through to identify locations for such stations.

- 2.10.5 All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day that staff or students are on campus.

Protective Shielding

- 2.11 Individuals not working in classrooms but who must interact with the public (such as but not limited to office workers) shall have a Plexiglass or similar barrier between their workstation and the public.

3.0 HEALTH GUIDANCE

Pursuant to Resolution 200813, GUSD will begin the 2020/2021 school year with Distance Learning as the primary mode of instruction, through at least October 2, 2020. The parties agree to collect state and county health department updates and use that information to plan instruction after October 2, 2020. During this period of Distance Learning, GUSD will apply for waivers to allow small group in-person instruction for short periods of time during the suspension of in-person instruction. GUSD will also support requests for independent study from GUSD families for the 2020/2021 school year.

- 3.01 The District shall adhere to the most current COVID-19 guidelines and orders issued by the Centers for Disease Control and Prevention (“CDC”), California Department of Public Health (“CDPH”), California Department of Education (“CDE”), California Department of Industrial Relations Division of Occupational Safety and Health (“Cal-OSHA”), and the Sonoma County Public Health Services Department (“SCDHS”).
- 3.02 Where there is a conflict between the various guidelines or orders, the District shall adhere to the SCDHS guidelines or orders in order to minimize potential health and safety risks for all unit members, students, and their families.
- 3.03 The Parties agree to meet as soon as possible to negotiate the impact and effects of any revisions or updates to the guidelines in section 3.01.

Physical Distancing

Classroom/Instructional/Academic Learning Spaces

- 3.04 The District shall ensure minimum physical distancing as per current SCDHS guidelines between all student workspaces, between all educators, staff, and student workspaces, and between all employee workspaces.

- 3.04.1 The District shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements. The capacity for each classroom space shall be posted one week prior to the start any small group in-person instruction.

- 3.04.2 If GUSD is granted a waiver to provide in-person instruction, unit members may be assigned to work with students in support of a classroom teacher or administrator. GUSD will conduct scheduling so that the number of

students on campus can be minimized at any one time.

3.04.3 If students are to be involved in multiple sessions, consistent cohorts will be created for these sessions.

3.04.4 Small group instruction is limited to 5 students per session, consent to convene a larger group can only be granted by the site principal. At no time can a group exceed the room capacity numbers pursuant to 3.04.1.

3.04.5 Small group instruction shall not include recess or lunch breaks; a classroom teacher may insert short breaks into a session and a unit member may be assigned to support supervision during any such break.

3.04.6 Students should remain in their same workspace as much as practicable.

3.04.7 If students need to move to other workspaces in a classroom, the space should be properly cleaned before and after its use.

3.04.8 Each student's belongings shall be separated and stored in individually labeled storage containers, cubbies, areas or in their backpack (if age-appropriate).

3.04.9 The District shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the equipment shall be cleaned and disinfected between uses.

3.04.10 School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness.

3.04.11 Unit members interaction in-person with students shall be structured to observe cohort grouping, social distancing, facial covering, and all other safety guidelines in order to minimize their potential exposure to COVID-19.

3.04.12 All workspaces shall be measured and marked to maintain the physical distancing requirement prior to the start of small group in-person instruction.

3.05 In a school setting where the minimum physical distancing requirement is insufficient to provide necessary academic instruction as mutually agreed to by the unit member and the site administrator, alternative and effective safety devices shall be used such as plexiglass barriers and/or face shields with neck drapes. Time spent in close proximity

shall be minimized to the extent possible; staff should be mindful not to spend more than 10 minutes in close proximity to a student that is not wearing a face covering.

- 3.06 No unit member shall be directed to violate the current physical distancing (currently six (6) feet) requirement except to prevent imminent bodily or physical harm from occurring.
- 3.07 The District shall structure all work assignments to minimize as much as possible the number of total contacts for all people at a school or worksite.

Lunch

- 3.08 Current physical distancing requirements (currently six (6) feet) shall be maintained between students, between staff and students, and between all staff during their lunch period(s).
- 3.09 Staff lounge capacity while maintaining physical distancing requirements shall be determined and posted on all entrances to the staff lounge.

One-Way Directions/Movement

- 3.10 In order to help maintain physical distancing requirements in all common walkways and congregation areas (both outdoor and indoor), the District shall create unidirectional pathways where practical. These pathways shall be clearly marked to indicate the direction of travel and the six (6) feet physical distance spacing requirements. When practical, develop procedures to minimize staff congestion around high-use items or areas such as photocopy machines, break rooms, business office, etc.

School Ingress and Egress Points

- 3.11 Since students, parents, and staff tend to congregate in large groups at access points before and after school:
 - 3.11.1 School sites shall identify a limited number of access points to be used for student and parent ingress and egress before and after school.
 - 3.11.2 Where possible, staff, students, and parents will be assigned an ingress and egress point for use when coming to school for in-person learning.
 - 3.11.3 Unit members may be assigned to monitor ingress and egress locations with all health guidelines followed and a protocol mindful of minimal cohort mixing during before and after school supervision (ie, yard duty, drop off and pickup).
 - 3.11.4 School sites may designate staggered start and end times for cohorts, but any staggered start or end times shall not create longer or shorter work days for unit members.

Break Times/Student recess duties

- 3.12 School site administrators, in consultation with unit members, shall create plans and schedules that provide recess and break times for both students and unit members consistent with the following:
- 3.12.1 All recess and break times shall be designed to maintain physical distance requirements and to maintain cohort stability.
 - 3.12.2 All recess and break times shall be staggered to minimize the number of different people with whom staff and students interact.
 - 3.12.3 Unit members working 6-8 hours shall have at least one morning break of at least 10 minutes and one afternoon break of at least 10 minutes, and unit members working at least 3-5 hours shall have at least one break of 10 minutes. All breaks shall be without student supervision or other responsibilities. Staff is encouraged to identify outdoor locations for breaks.
 - 3.12.4 Unit members shall be assigned to student supervision duties equitably and to least extent possible in order to minimize the number of different people with whom a unit member interacts. Assignments will vary based on role/responsibility.

Meetings and Gatherings

- 3.13 All in-person meetings involving unit members shall be eliminated during the pandemic (including but not limited to, staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings, parent meetings, and parent-teacher conferences) unless the District can ensure a minimum distancing requirements (currently ~~of~~ six (6) feet) between all employees for the duration of the meeting and for entering/leaving the meeting. Otherwise, all meetings shall be held virtually and shall be scheduled during non-instructional time to the greatest extent possible and will be scheduled at a time of "minimum student/program impact whenever possible.
- 3.14 Large in-person gatherings (i.e. school assemblies) are prohibited.

Other Health and Safety Issues

Daily Cleaning and Disinfecting

- 3.15 The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- 3.16 Daily cleaning and disinfecting as described in Section 3.15 shall be done by trained custodial personnel or other unit members as agreed per job description and that has undergone proper training. GUSD will provide sealable gallon-sized bags to allow staff to transport any items that may need to be laundered or cleaned based on contacts during

the work day. All staff shall receive training on the use of disinfectants through the Integrated Pest Management (IPM, [Appendix E](#)) training prior to the beginning of the school year.

- 3.17 When choosing cleaning products, the District shall consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Employees will follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method, contact time, personal protective equipment, etc.)
- 3.18 Upon request of the Association, the District shall provide copies of all Safety Data Sheets ("SDSs") required to be maintained by Cal-OSHA.

Regular Decontamination of Classroom Spaces

- 3.19 Regular decontamination of classroom spaces and staff workspaces shall be completed at least once per week. Decontamination shall be done by trained, qualified staff. Decontamination shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, administrators, or visitors.

Air Ventilation and Filtration

- 3.20 The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.
- 3.21 An outside assessment with recommendations by HVAC unit for the percentage an air damper can reasonably be opened without harming the unit will be contracted for by GUSD upon MOU agreement by both parties and shared with unit members on or before when completed. Air filters shall be MERV-13 at locations where HVAC units can accommodate this filter and changed at the recommended intervals by GUSD maintenance staff.
 - 3.21.1 The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.
 - 3.21.2 HVAC air filters shall be equipped with MERV-13 filters and changed at the recommended intervals.
 - 3.21.3 Portable classrooms and/or other classroom spaces or workspaces without adequate central HVAC shall be equipped, if available with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

3.21.4 If an individual tests positive for COVID-19, the District will pull any and all HVAC filters at the school site that may have been impacted to be tested for the presence of COVID-19. The test results shall be shared with the Public Health Officer and the unit members.

Health Screening, Testing, Notification, and Contact Tracing

3.22 Each school site shall have a registered School Nurse for the safety and health of all students, staff, and visitors to the campus. The School Nurse shall:

3.22.1 Oversee the annually required health screening, testing, and notification of all individuals on the school campus;

3.22.2 coordinate with the District and interface with the County Public Health Department;

3.22.3 oversee the plan for primary care for any individuals that manifest symptoms associated with COVID-19;

3.22.4 participate in the implementation of quarantine protocols; and

3.22.5 train all students, staff, and parents, and visitors on effective hygiene practices including but not limited to hand washing, physical distancing, and PPE usage, and review and approve signage and guidance for visitors.

3.23 The District shall ensure that all students, employees, and visitors are checked daily for symptoms associated with COVID-19 infection upon entering school including temperature checks.

3.23.1 Health screening, testing, notification, and quarantine protocols and procedures will be created prior to in-person learning occurring.

3.23.2 All students and staff will be trained on these protocols and procedures.

3.24 Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with a confirmed case of COVID-19 shall be sent home or sent to an isolation room on site pending travel home or to a medical facility.

3.25 Upon notification that an employee or student has been infected with COVID-19, the District shall contact the County Public Health Department and support all contact tracing efforts. All persons who may have come in contact with the infected individual shall be notified. The District shall notify the Association President of the location(s) where the infected individual was present on the school campus during the suspected incubation/active infection period.

3.26 All bargaining unit members shall be provided the opportunity for COVID-19 testing at no charge. Testing schedules shall be arranged to take place onsite if possible to minimize delays and results shall be delivered to each unit member promptly, with all relevant privacy rights preserved.

4.0 DAYS AND HOURS

- 4.01 Unit members shall report to work according to the bargaining unit member start time in the CBA, individual contract, or consistent with past practice. If the school develops staggered start and end times, bargaining unit members shall adjust their contractual start and end time so that the overall workday remains the same number of minutes as provided for in job assignments prior to COVID-19.
- 4.02 School site protocols will be developed to minimize interaction of bargaining unit members, staff, students, and parents prior to the daily opening of the classroom space for in-person learning.
- 4.03 The District shall work with employees to allow for flexible work hours and other social distance strategies where possible.

In-Person Adjunct Duties, Committee Assignments, or Extra Duty Work

- 4.04 While subject to activity restrictions due to COVID-19, any and all in-person adjunct duties, committee assignments, or extra-duty positions shall be cancelled unless such duties, assignments, or positions can be reasonably performed in a virtual setting, or in a setting to which the District, the Association, and the involved unit member(s) approve.

Training Days or Hours

- 4.05 Unless already provided for in the CBA, no more than two (2) additional Training Days or equivalent work hours shall be required by the District. Such additional days and/or hours shall be added to the unit member's work year and compensated at the unit member's regular hourly or daily rate of pay.

5.0 LEAVES

Families First Coronavirus Relief Act (FFCRA expires December 31, 2020)

- 5.01 For unit member self-care:
A unit member shall use up to 10 days of available federal paid sick leave under the FFCRA if the member (1) is unable to work due to government issued quarantine or isolation order related to COVID-19, (2) has been advised to self-quarantine by a healthcare provider related to COVID-19 and is unable to work, (3) is experiencing symptoms of COVID-19 and is seeking diagnosis and is unable to work. The District may request verification prior to placing a unit member on paid leave. The District will pay a unit member's full salary regardless of per diem pay limits in the FFCRA.
- 5.02 For unit members to care for others:
A unit member may use up to 10 days of available federal paid sick leave under the FFCRA if the member is unable to work due to the need to care for (1) a minor child due to a COVID-19 related school closure, (2) an individual subject to government issued quarantine or isolation order related to COVID-19, (3) an individual who has been advised to self-quarantine by a healthcare provider related to COVID-19, or (4) an individual who is experiencing symptoms of COVID-19 and is seeking diagnosis. The District may request verification prior to placing a unit member on paid leave. The District will pay a unit member's full salary regardless of per diem pay limits in the FFCRA.

Paid Leave of Absence for Unit Members At-Risk of COVID-19 Exposure

5.03 Unit members who work directly with students or the general public and who provide documentation of an underlying high-risk condition or reside with someone with documentation of an underlying high-risk condition shall be provided an alternate work assignment without loss of compensation or benefits if at all possible. In the event a bargaining unit member is unable to return to in-person duties because either they or someone in their household is at high risk for COVID-19, and an alternative or remote assignment is unavailable to them, such member shall follow the provisions of the California Labor and Workforce Development ([Appendix B](#)) protocol.

Industrial Accident Leave/Worker's Compensation

5.04 All provisions of the California Labor and Workforce Development Department pertaining to Industrial Accident Leave and/or Worker's Compensation remain in effect.

6.0 TRANSFERS, NEW ASSIGNMENTS, WORK, or POSITIONS due to a switch to DISTANCE LEARNING

The following procedures shall apply to the assignment of transfers, assignments, or new work/positions during distance learning:

6.01 The District shall notify all bargaining unit members of any transfer, new assignments, work, or positions due to a switch to distance learning via district email. The vacancy shall contain the title and brief description of the position, the requirements for the position, and a closing date which is at least two (2) business days following the posting date.

6.01.2 The unit member's request for a transfer, new assignments, work, or positions due to a switch to distance learning must be submitted via email. The request may include the reasons for the bargaining unit member's request, including that they are seeking the work assignment or new work/position because either they or someone in their household is at high risk for infection and illness associated with COVID-19.

6.01.3 Priority for distance learning remote work assignments shall be given to those individuals who are requesting the remote work assignment because either they or someone in their household is at high risk for infection or illness associated with COVID-19, in order of hire date seniority with the District.

6.01.4 If after giving priority of assignment to bargaining unit members according to Section 6.01, there is additional work available, the remaining assignments and new work/positions shall be filled in order of hire date seniority with the District for unit members with the appropriate qualifications.

7.0 CHILDCARE/Beyond the Bell

7.01 Free child supervision services shall be provided to school age children, whose needs can be met by typical Beyond the Bell services, of all bargaining unit members reporting to in-person work at a District facility. Child supervision rooms shall follow all PPE and physical distancing, and student cohort size requirements of this MOU.

7.02 While working in the Beyond the Bell program, all PPE, physical distancing, cohort size, and sanitizing requirements are both required and supplied.

7.03 Any bargaining unit member assigned to provide child supervision services must be trained in proper cleaning and sanitizing procedures.

8.0 PAY AND BENEFITS

8.01 While working under any model for school opening or during a period of total emergency school closure, bargaining unit members on active work status shall continue to receive their full compensation and benefits as long as state and federal funding is provided to the District to compensate staff. Bargaining unit members who perform extracurricular duties shall continue to receive stipends and/or additional pay, as provided for under the CBA if the duties can and are performed.

8.02 The District shall reimburse all bargaining unit members working remotely for pre-approved costs associated with purchasing equipment that is delivered to campus, or other necessary materials not provided by the District directly. Such reimbursement shall be compensated up to \$500 per unit member for the 2020-2021 school year.

9.0 EVALUATION

9.01 All evaluation processes will remain in place, but the parties agree to meet and confer should circumstances change during the school year that make completing evaluations impractical.

10.0 WORK SCHEDULES

10.01 Daily work schedules shall be provided by school site administration, in consultation with unit members. If site administration has determined a need for a change in any assignment, individual unit members may inform their site administrator of any barriers or challenges of meeting job responsibilities. Administration and the unit member will discuss potential solutions with the intent of addressing the challenges of the unit member while prioritizing service to students.

11.0 COVID-19 EXPOSURE AND COHORT/SCHOOL SITE CLOSURE

11.01 GUSD and all staff shall follow the most current guidance from the California Department of Public Health ([Appendix A](#)) and the Sonoma County Department of Health Services ([Appendix C](#)) in regard to COVID-19 exposure and cohort/school site closure.

11.02 During any period of quarantine, students will receive distance learning. The District or site administrator will ensure that the students in the cohort will continue to have the services of any classified personnel assigned to the cohort, and the bargaining unit member, if medically able to do so, shall continue to provide services to the cohort during distance learning.

12.0 TRAINING

12.01 Consistent with federal, state, and local public health officer guidelines, all staff shall be trained ([Appendix F](#)) in the following areas, including but not limited to:

12.01.1 Reinforcing the importance of health and safety practices and protocols;

- 12.01.2 Cleaning and disinfecting protocols, cleaning supplies and equipment;
 - 12.01.3 Physical distancing requirements, personal protective equipment, and stable classroom cohort protocols;
 - 12.01.4 Health screening protocols and procedures;
 - 12.01.5 Protocols on responding to individuals who manifest symptoms associated with COVID-19 while at school;
 - 12.01.6 Protocols on responding to individuals with a family member or someone in close contact with a student or staff member who tests positive for COVID-19;
 - 12.01.7 Protocols on responding to a student or staff member testing positive for COVID-19; and
 - 12.01.8 any other orders or guidelines in operation at a District site for which a bargaining unit member is expected to understand and comply with.
- 12.02 The District shall provide appropriate software and training for bargaining unit members required to perform their assignment or engage with students in a virtual setting either as part of in-person learning, distance learning, or a hybrid model.
- 12.03 The District shall provide a minimum of 72 hours' notice to all bargaining unit members of additional required training hours or days not already provided for in the CBA and as agreed to by the Association.

13.0 ACCOMMODATION

- 13.01 The Parties acknowledge that the interactive accommodation process may be required to make work safe for employees with health conditions that heighten the risk of severe outcomes with COVID-19.
- 13.02 The District agrees to protect and support employees who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing reasonable work accommodations that may include options such as distance learning or working remotely.
- 13.03 If reasonable accommodations are not practicable, the District shall work with the employee to develop a flexible leave plan pursuant to guidance from the California Labor and Workforce Development Agency ([Appendix B](#)) that endeavors to avoid exhausting the employee's earned leave.
- 13.04 The District agrees to maintain procedures for keeping confidential employee communications about non-COVID health conditions.

- 13.05 The District agrees to initiate in a timely manner the interactive process for employees whose medical doctor designates them as “high risk,” “vulnerable,” or equivalent terminology as related to exposure to COVID-19.
- 13.06 The District shall provide reasonable accommodation for employees particularly vulnerable to COVID-19 due to a medical condition, that may include but not limited to:
- 13.06.1 Providing additional or enhanced PPE;
 - 13.06.2 Placing physical barriers to separate the vulnerable employee from staff, students, or other individuals on campus;
 - 13.06.3 Eliminating, reducing, or substituting less critical, non-essential job functions that create more risk of exposure;
 - 13.06.4 Moving the employee workstations; and
 - 13.06.5 If available, practical, and still addresses student/District needs, transferring or reassigning the employee to a distance learning assignment or an assignment with minimal daily contacts with others.
- 13.07 When no reasonable accommodation can be reached, the District shall provide paid leave to bargaining unit members according to the options presented by the California Labor and Workforce Development Agency ([Appendix B](#)).

14.0 ACCESS LIMITATIONS AND ASSOCIATION RIGHTS

- 14.01 The District shall develop and implement a plan to minimize access to school sites, and limit non-essential visitors, facility use permits, and volunteers.
- 14.02 Representatives from the Association, including local Association leaders, the California Teachers Association, and the National Education Association may visit school campuses at any time and shall be granted access to District worksites with prior administrative notification to support efforts to limit exposure to COVID-19.

15.0 CONSULTATION RIGHTS AND RESERVE RIGHT TO FURTHER NEGOTIATE

- 15.01 The District and Association agree to meet and confer monthly during the pandemic to discuss the effectiveness of decisions made and any ongoing concerns. The Parties shall each select up to four (4) representatives chosen by the Superintendent and Association President or their designees to meet virtually in this consultation committee.
- 15.02 The Parties shall meet to consult to provide meaningful input into the “School Site-Specific Protection Plan” before the District submits this to the County Office of Education, the local public health department, posts it at all District sites, and shares it with all stakeholder. All “School Site-Specific Protection Plans” shall be provided to the Association President or designee at least 24 hours prior to being posted at work sites.
- 15.03 The District shall prepare a “Learning Continuity and Attendance Plan” for the 2020-2021 school year in consultation with and reflecting meaningful input from students, the

Association, and parents. The District shall provide a copy of the "Learning Continuity and Attendance Plan" in draft format at least 24 hours prior to adoption of the plan by the Board of Trustees.

15.04 The District shall provide all bargaining unit members at a school site with the individual's name, cell phone number, and work email address designated as the single point of contact from each school site and/or District work location to the County Public Health Department.

15.05 Due to the evolving nature of the pandemic, the parties reserves the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed.

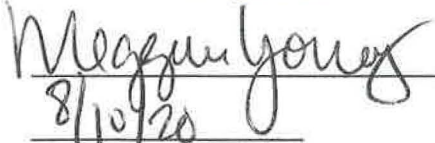
16.0 DURATION

16.01 The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

16.02 This MOU shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties. This MOU shall expire if all health concern restrictions are lifted by the Sonoma County Department of Health Services and there is a return to in-person instruction.

FOR THE ASSOCIATION:





Date

FOR THE DISTRICT:

Date

APPENDICES:

Appendix A: California Department of Public Health, COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, July 17, 2020

Appendix B: California Labor and Workforce Development Agency, Coronavirus 2019 (COVID-19) Resources for Employers and Workers, May 7, 2020

Appendix C: Sonoma County Department of Health Services, Sonoma County COVID-19 Notification Process in the event of a case at school, July 22, 2020

Appendix D: Gravenstein Union School District, Draft Distance Learning Resolution 200813, August 2020

Appendix E: California Department of Pesticide Regulation, California School and Child Care Integrated Pest Management, The Healthy Schools Act, Every Child Deserves a Healthy Schoolsite, June 2019

Appendix F: Gravenstein Union School District, Addendum to the Injury and Illness Prevention Program (IIPP) of the Gravenstein Union School District, COVID-19, August 2020