

RESOLUTION 200316-1

BY THE GRAVENSTEIN UNION SCHOOL DISTRICT BOARD OF EDUCATION DECLARING EMERGENCY CONDITIONS EXIST AT SCHOOLS AND OFFICES IN THE DISTRICT AND GRANTING THE AUTHORIZATION NEEDED TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19)

WHEREAS, the World Health Organization has declared COVID-19 has to be a global pandemic; and

WHEREAS, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, as of March 12, 2020, there were 221 reported cases of COVID-19 and 4 cases reported resulting in death in California; and

WHEREAS, there are at least 2 reported cases in Sonoma County, and county, state and federal health officials expect the number of cases to increase; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder or delay appropriate action necessary to prevent and mitigate the effects of COVID-19 if no action is taken; and

WHEREAS, it is in the best interests of students, staff and the community to prepare for and implement measures to respond to the imminent potential spread of COVID-19; and

WHEREAS, it is necessary to ensure that instruction continues in a manner best determined by the District which supports continued learning, including but not limited to distance learning; and

WHEREAS, it may become necessary to allow employees to take a leave of absence with pay due to quarantine or having recently returned from Level 3 Travel Health Advisory countries or sick from COVID-19 or illnesses with similar symptoms (cough, fever, shortness of breath) or cohabitants of any individuals without any impact to their benefit time pursuant to Education Code sections 44964 and 45199; and

WHEREAS, California Public Contract Code Section 20113, provides that in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote, with the approval of the county superintendent of schools, do either of the following:

- (1) Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.
- (2) Notwithstanding Section 20114, authorize the use of day labor or force account for the purpose; and

WHEREAS, an emergency exists requiring such action as defined in Public Contracts Code Section 1102 of the Public Contract Code and Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 1569(c); and

WHEREAS, the Superintendent requires that the Board declare that an emergency exists and grant the authority to take any and all action to ensure compliance with local, state and federal directives and legal mandates, ensure instruction continues, enter into any and all contracts to respond to emergency conditions at District sites and protect the health, safety and welfare of students and staff; and

WHEREAS, approval of this resolution would allow the Superintendent to immediately respond to rapidly changing health and safety concerns and designate employees as disaster service workers pursuant to Government Code 3100.

NOW, THEREFORE BE IT RESOLVED, that the Board of Education of Gravenstein Union School District determines that the circumstances described in this Resolution herein constitute an emergency condition for which immediate action may be necessary; and


BE IT FURTHER RESOLVED that the Board of Education by unanimous vote pursuant to section 20113 of the Public Contract Code and subject to approval by the Sonoma County Superintendent of Schools, authorizes the execution of contracts without advertising or inviting bids; and, notwithstanding section 20114, authorizes the flexibility of the Superintendent to respond to the emergency conditions at district sites and offices; and

BE IT FURTHER RESOLVED that the Board of Education authorizes the Superintendent and/or his/her designee to take any and all actions necessary to ensure the continuation of public education, protect the health and safety of the students and staff at district sites, including, but not limited to, the relocation of district resources, directing staff to serve as disaster service workers pursuant to Government Code section 3100, allowance of leaves of absences, make provisions options for alternative educational programs and student transportation and take all action necessary pursuant to this Resolution to prepare and respond effectively to COVID-19.

PASSED AND ADOPTED by the Governing Board of the Gravenstein Union School District on the 16th Day of March, 2020, by the following vote:

AYES: 5 NOES: 0 ABSENT: 0 ABSTENTIONS: 0

Board President Signature:



Date:

3/16/2020

Board Clerk Signature:



Date:

3/16/2020



Gravenstein Elementary School Principal's Report- April 2020

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
<i>Projected for 2020-2021</i>	*18	71 <i>18 cont 53 new</i>	75 <i>73 cont. 1 new 1 moving</i>	75 <i>74 cont. 1 new 4 unconf. 2 moving</i>	73 <i>73 cont. 2 unconf. 1 moving</i>	77 <i>75 cont. 2 new 2 unconf. 1 moving</i>	76 <i>76 cont. 5 unconf. 1 moving</i>	
2019-2020 on 4-6-20	18	73	80	76	79	81	86	493
2018-2019 on 4-5-19	21	78	73	74	77	82	94	499

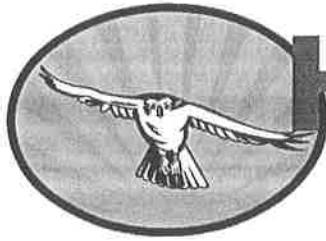
*For 2020-2021 TK numbers, we have accepted 13 TK students with birth dates within the Sep 2- Dec 2 window. We have 6 students outside of the window that have applied. We have the numbers to ensure starting with 18 students.

Attendance Report for the past month/March:

Average Attendance for "Month 8" (2/24/20 - 3/20/20): 93.2%

Field Trips

grade	Field trips already attended this year (Bold events occurred within the last month)
K	Armstrong Woods, in-school Scribbles and Giggles, Rohnert Park Gymnastics, HMS for play
1	Children's Creativity Museum, Environmental Discovery Center at Spring Lake, HMS for play
2	WasteWater Treatment Plant, Petaluma Wildlife Museum, Guide Dogs for the Blind, HMS for play
3	CalSkate STEM activities, Laguna Learning Center, Lawrence Hall of Science, Brookdale Senior Living Center, Lake Sonoma Fish Hatchery, Oakland Zoo, HMS for play
4	Joe Rodota/Julliard Park 14-mile bike ride, Martin Griffin Preserve (for 2 classes only as it was a reschedule from 2018-2019), Marin Museum of American Indians, Sonoma Mission and General Viejo's Home, Petaluma Adobe (not all classes), Bouverie Preserve (one class only), HMS for play, Clem Miller outdoor ed at Pt. Reyes (one class only) , PEEC outdoor ed in Fort Bragg (one class only)
5	Armstrong Woods, Sugarloaf Hike and Observatory overnight, Life on Barbary Coast (Balclutha ship), Willowcreek Watershed, San Francisco Exploratorium, Warm Springs Dam Fish Hatchery, HMS for play, Quarry Hill Botanical Gardens (one class only)



HILLCREST

Middle School

GUSD March Board Report

Enrollment- as of 4/6/2020

	6th	7th	8th	Total
2018/2019	69	92	87	248
2019/2020	113	81	86	281
Current Waitlist	17	10	1	28
2020/2021 Projected Enrollment	105	115	81	301

Attendance- March 2020:

Overall Attendance Rate- 93.68%

Grade Level / Department / Student Reports:

September- 6th Grade trip to Alliance Redwoods

October- Yearbook Class Updates

November- Leadership Class Updates

December - Hillcrest Band Program

January- NONE

February- Spring Musical / Maker Lab

March- Athletics / PE- postponed

Field Trips / Events- March 2020:

None

Professional Development / Staff Work:

See powerpoint

Minutes - 2/25/2020

GPA Meeting Agenda February 25 2020, 6:00pm Hillcrest STREAM lab *Mission and Vision Statement: GPA is the non-profit foundation dedicated to supporting and enhancing the ENRICH! Program. GPA does this by providing volunteers, direction and funding for these programs in cooperation with the GUSD school board, administration, teachers and staff.*

Meeting Commences at 6:11 PM

Amy Gloekner (Vice President)

Katie Pahlow (Secretary)

Sarah Tendall

Bill Nolan

Christine Connolly

Not Present:

Megan Kaun (President)

Ben Kaun (Treasurer)

Erin Hillmer

Beth Dawson

Faculty Present:

Keri Pugno

Will Deeths

Dave Rose

Guests:

Erin Hanauer

A. Public Comment on Non Agenda Matters

B. Fundraising Subcommittee

1. Boots & Bourbon - Planning is going well, discussion of monies needed for glassware, however came to the conclusion we will ask for donations for glass jars to keep with the theme 64 tickets have been sold to date, and we've received numerous donations for our auction and event so far. There will be a competition amongst the teachers who bartend for 15 minutes, the teacher to receive the most in tips will receive a 50\$ amazon gift card prize for which we need to approve the purchase of. Amy Gloekner makes a motion to approve

the purchase of a \$50 Amazon gift card, Bill Nolan seconds the motion, all in favor, the motion is passed.

2. Read A thon - The program is coming along nicely, and will be asking for a monetary amount to sufficiently cover the cost of prizes for incentives on reading and raising money for the program. Our prizes will be sustainable options and not plastics. Christina makes a motion to approve a budget of \$500 for Read a Thon prizes, Amy Gloekner seconds the motion, all approve and motion is passed.

3. Teacher appreciation - There will be more information available at the March meeting, there is/will be discussion about the possibility of changing it to providing Gravenstein and Hillcrest campus staff with lunch every Friday for the entire month of May.

4. Earth Day Fundraiser- Erin Hanauer input, we had tried to do an eco lunch box fundraiser at the end of last school year, but with timing it did not seem as successful. As for the school and students we would like to make some more climate advocates to raise awareness among peers and parents via Allison Rich (Hillcrest teacher) who is chairperson of the Hillcrest Green team. We have an opportunity with Eco lunch boxes again, providing sales to students/families which would push for a greener school as well as earning 15% percent of sales total comes to the program. Allison Rich was going to coordinate with student council, possibly create a competition between the houses for Hillcrest students and among classrooms at Gravenstein, who can have the least amount of waste in their class at lunchtime by measuring garbage, older elementary and middle schoolers could do a math problem showing the cost of plastic baggies versus reusable for a better understanding. Hillcrest principal Will Deeths and Mrs Rich are going to Willowside to meet with their chef to process the idea of having a chef to provide real food instead of plastic lunches to reduce waste as well as provide better foods for our Hillcrest students.

C. Finance Subcommittee

1. Financial report/contribution levels review - Bill Nolan presented new parent donation tracking, 1 sheet containing January 2020 numbers, second sheet where would we be at year end which is 6% less than last year at this time, but twice as many families. With a suggestion that it's probable not to have a material change in levels as the year goes on. The program has the need to start messaging to school members that the number of donations are well down versus what was expected. There is not a need to say anything about individual classes but we may need to ask the question of "Where are the holes?" in our donations and how can we operate a change. There may not be a problem this year, but if it continues, what is our outcome? The messaging needs to get out, we need more donations as only 33% are donating - and while we have the monies in the account for now, it's not at a sustainable level if this is the direction of parent donations.

Dave Rose - Data is being put together for next year to publicly provide information on how to market the positive promotion of our program in order to gain the interest and possibly

more of the monies, and not just offering the negativity of just cancelling some of our programs.

D. Communications Subcommittee

1. More to report next month

E. Secretary's Report

1. Approval January 28th minutes - Amy Gloekner makes a motion to approve the minutes of January 28, 2020, Katie Pahlow seconds the motion, all approve, motion is passed and minutes are approved.
2. Next meeting March 31, 2020

F. Principal's -Reports -

Keri Pugno would like to bring to the table, planning for next year as an upcoming discussion. In the past GSF set aside money for assemblies, this year we have only had one and have not approached GPA for it, as this is a budget building year. We would like to discuss with GPA talk about a goal for assemblies of at least 02 per year, one being a cultural assembly and one educational/entertainment. We would like to add to a teacher mini grant for school assemblies at a max of \$2000 a year. The flyers for "Enrich for All" are successfully being handed out as people have come in for tours, which have been many. Our numbers are looking really good for next years enrollment.

- Will Deeths - A week from Thursday is "Once Upon a Mattress", the rehearsals are going really well. Mr Collins has been working diligently to make this a successful show. Thursday and Friday the students will get to choose their 3rd trimester Wednesday enrichments, most of them being set as what was offered previously, while adding in Laser cutting and 3D printing. A number of tours have been coming through for the school, and the parents have been really excited. We have a waitlist already for 6th and 7th grade. We are looking at the rigor of our academics and what our classrooms provide with teachers and student interactions and discussions, not just added homework.

G. Superintendent's Report

Dave Rose - It's LCAP season, and we are making sure we are using our funding in the most appropriate way, garnering stakeholder and public input. We've had 3 meetings so far with a

well outcome of 30 parents, 3 years of academic and discipline notes; another meeting is this Thursday for title 1 parents, and then a final meeting for all parents will be made after.

The GUSD board has agreed to fund 5 teacher buy back dates, 5 additional development days to work with the teachers to see how our program can run better and what we may need to change and accept, and goals for change.

Amy Gloekner moves to motion meeting dismissal.

Sarah Tendall seconds the motion.

All approve.

Meeting is adjourned 7:16 PM

Gravenstein Parent Association
Balance Sheet
As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Exchange Bank Checking	203,173.87
Exchange Bank Savings	256,927.69
Paypal	11,808.68
Venmo	64.00
Total Checking/Savings	<u>471,974.24</u>
Other Current Assets	
Prepaid expenses	1,246.00
Total Other Current Assets	<u>1,246.00</u>
Total Current Assets	<u>473,220.24</u>
TOTAL ASSETS	<u><u>473,220.24</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	17,691.31
Total Accounts Payable	<u>17,691.31</u>
Total Current Liabilities	<u>17,691.31</u>
Total Liabilities	17,691.31
Equity	
GSF Reserve Transfer	95,504.87
32000 - Retained Earnings	252,959.32
Net Income	107,064.74
Total Equity	<u>455,528.93</u>
TOTAL LIABILITIES & EQUITY	<u><u>473,220.24</u></u>

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

	Feb 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Parent Donatons	17,706.00	20,000.00	-2,294.00	88.5%
Special Fundraising Inc				
AmazonSmile	108.76	50.00	58.76	217.5%
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	21.00	-21.00	0.0%
Color Run	0.00	0.00	0.00	0.0%
Escrip	521.85	49.00	472.85	1,065.0%
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 Raffel	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	195.00	-195.00	0.0%
Total Special Fundraising Inc	630.61	315.00	315.61	200.2%
Corporate Matching	0.00	233.34	-233.34	0.0%
Interest income	0.00	83.00	-83.00	0.0%
Other Donations	1,000.00	333.34	666.66	300.0%
Total Income	19,336.61	20,964.68	-1,628.07	92.2%
Gross Profit	19,336.61	20,964.68	-1,628.07	92.2%
Expense				
General & Admin Expense				
Bank Fees	583.20	21.00	562.20	2,777.1%
Bookkeeping	2,231.31	2,000.00	231.31	111.6%
General Liability	0.00	171.00	-171.00	0.0%
Lawyers Fees	0.00	21.00	-21.00	0.0%
Merchant Fees	0.00	125.00	-125.00	0.0%
Misc. Expense	0.00	42.00	-42.00	0.0%
Newsletter	0.00	42.00	-42.00	0.0%
Office Supplies	108.24	83.00	25.24	130.4%
Postage	0.00	17.00	-17.00	0.0%
Printing	0.00	125.00	-125.00	0.0%
Taxes	0.00	425.00	-425.00	0.0%
Website	0.00	83.00	-83.00	0.0%
Total General & Admin Expense	2,922.75	3,155.00	-232.25	92.6%
Independent Contractors				
Art	2,380.00	2,577.00	-197.00	92.4%
Athletics	3,900.00	3,000.00	900.00	130.0%
Chorus	3,000.00	3,158.00	-158.00	95.0%
Drama	1,680.00	1,053.00	627.00	159.5%
Science	4,500.00	4,547.00	-47.00	99.0%
Independent Contractors - Other	0.00	0.00	0.00	0.0%
Total Independent Contractors	15,460.00	14,335.00	1,125.00	107.8%
School Support Expenses				
8th Grade Dinner	0.00	417.00	-417.00	0.0%
Kinder Kick Off Event	0.00	21.00	-21.00	0.0%
Staff Appreciation Luncheon	0.00	625.00	-625.00	0.0%
Staff Water Delivery-Alhambra	245.80	250.00	-4.20	98.3%
Teacher Mini Grants-\$500 Max	0.00	417.00	-417.00	0.0%
Teacher Support \$350@48 Teacher	0.00	1,400.00	-1,400.00	0.0%
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.0%
Total School Support Expenses	245.80	3,130.00	-2,884.20	7.9%
Special Fundraising				
Book Fair Expense	0.00	0.00	0.00	0.0%

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

	Feb 20	Budget	\$ Over Budget	% of Budget
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%
Misc Promotional	0.00	0.00	0.00	0.0%
Movie Night Expense	0.00	0.00	0.00	0.0%
Pancake Breakfast Expense	0.00	0.00	0.00	0.0%
Read a Thon Expense	0.00	0.00	0.00	0.0%
See's Candy Expense	0.00	0.00	0.00	0.0%
Skate Night Expense	0.00	0.00	0.00	0.0%
Spirit Wear Expense	0.00	202.17	-202.17	0.0%
Total Special Fundraising	<u>0.00</u>	<u>202.17</u>	<u>-202.17</u>	<u>0.0%</u>
Total Expense	<u>18,628.55</u>	<u>20,822.17</u>	<u>-2,193.62</u>	<u>89.5%</u>
Net Ordinary Income	<u>708.06</u>	<u>142.51</u>	<u>565.55</u>	<u>496.8%</u>
Net Income	<u><u>708.06</u></u>	<u><u>142.51</u></u>	<u><u>565.55</u></u>	<u><u>496.8%</u></u>

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

	Jul '19 - Feb 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Parent Donations	175,674.92	150,537.00	25,137.92
Special Fundraising Inc			
AmazonSmile	224.46	400.00	-175.54
Book Fair	0.00	0.00	0.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00
Box Tops	26.40	168.00	-141.60
Color Run	0.00	0.00	0.00
Escrip	896.45	392.00	504.45
Jog a Thon	52,644.25	43,924.00	8,720.25
Movie Night	837.15	319.00	518.15
Pancake Breakfast	6,145.00	6,200.00	-55.00
Parking Space Raffle	0.00	750.00	-750.00
Read-a-Thon	100.00	0.00	100.00
See's Candy	25,820.06	14,000.00	11,820.06
Skate Night	1,304.00	200.00	1,104.00
Spirit Wear	1,190.00	1,560.00	-370.00
Total Special Fundraising Inc	89,187.77	67,913.00	21,274.77
Corporate Matching	1,500.00	1,866.72	-366.72
Interest income	90.05	664.00	-573.95
Other Donations	1,500.00	2,666.72	-1,166.72
Total Income	267,952.74	223,647.44	44,305.30
Gross Profit	267,952.74	223,647.44	44,305.30
Expense			
General & Admin Expense			
Bank Fees	5,520.52	168.00	5,352.52
Bookkeeping	14,042.14	16,000.00	-1,957.86
General Liability	2,272.00	1,368.00	904.00
Lawyers Fees	0.00	168.00	-168.00
Merchant Fees	0.00	1,000.00	-1,000.00
Misc. Expense	0.00	336.00	-336.00
Newsletter	0.00	336.00	-336.00
Office Supplies	178.92	664.00	-485.08
Postage	109.00	136.00	-27.00
Printing	570.96	1,000.00	-429.04
Tax Return Preparation	810.00		
Taxes	3,675.00	3,400.00	275.00
Website	0.00	664.00	-664.00
Total General & Admin Expense	27,178.54	25,240.00	1,938.54
Independent Contractors			
Art	16,660.00	16,749.00	-89.00
Athletics	21,900.00	19,500.00	2,400.00
Chorus	21,500.00	20,526.00	974.00
Drama	9,120.00	6,841.00	2,279.00
Science	29,000.00	29,559.00	-559.00
Independent Contractors - Other	0.00	0.00	0.00
Total Independent Contractors	98,180.00	93,175.00	5,005.00
School Support Expenses			
8th Grade Dinner	0.00	3,336.00	-3,336.00
Kinder Kick Off Event	0.00	168.00	-168.00
Staff Appreciation Luncheon	0.00	5,000.00	-5,000.00
Staff Water Delivery-Alhambra	1,464.59	2,000.00	-535.41
Teacher Mini Grants-\$500 Max	4,063.90	3,336.00	727.90
Teacher Support \$350@48 Teacher	0.00	11,200.00	-11,200.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00
Total School Support Expenses	5,528.49	25,040.00	-19,511.51
Special Fundraising			

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

	Jul '19 - Feb 20	Budget	\$ Over Budget
Book Fair Expense	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	4,600.00	0.00	4,600.00
Color Run Expense	0.00	0.00	0.00
Jog-a-Thon Expense	5,664.79	3,480.00	2,184.79
Misc Promotional	0.00	65.00	-65.00
Movie Night Expense	400.00	747.00	-347.00
Pancake Breakfast Expense	852.72	1,244.00	-391.28
Read a Thon Expense	0.00	0.00	0.00
See's Candy Expense	18,448.85	6,600.00	11,848.85
Skate Night Expense	34.61	50.00	-15.39
Spirit Wear Expense	0.00	1,617.36	-1,617.36
Total Special Fundraising	30,000.97	13,803.36	16,197.61
Total Expense	160,888.00	157,258.36	3,629.64
Net Ordinary Income	107,064.74	66,389.08	40,675.66
Net Income	107,064.74	66,389.08	40,675.66

Gravenstein Parent Association Profit & Loss Budget Performance February 2020

	Feb 20	Budget	\$ Over Budget	Jul '19 - Feb 20	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Parent Donations	17,708.00	20,000.00	-2,294.00	175,674.92	150,537.00	25,137.92	208,537.00
Special Fundraising Inc							
AmazonSmile	108.76	50.00	58.76	224.46	400.00	-175.54	600.00
Book Fair	0.00	0.00	0.00	0.00	0.00	0.00	5,621.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	0.00	0.00	13,600.00
Box Tops	0.00	21.00	-21.00	28.40	168.00	-141.60	250.00
Color Run	0.00	0.00	0.00	0.00	0.00	0.00	8,700.00
Escrip	521.85	49.00	472.85	896.45	392.00	504.45	585.00
Jog a Thon	0.00	0.00	0.00	52,644.25	43,924.00	8,720.25	43,924.00
Movie Night	0.00	0.00	0.00	837.15	319.00	518.15	319.00
Pancake Breakfast	0.00	0.00	0.00	6,145.00	6,200.00	-55.00	6,200.00
Parking Space Raffle	0.00	0.00	0.00	0.00	750.00	-750.00	750.00
Read-a-Thon	0.00	0.00	0.00	100.00	0.00	100.00	13,172.00
See's Candy	0.00	0.00	0.00	25,820.06	14,000.00	11,820.06	14,000.00
Skate Night	0.00	0.00	0.00	1,304.00	200.00	1,104.00	400.00
Spirit Wear	0.00	195.00	-195.00	1,190.00	1,560.00	-370.00	2,336.00
Total Special Fundraising Inc	630.61	315.00	315.61	89,187.77	67,913.00	21,274.77	110,457.00
Corporate Matching	0.00	233.34	-233.34	1,500.00	1,866.72	-366.72	2,800.00
Interest income	0.00	83.00	-83.00	90.05	664.00	-573.95	1,000.00
Other Donations	1,000.00	333.34	666.66	1,500.00	2,666.72	-1,166.72	4,000.00
Total Income	19,336.61	20,964.68	-1,628.07	267,952.74	223,647.44	44,305.30	326,794.00
Gross Profit	19,336.61	20,964.68	-1,628.07	267,952.74	223,647.44	44,305.30	326,794.00
Expense							
General & Admin Expense							
Bank Fees	583.20	21.00	562.20	5,520.52	168.00	5,352.52	250.00
Bookkeeping	2,231.31	2,000.00	231.31	14,042.14	16,000.00	-1,957.86	24,000.00
General Liability	0.00	171.00	-171.00	2,272.00	1,368.00	904.00	2,050.00
Lawyers Fees	0.00	21.00	-21.00	0.00	168.00	-168.00	250.00
Merchant Fees	0.00	125.00	-125.00	0.00	1,000.00	-1,000.00	1,500.00
Misc. Expense	0.00	42.00	-42.00	0.00	336.00	-336.00	500.00
Newsletter	0.00	42.00	-42.00	0.00	336.00	-336.00	500.00
Office Supplies	108.24	83.00	25.24	178.92	664.00	-485.08	1,000.00
Postage	0.00	17.00	-17.00	109.00	136.00	-27.00	200.00
Printing	0.00	125.00	-125.00	570.96	1,000.00	-429.04	1,500.00
Tax Return Preparation	0.00			810.00			
Taxes	0.00	425.00	-425.00	3,675.00	3,400.00	275.00	5,100.00
Website	0.00	83.00	-83.00	0.00	664.00	-664.00	1,000.00
Total General & Admin Expense	2,922.75	3,155.00	-232.25	27,178.54	25,240.00	1,938.54	37,850.00
Independent Contractors							
Art	2,380.00	2,577.00	-197.00	16,660.00	16,749.00	-89.00	24,480.00
Athletics	3,900.00	3,000.00	900.00	21,900.00	19,500.00	2,400.00	28,500.00
Chorus	3,000.00	3,158.00	-158.00	21,500.00	20,526.00	974.00	30,000.00
Drama	1,680.00	1,053.00	627.00	9,120.00	6,841.00	2,279.00	10,000.00
Science	4,500.00	4,547.00	-47.00	29,000.00	29,559.00	-559.00	43,200.00
Independent Contractors - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Gravenstein Parent Association Profit & Loss Budget Performance February 2020

	Feb 20	Budget	\$ Over Budget	Jul '19 - Feb 20	YTD Budget	\$ Over Budget	Annual Budget
Total Independent Contractors	15,460.00	14,335.00	1,125.00	98,180.00	93,175.00	5,005.00	136,180.00
School Support Expenses							
8th Grade Dinner	0.00	417.00	-417.00	0.00	3,336.00	-3,336.00	5,000.00
Kinder Kick Off Event	0.00	21.00	-21.00	0.00	168.00	-168.00	250.00
Staff Appreciation Luncheon	0.00	625.00	-625.00	0.00	5,000.00	-5,000.00	7,500.00
Staff Water Delivery-Alhambra	245.80	250.00	-4.20	1,464.59	2,000.00	-535.41	3,000.00
Teacher Mini Grants-\$500 Max	0.00	417.00	-417.00	4,063.90	3,336.00	727.90	5,000.00
Teacher Support \$350@48 Teacher	0.00	1,400.00	-1,400.00	0.00	11,200.00	-11,200.00	18,800.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00
Total School Support Expenses	245.80	3,130.00	-2,884.20	5,528.49	25,040.00	-19,511.51	45,050.00
Special Fundraising							
Book Fair Expense	0.00	0.00	0.00	0.00	0.00	0.00	5,523.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	4,600.00	0.00	4,600.00	8,600.00
Color Run Expense	0.00	0.00	0.00	0.00	0.00	0.00	960.00
Jog-a-Thon Expense	0.00	0.00	0.00	5,664.79	3,480.00	2,184.79	3,480.00
Misc Promotional	0.00	0.00	0.00	0.00	65.00	-65.00	65.00
Movie Night Expense	0.00	0.00	0.00	400.00	747.00	-347.00	747.00
Pancake Breakfast Expense	0.00	0.00	0.00	852.72	1,244.00	-391.28	1,244.00
Read a Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	91.00
See's Candy Expense	0.00	0.00	0.00	18,448.85	6,600.00	11,848.85	6,600.00
Skate Night Expense	0.00	0.00	0.00	34.61	50.00	-15.39	100.00
Spirit Wear Expense	0.00	202.17	-202.17	0.00	1,617.36	-1,617.36	2,426.00
Total Special Fundraising	0.00	202.17	-202.17	30,000.97	13,803.36	16,197.61	29,836.00
Total Expense	18,628.55	20,822.17	-2,193.62	160,888.00	157,258.33	3,629.64	248,916.00
Net Ordinary Income	708.06	142.51	565.55	107,064.74	66,389.08	40,675.66	77,878.00
Net Income	708.06	142.51	565.55	107,064.74	66,389.08	40,675.66	77,878.00

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GPA Meeting Agenda

March 31, 2020 6:00pm 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. Public Comment on Non Agenda Matters

B. Finance Subcommittee

1. Budget Update/Financial report review
2. Paying Enrichment Contractors after April 7
 - a. Please note in minutes that a motion to pay contractors through April 7th was made on 3/21 by Amy, seconded by Ben, with 8 yes votes, 1 abstain and 1 no.
3. Review contribution levels
4. Refunds and reimbursements

C. Fundraising Subcommittee

1. Boots & Bourbon
2. Read A thon
3. Teacher appreciation

D. Process of Election of Board Members for 2020-21

E. Communications Subcommittee

1. Discuss communicating who/what GPA pays for to the community
2. End of year survey- how prefer to donate

F. Secretary's Report

1. Approval February 2020 minutes
2. Next meeting
 - a. April 28 at 6pm via Zoom meeting.

G. Principal's Reports

H. Superintendent's Report

I. Flipcause Discussion (if time allows)

Dear Gravenstein Enrich! Instructors,

We hope that you are safe and healthy during these extraordinary times.

We all thank you for who you are and for the amazing job you do for our children and for the Gravenstein Unified School District community. The GPA Board is with you and we want to work together to find ways to continue the programs that we have collectively worked so hard to create. However, we also see normal lives disrupted, anxiety, and mounting financial pressures that could threaten our beloved programs in the longer term, so we need to be flexible.

First of all, we want you to know that the GPA Board has approved a motion to **pay all our Enrich! contractors through April 7**. We hope this does a small part to alleviate some near-term financial uncertainty.

To continue the Enrich! Program beyond April 7, we need your creativity, flexibility, and scrappiness. Our request to you is that you **provide GPA a proposal by Friday, March 27**, in advance of our March 31 board meeting. This proposal (2 pages or less) should contain:

A description of activities that you are able to support in a distance learning environment. Please include a description of how the content will be delivered, duration, how often, and whether it will be live or pre-recorded.

A description of which grades will benefit from this program

A description of required materials families will need to accomplish the activities, and whether you will be able to provide these

Budgetary information indicating the number of hours and total cost of the proposed activity

Based on the information provided by you, the GPA Board will discuss and approve a modified Enrich! plan for the remainder of the 2019-2020 school year. We will let you know our decision as soon as possible, but in any case prior to April 7.

We recognize that this may be a challenging request in a short amount of time, but we also see this as an opportunity to highlight to GUSD families the immense value of the enrichments their children are receiving. We welcome your full creativity to identify solutions that may engage our children, support parents, and continue to advance our beloved Enrich! programs at Gravenstein and Hillcrest.

Please let us know if you have any questions or comments.

Best wishes,
GPA Board

Facilities Report
April 2020
Prepared by Brian Sposato

Covid-19: As we are all dealing with the Covid-19 crisis we are taking steps to continue to clean and disinfect surfaces throughout the two campuses. We have posted signage and taped off playground equipment to inform people that the campus is closed to unauthorized visitors. We are continuing our maintenance activities while taking the necessary precautions and practicing social distancing. With the news of school not resuming, we will continue to perform upkeep and utilize the time to continue cleaning and be able to perform further tasks to help maintain and improve the campuses.

Solar Report: On a more positive note, we have received a solar proving performance report from ARC Alternatives. The report measures how well the system actually performs against the predicted design and calculations. The report measured data from February 1st to March 1st of this year. Throughout the data collection, the system performed better than anticipated calculations at both campuses. The system has an online dashboard that is monitored to record data every fifteen minutes and measures performance to ensure everything is working as it should.

Hillcrest

E-rate Project: With the news that school will not be resuming this year, we are going to be starting the E-rate data upgrades project starting April 20th. These upgrades will help boost performance in connectivity as we continue to go with using more technology in classroom instruction.

Master Plan Development: We sent out RFPs to three Construction Management firms for the purpose of having the selected firm help the district in developing a master plan and facilitating the selection of an architect with our first anticipated project to re-roof and temperature mitigation improvements at the Hillcrest campus. A recommendation for which firm we would like to use is anticipated at the April board meeting. We look forward to working with the chosen firm to help us continue work towards improving our campuses for instruction as we deal with the ever-changing landscapes of classroom instruction needs and climate change.

Prepared for:
Gravenstein Union School District



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GUSD PROVING PERIOD EVALUATION – GRAVENSTEIN ELEMENTARY & HILLCREST MIDDLE SCHOOL

Prepared by:
ARC Alternatives
March 2020
San Francisco, CA



Introduction

Executive Summary

Construction on the Gravenstein Elementary School (GVES) and Hillcrest Middle School (HCMS) solar systems was completed in January of 2020. The final stage of these projects is to show proper functionality of the systems over a proving period timeframe of no less than 30 days. The intent of the period is to demonstrate that all components of the systems are functioning, the systems are operating as reasonably expected given the climate conditions, and that data is available for retrieval in the manner outlined in the contract documents to ensure the ongoing success of the projects.

ARC Alternatives has reviewed the proving period monitoring data for the projects. **Our analysis indicates that both systems are performing as expected, with production meeting or exceeding the modeled expectations. The systems did not experience any unexplained outages for the duration of the proving period.**

Data Availability

The solar systems use system level monitoring through the Locus and Solar Edge monitoring platforms. The sites each have a dedicated online data access portal with options to view performance data, perform basic analysis, and download system diagnostics. The portals provide easily viewable summary statistics about the systems in addition to detailed monitoring data. Data can be downloaded at either raw interval (15 minute) or summary (hour, day, month, year, lifetime) time periods. Data downloads for the Locus platform include measurements of energy, power, voltage, and amperage for each inverter, as well as local weather conditions. The Solar Edge platform reports only energy and power and does not include weather data. The URL for the sites' monitoring data is included below.

Gravenstein Elementary School:

<https://monitoring.solaredge.com/solaredge-web/p/site/1460747/#/dashboard>

Hillcrest Middle School:

<https://locusnoc.datareadings.com/login>



Monitoring Period and Validation Methods

In order to validate the systems' performance, ARC Alternatives gathered data from the monitoring start date for the systems. For the two sites, a period of 30 days is used for the proving period. A summary of the sites is shown in the table below, including the proving period date range, system sizes, and monitoring platforms.

Site Name	Address	System Size (kW)	Monitoring Data Start	Proving Period Start	Proving Period End	Monitoring System	Weather Station
Hillcrest Middle School	725 Bloomfield Road	102.1	1/24/20	2/1/20	3/1/20	Locus	On-site
Gravenstein Elementary School	3840 Twig Avenue	71.4	1/24/20	2/1/20	3/1/20	Solar Edge	Uses Hillcrest as a proxy

Methodology

In order to determine if systems are operating as anticipated, ARC Alternatives performed an analysis of measured solar production at each site. The weather data available from the Locus monitoring platform, specifically incoming solar radiation, was correlated with system energy production to determine if systems are performing as expected.

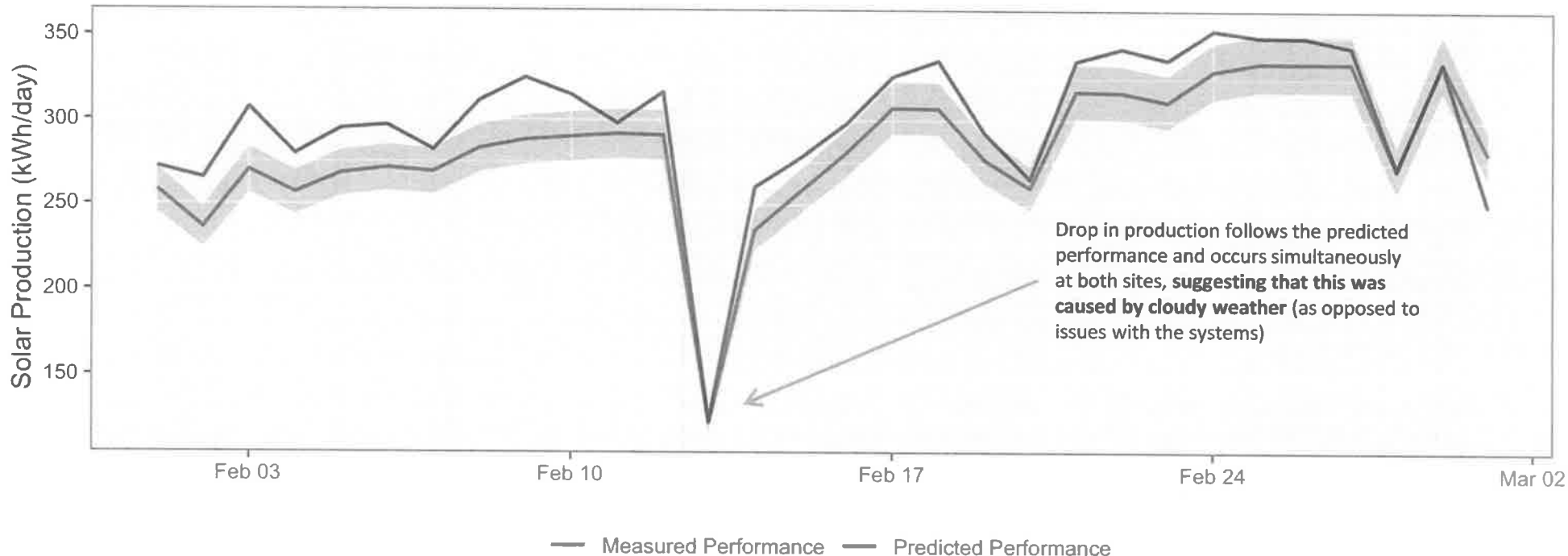
Our analysis compares each site's predicted production to the measured production. Predicted production is calculated by ARC using local weather conditions, panel specifications, and system characteristics. Weather data was taken directly from the Locus monitoring system for Hillcrest. Measured production is the energy produced by each system as reported through the monitoring system installed as part of the project. By comparing these values, we can verify that drops in production are normal responses to weather rather than issues unrelated to weather such as component failure or data acquisition failure.

It should be noted that using the weather station at Hillcrest to calculate the predicted performance at Gravenstein Elementary introduces a large amount of error into the calculations. The tilt angle and direction of the panels at the Gravenstein Elementary system differ when compared to the reference weather station panel at Hillcrest. This results in a significant difference between the irradiance used to predict production, and the in-plane irradiance on the Gravenstein system. **Thus, the predicted production at Gravenstein Elementary is meant to serve as a general indication of expected operational trends.**



Gravenstein Elementary School- Measured Production & ARC Predicted Production

Gravenstein Elementary School, Sunworks, Gravenstein Solar, gves



Predicted performance is calculated from measured environmental conditions (irradiance, temperature, etc.), panel specifications (STC wattage, area, efficiency, etc.), and system characteristics (panel count, system de-rates)

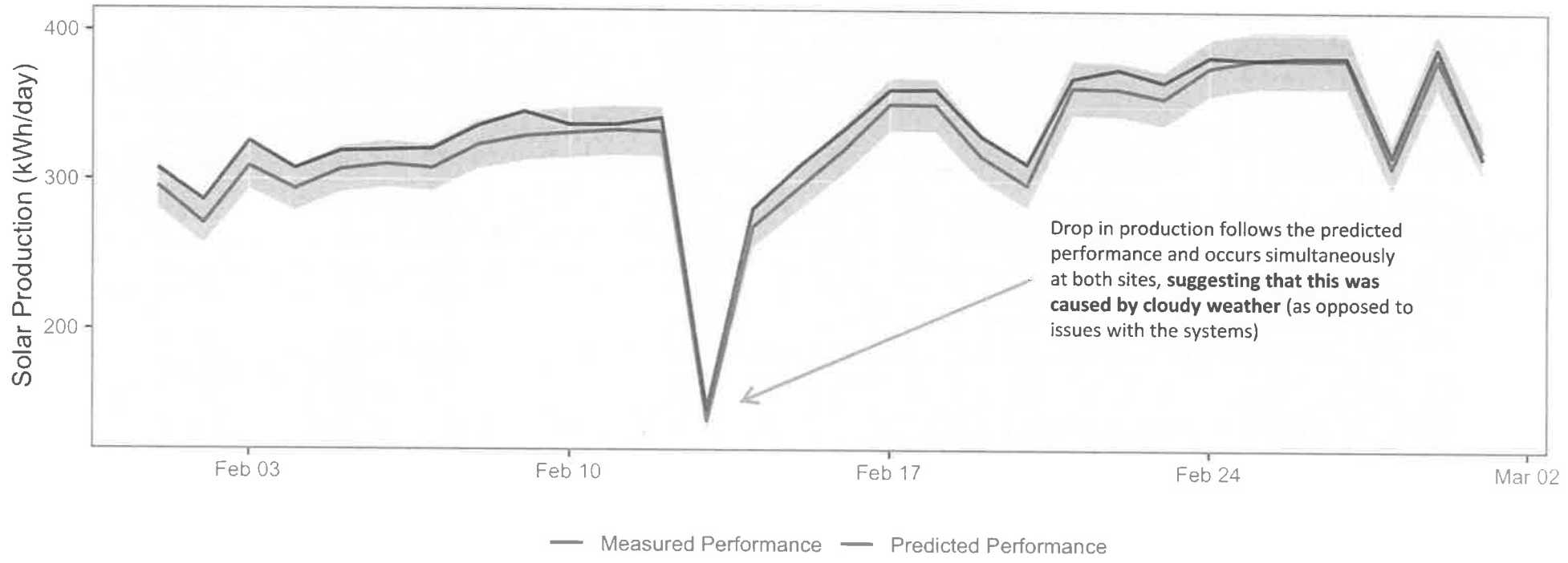
- The plot above shows the measured energy production at Gravenstein Elementary in red, and the calculated predicted production in dark grey. The grey band in the plot represents the range of expected production as modeled by ARC, $\pm 5\%$ of the predicted production. Comparing the measured production and predicted production at for Gravenstein Elementary appears to indicate the system is operating above expectations. However, as noted previously, the measured weather at Hillcrest is in a different orientation and the predicted production calculation can only be used a general guide.
- **The trend shown in the plot suggests that the Gravenstein Elementary system operated consistently for the duration of the proving period and did not experience any unexplained outages.** The major drop in production on February 13th aligns with the measured irradiance and occurs at both sites, suggesting this was caused by cloudy weather and not system or component failures.



Hillcrest Middle School- Measured Production & ARC Predicted Production

CR

Hillcrest Middle School, Sunworks, Gravenstein Solar, Hillcrest MS Site



Predicted performance is calculated from measured environmental conditions (irradiance, temperature, etc.), pannel specifications (STC wattage, area, efficiency, etc.), and system characteristics (pannel count, system de-rates)

- The plot above shows the measured energy production at Hillcrest Middle School in red, and the predicted production in dark grey. The Hillcrest Middle School system did not experience any unexplained outages or issues for the duration of the proving period. **The system operated consistently through the period and daily production generally aligned expectations suggesting that the system is fully operational.**



Proving Period Findings

Performance Findings

- Both systems operated consistently throughout the providing period in-line with experienced weather conditions
- The systems experienced no unexplained outages or drops in production that would suggest system, component, or data acquisition failures.
- To better understand system performance, it is useful to look at trends over longer time periods. **We recommend monitoring the long-term performance of the systems and working with Sunworks to quickly resolve any specific performance issues in order to maximize the systems' financial benefit to the District.**

Process Findings

- Production data was easily retrievable from the online monitoring dashboards.



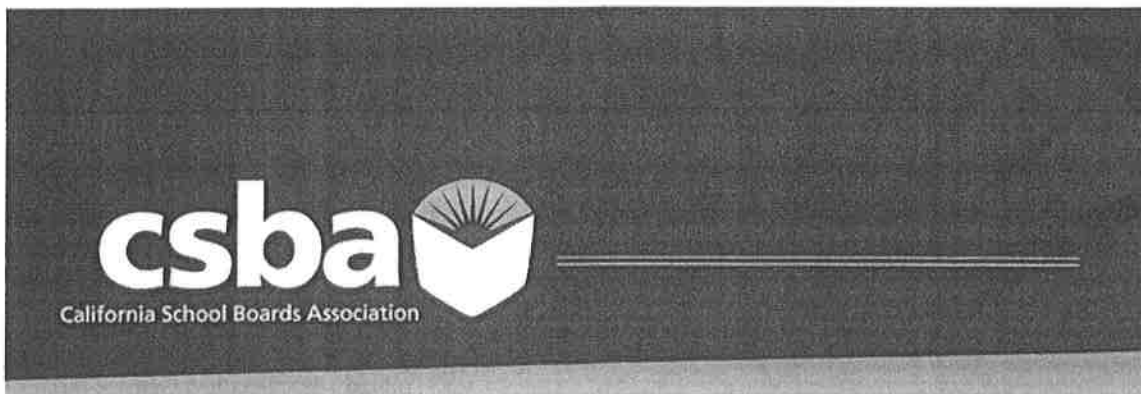
COVID-19 update: Senate Bill 117 fund distribution for schools

1 message

CSBA <csba@csba.org>
To: drose@grav.k12.ca.us

Thu, Apr 2, 2020 at 11:47 AM

Trouble viewing this email? [Click here](#) »



COVID-19 update: Senate Bill 117 fund distribution for schools

On March 30, the California Department of Education issued a **letter on the release of \$100 million** in funds for local educational agencies to battle the COVID-19 pandemic. This funding is pursuant to **Senate Bill 117**, which the Legislature passed on March 16 before adjourning until April 13 — although the recess may extend longer.

The letter states that funds will be sent to each county treasurer's office within "**approximately one week from the date of this letter (March 30)**," with funding to be allocated to school districts, county offices of education and charter schools based on average daily attendance. The total funding amount of \$100 million equates to approximately **\$17.37 per ADA**, with a minimum allocation of **\$250**.

According to the letter, the priority for these funds is "health and safety needs for LEAs, including for student meal access, during COVID-19 closure periods." Funds can be used for costs associated with maintaining nutrition services, cleaning and disinfecting facilities, personal protective equipment and materials necessary to provide students with opportunities for distance learning.

Additional information is available at the CDE's SB 117 COVID-19 LEA Response Funds page.

Schedule of Allocations for the SB 117 COVID-19 LEA Response Funds

Fiscal Year 2019-20

<https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

Legend: ADA = Average Daily Attendance Funded as of the 2019-20 First Principal Apportionment; CALPADS = California Longitudinal Pupil Achievement Data System; COE = County Office of Education; COVPT = Court-Ordered Voluntary Pupil Transfer; DFCEP=District Funds

County	County Code	District Code	School Code	Charter Number	Charter Fund Type	Local Educational Agency	School District Funded ADA A.1	Total School District ADA (Sum A.1:A.4) A.5	Attendance Charter School C.1	Total Charter School Funded ADA (Sum C.1:C.4) C.5	Total Funded ADA (A.5 + B.3 + C.5) D.1	Charter School Nonclassroom Based ADA D.2	Total Funded ADA less Charter School Nonclassroom Based ADA D.3	ADA to Include State Special School ADA Equivalent E.2	SB 117 Allocation (greater of \$17,377,923 x E.2, or \$250)
Sonoma	49	70714	0000000	N/A	N/A	Gravenstein Union Elementary	40.24	40.24	0.00	0.00	40.24	0.00	40.24	40.24	\$699
Sonoma	49	70714	6051742	1445	L	Gravenstein Elementary	0.00	0.00	432.86	432.86	432.86	4.55	428.31	428.31	\$7,443
Sonoma	49	70714	6051759	444	L	Hillcrest Middle	0.00	0.00	263.74	263.74	263.74	1.71	262.03	262.03	\$4,554
Totals							40.24	40.24	696.60	696.60	736.84	6.26	730.58	730.58	\$12,696

Prepared by:
California Department of Education
School Fiscal Services Division
March 30, 2020

Checks Dated 03/01/2020 through 03/31/2020

Board Meeting Date Board Meeting on 4/9/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1774205	03/04/2020	Ally Technology Consulting LLC	01-5840	IT Consultant 2019-20	162.50	
			03-5840	IT Consultant 2019-20	1,950.00	
			04-5840	IT Consultant 2019-20	1,137.50	3,250.00
1774206	03/04/2020	AT&T	01-5620	Remove Required 9 Dialing - Phone Programing	21.00	
				Remove Required 9 Dialing -Grav 1/20/2020	16.80	
			03-5620	Remove Required 9 Dialing - Phone Programing	241.50	
				Remove Required 9 Dialing -Grav 1/20/2020	193.20	
			04-5620	Remove Required 9 Dialing -HMS 1/21/2020	210.00	
				Remove Required 9 Dialing -HMS 1/30/2020	315.00	
				Remove Required 9 Dialing -HMS 2/11/2020	210.00	1,207.50
1774207	03/04/2020	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		25.00
1774208	03/04/2020	Grainger Inc.	04-4370	Furnace V-belt for Hillcrest		56.54
1774209	03/04/2020	Jack Schreder & Associates, In c.	40-5830	January 2020 - School Facilities Program		701.25
1774210	03/04/2020	Sable Computer Inc. DBA KIS	01-4440	Desktop Computer - Account Clerk	10.83	
			03-4440	Desktop Computer - Account Clerk	129.99	
			04-4440	Desktop Computer - Account Clerk	75.83	216.65
1774211	03/04/2020	Bill McGuinness	04-5880	Referee Basketball 2/7/2020		70.00
1774212	03/04/2020	Office Depot	01-4350	School Supplies HMS/Grav	.15	
			01-4359	Instructional Supplies for Grav Elem/Grav First	183.03	
			01-4400	Office Chair for Room 19	119.06	
			03-4310	School Supplies HMS/Grav	5.68	
			03-4350	School Supplies HMS/Grav	1.79	
			04-4310	Instructional Supplies for Hillcrest 2019-20 School Supplies HMS/Grav	164.28	
				School Supplies HMS/Grav	1.27	
			04-4350	School Supplies HMS/Grav	1.04	
			04-4359	School Supplies HMS/Grav	1.39	
			13-4390	School Supplies HMS/Grav	1.66	479.35
1774213	03/04/2020	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2019-20	1.36	
			03-5520	Light Poles at Grav Elem 2019-20	15.68	17.04
1774214	03/04/2020	Ronald Lynn Ruiz	04-5880	Flag Football Referee 2/14/2020		70.00

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

ESCAPE ONLINE

Checks Dated 03/01/2020 through 03/31/2020 Board Meeting Date Board Meeting on 4/9/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1774215	03/04/2020	Sebastopol Area Chamber Of Com	04-5829	Apple Blossom Parade entry fee 2020		65.00
1774216	03/04/2020	The Ryan O'Callaghan Foundation	04-5830	Guest Speaker for HMS		500.00
1774217	03/04/2020	West County Transportation	04-5826	Bus Trans -8th Grade SFMOMA		1,253.28
1775419	03/06/2020	Carey, Paul R	01-4310	Reimb.STEM Supplies	13.88	
			03-4310	Reimb.STEM Supplies	227.28	241.16
1775420	03/06/2020	McDowell, Tiana	04-4390	Reimb.Social Skills Acc.		97.64
1775421	03/06/2020	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		76.50
1775422	03/06/2020	Lattice Educational Services	01-5100	Special Ed Services	2,027.37	
			01-5810	Special Ed Services	2,064.49	4,091.86
1775423	03/06/2020	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	80.88	
			04-4310	Instructional Supplies for Hillcrest 2019-20	502.28	583.16
1775424	03/06/2020	Pacific Gas & Electric	04-5520	Electric and Gas for 2019-20 @ Hillcrest		1,545.56
1775425	03/06/2020	Palos Sports, Inc.	12-4390	Board Game Set -BTB		161.98
1775426	03/06/2020	Protech Projection Systems	03-4440	Projector Elmo 14/10 Rm @ Gravenstein		635.43
1775427	03/06/2020	Sonoma County Office Of Ed.	01-4350	Tardy Slips- HMS and Grav	11.64	
			03-4350	Tardy Slips- HMS and Grav	139.64	
			04-4350	Tardy Slips- HMS and Grav	81.46	232.74
1775428	03/06/2020	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2019-20	35.28	
			03-5631	Copier Lease for Schools and DO for 2019-20	423.39	
			04-5631	Copier Lease for Schools and DO for 2019-20	246.96	705.63
1775429	03/06/2020	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2019-20		2,030.60
1776172	03/11/2020	U.S. Bank Corporate Payment	01-4390	Grav.Supplies	3.29	
			01-4440	Tech Supplies	18.00	
				Tech Supplies-Grav	19.65	
			01-5200	Trauma Conference-Superintendent	76.66	
			01-5620	Grav Safety	8.28	
			03-4310	Class Supplies -Otte	85.43	
				Class Supplies Debo	6.72	
				Class Supplies-Debo	312.54	
				Class Supplies-Lann	690.69	
			03-4440	Grav Supplies	37.83	
				Grav Tech	225.97	
				Grav Tech Elec	206.96	
			03-5200	Trauma Conference-Superintendent	919.95	

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

Checks Dated 03/01/2020 through 03/31/2020 Board Meeting Date Board Meeting on 4/9/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1776172	03/11/2020	U.S. Bank Corporate Payment	03-5620	Grav Safety	95.19	
			03-5826	FT Supplies 4G	546.67	
			04-4310	Books-HMS-John	353.15	
				Class Supplies -Pars	25.97	
			04-4400	HMS Equip.	31.61	
			04-4440	HMS Elec Supplies	205.65	
				HMS Tech Equip.	268.62	
			04-5200	Trauma Conference-Superintendent	536.64	
			04-5826	Monterey FT 7G	121.68	
			12-4390	BTB HMS Games	32.72	
				BTB Supplies	275.49	
			13-4390	Grav Kitchen	18.36	5,123.72
1776173	03/11/2020	Santa Rosa City Schools	13-4710	Lunch Program for 2019-20		12,513.00
1776174	03/11/2020	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		1,269.00
1776175	03/11/2020	Charles M. Schulz Museum	04-5826	Charles Schultz Museum		565.00
1776176	03/11/2020	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		108.00
1776177	03/11/2020	Bear Communications Inc.	01-4400	Walkie Talkie System for Gravenstein School	62.32	
29			03-4400	Walkie Talkie System for Gravenstein School	716.63	778.95
1776178	03/11/2020	Global Equipment Company Inc.	01-4440	Charging Cabinet for iPads	19.66	
			03-4440	Charging Cabinet for iPads	226.00	245.66
1776179	03/11/2020	Lakeshore Learning Materials	03-4310	Classroom Supplies-Basque		35.11
1776180	03/11/2020	LEGO Education	03-4310	EV3 Core Sets-Grimm		484.85
1776181	03/11/2020	Pacific Gas & Electric	01-5520	Electric and Gas for 2019-20 Gravenstein	133.96	
			03-5520	Electric and Gas for 2019-20 Gravenstein	1,540.46	
			04-5520	Electric and Gas for 2019-20 @ Hillcrest	1,358.50	3,032.92
1776182	03/11/2020	Pitney Bowes Global Financial	01-5600	Postage Machine Lease Rental 2019-20	14.55	
			03-5600	Postage Machine Lease Rental 2019-20	160.05	
			04-5600	Postage Machine Lease Rental 2019-20	116.40	291.00
1776183	03/11/2020	Ray Morgan Company	01-5633	Copier Contract Charges 2019-20		1,296.25
1776184	03/11/2020	Recology Sonoma Marin	01-5560	Recology-Gravenstein	71.46	
			03-5560	Recology-Gravenstein	821.72	
			04-5560	Recology-Hillcrest	628.68	1,521.86
1776185	03/11/2020	SyTech Solutions	01-5830	Document Management Services 2019-20	12.53	
			03-5830	Document Management Services 2019-20	150.30	
			04-5830	Document Management Services 2019-20	87.67	250.50

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ESCAPE ONLINE

Checks Dated 03/01/2020 through 03/31/2020

Board Meeting Date Board Meeting on 4/9/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1776186	03/11/2020	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2019-20	38.00	
			03-5530	Gravenstein Elem Water Service for 2019-20	437.00	
			04-5530	Hillcrest Water Service for 2019-20	920.72	1,395.72
1776752	03/13/2020	Brown, Allison N	03-5826	Clem Miller Art Supplys		116.14
1776753	03/13/2020	Rich, Allison T	04-5200	Reimb. CADA		624.86
1776754	03/13/2020	Pulley, Nicholas M	04-4310	School Supplies		53.97
1776755	03/13/2020	Baird, Elizabeth A	04-5200	CADA Conference	44.39	
				CADA Reimb.	123.79	168.18
1776756	03/13/2020	McDowell, Tiana	04-4400	Speech Furniture		84.99
1776757	03/13/2020	ARC Alternatives	40-5830	Board Approved Prop 39 Consulting		1,447.50
1776758	03/13/2020	AT&T Calnet 3	04-5911	Hillcrest AT&T CALNET 3 Charges 2019-20		59.89
1776759	03/13/2020	Tony Corsello	04-5880	Basketball Referee 1/29/2020		70.00
1776760	03/13/2020	Greenacre Homes, Inc	01-5810	2019-20 ISA		4,270.01
1776761	03/13/2020	Mark Hoback	04-5880	8th Grade Boys Basketball 3/2/2020		40.00
1776762	03/13/2020	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	126.67	
30			04-4350	District Office Supplies- Open PO for 2019-20	128.14	254.81
1776763	03/13/2020	Pitney Bowes Global Financial	01-5600	Postage Machine Lease Rental 2019-20	7.96	
			03-5600	Postage Machine Lease Rental 2019-20	87.89	
			04-5600	Postage Machine Lease Rental 2019-20	63.90	159.75
1776764	03/13/2020	Ronald Lynn Ruiz	04-5880	Flag Football Referee 3/10/2020		70.00
1776765	03/13/2020	Snoopy's Home Ice	04-5826	Skating Tickets		565.00
1776766	03/13/2020	Stephen Roatch Accountancy	01-5821	2019-2020 Audit Contract	87.00	
			03-5821	2019-2020 Audit Contract	1,044.00	
			04-5821	2019-2020 Audit Contract	609.00	1,740.00
1776767	03/13/2020	Randy Theiller	04-5880	Basketball Referee 2/24/2020	70.00	
				Basketball Referee 3/6/2020	70.00	140.00
1776768	03/13/2020	Rourke Theiller	04-5880	Referee for Basketball 3/4/2020		70.00
1777743	03/18/2020	Haas, Elsbeth B	03-4310	Classroom Supplies		70.13
1777744	03/18/2020	Prunetti Jones, Bernadette R	04-5201	Mileage Reimb.Workshop SELPA		9.76
1777745	03/18/2020	Woodmansee, Amanda S	04-5202	Mllege for Reimb. SELPA Workshop		8.98
1777746	03/18/2020	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	160.00	192.00
1777747	03/18/2020	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		38.00

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ESCAPE ONLINE

Checks Dated 03/01/2020 through 03/31/2020

Board Meeting Date Board Meeting on 4/9/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1777748	03/18/2020	Tony Corsello	04-5880	Basketball Referee 3/11/2020		70.00
1777749	03/18/2020	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for volunteers 2019-20	22.40	
			03-5862	Fingerprinting for volunteers 2019-20	268.80	
			04-5862	Fingerprinting for volunteers 2019-20	156.80	448.00
1777750	03/18/2020	Fishman Supply Company	01-4370	District Wide Custodial Supplies	42.72	
			03-4370	District Wide Custodial Supplies	512.66	
			04-4370	District Wide Custodial Supplies	299.05	854.43
1777751	03/18/2020	MCI Comm Service	12-5911	Daycare Phone Line for 2019-20		13.75
1777752	03/18/2020	Ozobot	01-4310	Ozobots-Line Markers	7.79	
			03-4310	Ozobots-Line Markers	89.64	97.43
1777753	03/18/2020	Pitney Bowes Postage By Phone	01-5950	Postage for postage machine	14.55	
			03-5950	Postage for postage machine	174.60	
			04-5950	Postage for postage machine	101.85	291.00
1777754	03/18/2020	Redwood Pediatric Therapy Asso	03-5811	OT/PT Svcs for Student WS		351.88
1777755	03/18/2020	Santa Rosa City Schools	13-4710	Lunch Program for 2019-20		5,433.00
1777756	03/18/2020	School and College Legal	Cancelled School & College Legal Services Retainer 2019-20			115.00 *
ω 1777757	03/18/2020	Cancelled on 04/02/2020 Sonoma County Office Of Ed.	01-4350	Cumulative Folders- HMS and Grav	8.66	
			01-5862	Fingerprinting for parent volunteers for 2019-20	12.60	
			03-4350	Cumulative Folders- HMS and Grav	103.92	
			03-5200	SCOE Workshop-Behavior Supports in the Classroom	80.00	
			03-5862	Fingerprinting for parent volunteers for 2019-20	151.20	
			04-4350	Cumulative Folders- HMS and Grav	60.62	
			04-5862	Fingerprinting for parent volunteers for 2019-20	88.20	505.20
1778497	03/26/2020	Jennifer Koelmeijer	03-5826	Reimb. Clem Miller FT Food		615.94
1778498	03/26/2020	Molly Jackel	03-5826	Reimb. Clem Miller FT Food		690.17
1778499	03/26/2020	Stephanie Stuckert	03-8699	Refund- Web of Life		410.00
1778500	03/26/2020	Stephanie Stuckert	03-8699	Refund-Fort Ross P.E.E.C.		205.00
1778501	03/26/2020	WestED	01-9515	Stale Date Check		301.00
1778502	03/26/2020	Woodmansee, Amanda S	04-8699	Refund of Monterey FT		180.00
1778503	03/26/2020	Office Depot	04-4350	District Office Supplies- Open PO for 2019-20		77.47

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ESCAPE ONLINE

Checks Dated 03/01/2020 through 03/31/2020

Board Meeting Date Board Meeting on 4/9/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1778504	03/26/2020	School Services Of California	01-5200	Construction Basics & Accounting Workshop	5.75	
			03-5200	Construction Basics & Accounting Workshop	69.00	
			04-5200	Construction Basics & Accounting Workshop	40.25	115.00
1778505	03/26/2020	Business Card	01-4362	Dist. Fuel	8.96	
			01-4380	Maint.Supplies Dist. Safety Vest	92.02	
				Safety Vest	5.24	
			03-4362	Dist Fuel	107.50	
			03-4380	Maint. Supplies Safety Vest	286.76	
				Safety Vest	60.28	
			03-5830	Survey Monkey	37.00	
			04-4380	Dist Fuel	62.71	
				Dist. Maint.	315.93	976.40
1778506	03/26/2020	Amy Gloeckner	04-8699	Refund 7th FT Monterey		180.00
1778507	03/26/2020	Benjamin Dooley	04-8699	Refund 7th FT Monterey		180.00
1778508	03/26/2020	Cathleen Joyce	04-8699	Refund 7th FT Monterey		90.00
1778509	03/26/2020	Danielle Fleming	04-8699	Refund 7th FT Monterey		180.00
1778510	03/26/2020	Janelle Petersen	04-8699	Refund 7th FT Monterey		180.00
1778511	03/26/2020	Jennifer Johnson	04-8699	Refund 7th FT Monterey		180.00
1778512	03/26/2020	Kimberly Ramos	04-8699	Refund 7th FT Monterey		180.00
1778513	03/26/2020	Roger Dai	04-8699	Refund 7th FT Monterey		150.00
1778514	03/26/2020	Terri d'Ambrosio	04-8699	Refund 7th FT Monterey		180.00
1778515	03/26/2020	ACSIG	01-9573	Employee's Dental Plan Coverage 2019-20		9,509.00
1778516	03/26/2020	Barrera, Alicia E	03-5826	Reimb. for FT Supplies		61.01
1778517	03/26/2020	Lott, Renee L	03-4390	Reimb. LCAP Meeting Supplies	75.57	
			04-4390	Reimb. LCAP Meeting Supplies	50.38	125.95
1778518	03/26/2020	Advanced Security Systems	01-5800	Fire Alarm Monitoring 2019-20	7.56	
			03-5800	Fire Alarm Monitoring 2019-20	86.94	94.50
1778519	03/26/2020	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		109.00
1778520	03/26/2020	Arch's Glass Inc.	01-4380	Window Replacement-Grav	60.96	
			03-4380	Window Replacement-Grav	701.04	762.00
1778521	03/26/2020	California Municipal Statistics Inc	01-5830	Services for Continuing Disclosure 2019-20	18.75	
			03-5830	Services for Continuing Disclosure 2019-20	225.00	

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ESCAPE ONLINE

Checks Dated 03/01/2020 through 03/31/2020

Board Meeting Date Board Meeting on 4/9/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1778521	03/26/2020	California Municipal Statistics Inc	04-5830	Services for Continuing Disclosure 2019-20	131.25	375.00
1778522	03/26/2020	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2019-20		39,868.39
1778523	03/26/2020	Dept. of Industrial Relations	01-5830	Gravenstein elevator permit 2020	10.00	
			03-5830	Gravenstein elevator permit 2020	115.00	
			04-5830	Hillcrest elevator permit 2020	125.00	250.00
1778524	03/26/2020	Jack Schreder & Associates, In c.	40-5830	February 2020 - School Facilities Program		165.00
1778525	03/26/2020	Safeway	12-4390	Daycare Supplies & Snacks for 2019-20		56.88
1778526	03/26/2020	Stephen Roatch Accountancy	01-5821	2018-19 Audit Contract	84.50	
			03-5821	2018-19 Audit Contract	1,014.00	
			04-5821	2018-19 Audit Contract	591.50	1,690.00
1778527	03/26/2020	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2019-20		2,030.60
1778528	03/26/2020	West County Athletic League	04-5300	Athletic Fees and Dues Winter/Spring 2019-20		200.00
1778529	03/26/2020	William E. Rash dba Windsor Telcom Computer Sv	01-5830	Install 2 data lines in kitchen-Grav	50.00	
			03-5830	Install 2 data lines in kitchen-Grav	575.00	625.00
Total Number of Checks					104	126,652.38

	Count	Amount
Cancel	1	115.00
Net Issue		126,537.38

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	42	65,209.13
03	Gravenstein Elementary Charte	44	20,079.16
04	Hillcrest Middle Charter	64	20,181.00
12	Child Development Fund	4	540.82
13	Cafeteria Fund	8	18,213.52
40	Special Reserve-capital Proj	3	2,313.75

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Checks Dated 03/01/2020 through 03/31/2020

Board Meeting Date Board Meeting on 4/9/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			Total Number of Checks	103		126,537.38
			Less Unpaid Tax Liability			.00
			Net (Check Amount)			126,537.38

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ie 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

Gravenstein Union School District
March Payroll Report

April 9, 2020 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$	498,486.12
Supplemental: \$	8,887.58

Classified Salary & Benefits

Regular: \$	160,240.36
Supplemental: \$	2,717.32

Total Salary & Benefits

\$	670,331.38
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GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Board of Education
Regular Meeting Minutes

DATE: Thursday, March 12, 2020
TIME: 4:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

**Jennifer Koelemeijer will be attended remotely from 1 Bear Valley Road, Bldg 70
Point Reyes Station, CA 94956**

I. CALL TO ORDER AT 4:00 PM

II. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

**III. ADJOURNMENT TO CLOSED SESSION (60 min.)
Pursuant to Education Code 48918(c), Confidential Student Discipline**

1. Student Discipline

Hearing not necessary, signed stipulation to be presented to the Board in Closed Session at the end of the agenda.

IV. RECONVENE TO OPEN SESSION

Call to order at 5:05pm GA, SS, and PL present, JK attending via phone, AK not in attendance.

**V. ADOPTION AND APPROVAL OF THE AGENDA
Approval of the agenda for March 12, 2020 (2 min.)**

Action taken/comments:

GA requested moving Item G on the agenda to before Item A on the agenda. All present approved the change.

**VI. REPORTS, AND ORAL COMMUNICATIONS
A. (n. 7) Gravenstein Principal (5 min.)**

Report included in the packet. KP spoke on next year's projected TK and K enrollment numbers. Currently looking very solid across the board. Honor roll assembly will be after spring break. The regional spelling bee has been postponed. Field trips are being handled on a case by case bases regarding cancelations as things develop.

B. (p. 11) Hillcrest Principal (5 min.)

Report included in the packet. WD spoke on next year's enrollment projections and we are currently running waitlist for several grades. We are expecting to exceed the current enrollment. Really proud of the performances of *Once Upon a Mattress*. Fantastic performanccs. Due to health concerns we have cancelled some events. Monterey Bay Aquarium field trip was cancelled. Looking at doing a combined trip next year. There was a non-sponsored trip that has also been cancelled. Going forward we are making decisions about big trips like Ashland...health department information will be the determining factor regarding our participation. Regarding refunds, we are looking at options and the possibility of combining trips next year for 7th and 8th grade. Nothing has been determined at this time.

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

No Report at this time.

D. (p. 12) District Site Council (2 min.)

The minutes of the last meeting are in the packet. Although our safety plan has been approved we may make some changes that have come from COVID recommendations. KP reported we learned a lot from our Shelter in Place, communication protocols, classroom supplies, Lock Down vs. Shelter in Place differences. We have ordered items for the classrooms and will be making plan updates.

E. (p. 15) Gravenstein Parent Association, GPA (2 min.)

1. Minutes

Recent GPA meeting minutes are in the report. They have decided to cancel the Boots and Bourbon fundraiser. Parents are being asked to help push the read-a-thon. KP said the read-a-thon has already brought in \$13,000

F. Trustee Reports (5 min.)

GA attended the musical with the kids and it was phenomenal. Hats off to the teachers/staff/admin involved and the students were great.

PL nothing

SS also attended the musical and costumes and students were great. If you are on a committee and you have questions about meetings, please speak with DR. In terms of reserves...how do our policies/practices compare to other districts? DR said our percentage of reserves is the highest in the county. We are pulling facts together and will report further.

JK asked that as a group we sit down and talk about how we manage committee assignments and which items are placed under which committee. Noticed that there has been talk about the lunch program, but it was under the environmental committee. Maybe we can create more transparency about what is being discussed in committees.

G. (p. 20) Climate Committee (5 min.)

Report included in the packet. WD noted several items from the report as well as discussions regarding using the existing kitchens to provide lunch services. WD and Mrs. Rich toured Oak Grove to view their lunch program. GA noted that there are facility limitations that need to be considered. JK requested to be included in the discussion related to lunch services. WD added that many discussions will need to be held prior to any actionable request coming to the Board.

H. (p. 25) Facilities Report (5 min.)

Report is included in the packet. DR noted the custodial staff has been doing a great going above and beyond to keep the campuses clean and providing a healthy setting. GA asked about the marquee as the design as already approved. WD stated that we are not changing the design but need to change the location so as not to create a hazard on Bloomfield Rd.

I. CBO Report (5 min.)

Report will be presented as an actionable item later in the meeting.

J. Superintendent Report/District Correspondence (15 min.)

1. Questions from February Board Meeting

Is there lead piping here? Our piping is copper. There are some older structures so there could be some lead piping, but it isn't connected to the existing drinking water supply. As we look at our water supply it is safe and tested regularly.

Question about insurance deductible and how much we would have to come up with the \$2,000,000 rainy day reserve is set up for just that. Should we be putting together another reserve? It is not advised at this time.

Question about value of property. As part of their service to the District, RESIG provides property values in their annual report.

As board members, are they emergency response staff? Yes Board members are considered emergency response staff and may be called on you for help if needed and if you could get here.

The discussion regarding the school psych position and would it affect admin ratio? They are not counted as part of the admin staff.

Request to look up Board officer term limits. There is not a consistent number as each board reviewed had their own special policy around this.

There were other questions that have been addressed in a packet provided to the board at the meeting.

2. (p. 26) Coronavirus Update

Things are changing by the hour. The latest update is the other districts are discussing extending Spring Break. Brian, Keri, Will and classroom staff have been incredibly busy putting up signs about washing hands and watching children carefully. We do have a plan in place if in the next few days, we find we will have a school closure. There will be some type of communication with students so they can get some work done while school is closed. The staff is getting books and materials ready for the students. Staff is getting prepared for if/when there is a closure after spring break. Using google classroom as a platform is an option. They are looking into all that would have to be done for students who may need additional resources. We have a list of about 20 action items that they are working on. We will be prepared. We are in communication with other districts to see what they are doing and how it is compared to what we are doing. There is a multitude of work that is being done. Of course, we are hoping we won't have to use it.

SS a survey went out today about technology. Did that go out at both campuses?

WD no two different surveys.

JK Can you talk about how we will make the decision to close if it comes to that?

DR there are a multitude of pathways. The health department could tell us we are closed. We could have a secondary or tertiary exposure and we would go to the health dept. to ask for advice and they could tell us we are closed. Then we go to cautionary. If info comes forward that we have to begin considering this, his first step is to reach out to the board.

SS was thinking about the Brown Act. Some might say we haven't seen anything like this before. The Brown Act doesn't disappear because of the coronavirus.

DR actually it is disappearing. It has come from legal that there are some items that there will not be time to have the public involved. DR will reach out to all at the same time.

SS the general principle if something is timely like that we are going to give everyone time to be involved if we can.

JK would agree that calling an emergency board meeting would be best. Because we all live so close, surely we can make it happen.

Parent - has a question. With regards to HC dance closure. 6th grader asked Why is it safe for me to go to school, but not safe to go to dance.

WD says there was an email that you should have received, we had already been thinking of cancelling the dance. We cancelled because of lack of interest right before spring break not because of coronavirus.

GA also there is a difference of close bodies vs being distanced.

Parent- would like to request that if a meeting is held, could we please record and post to the public after the fact.

GA says that during this time period teleconferences should be considered.

Parent asked for clarification about why we would do closure.

DR we are required to operate 180 days. So we would be going to distance learning and not a closure.

GA also we provide some things to students that they wouldn't get if they are not in school (i.e. meals).

WH Santa Rosa City Schools is working on a plan to offer meals to students during closures.

SS if we were to call a meeting on short notice thinks we should put out an email letting people know that we are having a quick meeting.

PL what is the plan if there is an extended spring break and or closure.

DR we won't know that until we have more information. As we look at our planning, we have a plan A and a plan B which is if it happened right now and we didn't have time. Teachers are going to go through by grade and subject to determine what needs to be done to get the kids as close to grade level as needed.

PL some students will be able to handle the change and some will struggle?

DR that is part of what we are working on, determining what we need to do to reach out to and provide what is necessary for the students who need more support.

JK what do you think is the likelihood of a closure.

DR if you forced me to guess I would say less than 30%, but that is coming from a deficit of information at this point; the greatest likelihood is not closure, but distance learning.

Parent - has heard there is going to be government funding for summer school for students who might be falling behind.

SS raised that question with the superintendent. If we missed some school some parents would want summer school and some would not.

DR summer school cannot be mandated.

GA I think until we have more info we are just guessing and we should move on.

SS communication is key here. Thinks we are doing a great job and we need to keep the rumor mill down.

VII. 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.

Group of Parents (at least one parent of current student) read a letter to the board talking about educational rights and immunizations. Claimed the Public Health Department will be coming to schools asking for children's medical records. If we give them this info, we will be violating their children's rights. Talking about immunization rights. The letter was continued to be read by other parents in total there were 4 parents. Related states authority and Assembly 277, Assembly 276, Senate 714. July 2019. The letter will be sent to each board member via certified mail.

No other comments at this time.

VIII. CONSENT AGENDA (2 min.) ACTION ITEM

- A. (p. 28) Warrants
- B. (p. 35) Payroll
- C. (p. 36) Annual Retainer Agreement with School and College Legal Services
- D. (p. 41) Approval of Minutes from the Regular Board Meetings of January 9, 2020 and February 12, 2020
- E. (p. 64) Contract with K S Telecom Incorporated to Perform Local Area Network Infrastructure Upgrade
- F. (p. 112) Contract with Sunworks for Operations and Maintenance of the Solar Panel Arrays at Gravenstein Elementary School and Hillcrest Middle School

Action taken/comments:

Motion GA _____ Second JK _____ Vote:4-0 SS: aye _____ GA: aye _____
PL: aye _____ JK: aye _____ AK: NP _____

IX. GENERAL ACTION ITEMS

- A. (p.125) Resolution 200312-01, Resolution to Release Temporary Certificated Employees (2 min.)

Situation: California Education requires a notification to any certificated probationary or temporary employee subject to release by March 15 of the current school year. This resolution

allows us to present a notice of release to any certificated employee slated for release prior to the 2020/2021 school year.

Plan: For the Board to adopt the resolution.

Recommended motion: For the Board to approve Resolution 200312-01.

Action taken/comments

Motion to approve

Motion GA Second PL Vote: 4-0 SS: aye GA: aye PL: aye
JK: aye AK: N/A

B. (posted on GUSD website) Second Interim Report (10 min.)

Situation: School districts are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for GUSD was presented and approved during our December Board Meeting. The second interim report is due March 17 for the period ending January 31. The interim reports must include a certification of whether or not the LEA is able to meet its financial obligations (positive, qualified, or negative).

Plan: For the Board to approve the Second Interim Report confirming the positive certification for GUSD.

Recommended motion: For the Board to approve the Second Interim Report.

Action taken/comments

WH provided a PowerPoint presentation to the board. Administration is recommending a positive certification.

GA pg. 11 on here they have the COLA at 1.86% on line one
WH that is the change in COLA from the prior year

Motion to approve

Motion SS Second JK Vote: 4-0 SS: aye GA: aye PL: aye
JK: aye AK: N/A

Adjourn for break at 7:22
reconvene at 7:33 pm

To accommodate JK who is on a school field trip Discussion Item X, B was moved to this point in the schedule.

Report was included in packet.

JK left the meeting at 7:45pm

C. (p. 129) 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 included on the schedule. The current number of column steps range from 5 to 11 steps.

Plan: To amend the salary schedule so that each position has 11 column steps with equivalent incremental increases.

Recommended motion: For the Board to approve the amended Management Salary Schedule.

Action taken/comments

After discussion:

Motion to table until we have full board at April meeting

Motion GA Second SS Vote: 3-0

D. (p. 132) Contract with PresenceLearning for Speech Services (10 min)

Situation: Our current Speech Pathologist that provides therapeutic speech services to our special education students that qualify and performs speech assessments is taking a leave of absence for the remainder of the school year. Due to the shortage of professionally certified Speech Pathologists in Northern California, there are no credentialed substitutes available.

Plan: PresenceLearning is a company that provides on-line speech services and assessments conducted by a certificated Speech Pathologist. Our students, proctored by a classified staff member, would continue to receive mandated services from PresenceLearning Speech Pathologists for the remainder of the year, estimated cost is \$23,625.

Recommended motion: For the Board to approve the contract with PresenceLearning.

Action taken/comments

KP we have been searching for a while for a way to provide speech services as our current speech therapist is on leave. We had been hoping to have a person here, but it wasn't working out. We met with PresenceLearning to see if they could work and they have been given a thumbs up.

SS does it serve both schools

KP yes

Motion to approve

Motion SS _____ Second PL _____ Vote: 3-0

E. (p. 136) Creation of a Mental Health Counselor Position (5 min)

Situation: According to the Sonoma County Mental Health Department, four out of every ten youth in Sonoma County are regularly exposed to six or more emotionally traumatic experiences. Sonoma County youth face a variety of sources of stress on a daily basis, including the threat of wildfires, floods, or earthquake, as well as political conflicts, immigration issues, and a variety of other potential sources of stress. As a result, many of our students suffer anxiety, depression, and other mental health disorders that negatively impact academic performance, attendance, and behavior.

Plan: Several districts in Sonoma County and throughout the state of California are employing mental health counselors. The addition of a mental health counselor to our administrative team will support our proposed work plan to achieve the district mission and vision statements.

Recommended motion: For the Board to approve the recruitment and hiring of a mental health counselor.

Action taken/comments

DR as we look at our big picture we are looking for equity for all students. See description above. This person would be someone who can not only serve our students but would also be able to train people. We could have interns. We don't want to become a hub of therapeutic help, the focus would be triage and support of private services. This would hopefully help us prevent some of the IEPs that come up.

GA are we asking to have this instead of psychologist.

DR no we are hoping to have both. We have to have a psychologist.

SS so we will have an academic counselor, psychologist and mental health counselor.

GA why don't we hire a psychologist full time.

DR it would cost more and a psychologist can't train counseling interns/trainees.

PL asks about how long an intern would be there.

DR says the average intern lasts 3 years.

BT implores the board to create a job description first so that all needs are met.

SS asks about time at each campus.

DR says yes he feels it would be based on the number of students at each campus.

SS thinks there could be a vote with the knowledge that there would be a job description and percentages.

GA is still asking why we wouldn't hire a psychologist full time.
DR a school psychologist is primarily trained to look at what a student can do given a suspected or confirmed learning disability, they are not typically trained or used for therapeutic needs. A mental health counselor would help the students on a day to day basis.

Board raised concerns about the cost of additional staff, why the support could not be accomplished with existing staff, and concerned with having interns and creating a "revolving" door of staff and not having consistent support for the students. Board was supportive of providing as much support for the students as possible.

SS makes a motion to move to approve
PL 2nds

Board raised additional concerns regarding the amount of hiring that is being done.

The Board would like to see a job description and how these three people are going to work together.

SS moves to approve with caveat that the Board receive a completed job description before someone is hired

Motion SS Second PL Vote: 3-0

G. (p. 140) Property Damage Claim (5 min) Moved up to 1st item.

Situation: A citizen that owns a property adjacent to the Hillcrest Middle School campus has filed a claim with our insurance carrier, the Redwood Empire Schools Insurance Group (RESIG), in an attempt to recover the cost (\$1,100) of a damaged fence. The citizen speculates that the damage was caused by a Hillcrest student or possibly by soccer team participants utilizing the Hillcrest field. The citizen has filed a report with law enforcement, but no evidence exists as to who actually damaged the fence. Without verifiable proof of district liability, approving district funds to reimburse the property for the cost of repairs would be a gift of public funds, and therefore illegal.

Plan: Encourage the citizen to pursue the claim filed with RESIG and the report to law enforcement; if either of those pathways lead to the responsible party, the citizen should notify GUSD as soon as possible.

Recommended motion: For the Board to deny the citizen's request for reimbursement for the cost of the fence repairs.

Action taken/comments:

DR summarized the complaint (previous meeting) and the response (from the District).

SS read the response letter that was provided to the Board at the meeting to the public.

JK questioned why it was rejected.

DR explains that if there was any evidence of who made the damage we could entertain something, but because there is no evidence it would be considered a gift of public funds and that is illegal.

Questions were raised around the use of public funds, the deductible, and responsibility as good neighbors.

Property owner questions if the soccer teams that use the fields are responsible and if the school could pay her out of the fees we receive for use of the fields. DR noted that this would be using public funds.

SS moves to table so that more research can be done.

PL seconds

JK amends motion that we consider that the back fence is a shared fence and if we can legally look at it that way (research to be done to verify whether it can be considered a shared fence).

Motion __SS__ Second __PL__ Vote: 4-0 SS: __ aye __ GA: __ aye __ PL : __ aye
__ JK: __ aye __ AK: __N/A__

X. DISCUSSION/INFORMATION ONLY

A. Review of Staffing and Enrollment Projections for the 2020/2021 School Year (5 min.)

Situation: Administration and staff have compiled projections for certificated and classified staff and student enrollment for the 2020-2021 school year.

Plan: The Board will review and comment on the current projections.

KP presented the current enrollment projections for Gravenstein. Currently we are close to the same numbers for the previous year. Noted that enrollment is down county wide so we might see a decrease compared to last year. It is too early to tell.

WD presented the current enrollment projections for Hillcrest. Currently we have wait list for all three grades for 19/20.

B. (p. 143) Update on Efforts to Reduce Traffic Congestion at Gravenstein Elementary (10 min)

Situation: As part of continuing efforts to reduce traffic before and after school, Board President Steve Schwartz and staff met with Sonoma County Supervisor David Rabbitt and a member of his staff on February 21, 2020.

Plan: The Board will receive a summary of the meeting and comment on traffic at Gravenstein Elementary.

DR and KP provided a report on the meeting with Supervisor Rabbitt.

Discussion covered many areas and possible solutions. The Board would like to understand what solutions does the public think is possible and what outcome would be make this issue considered solved?

Parent suggested that the District hold a town hall to receive better feedback from the public.

The Board does not wasn't to create expectations that anything is going to happen very quickly as this issue will take to resolve.

XI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

Adjourn to close session at 8:38 pm

XII. 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**

XIII. RECONVENE TO OPEN SESSION

Returned to open session at 8:57pm

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

Motion to approve stipulated expulsion of student ID: 3149

Action taken/comments

Motion GA Second SS Vote: 3-0

XV. FUTURE BOARD MEETINGS

A. April 9, 2020 at 5pm

B. May 14, 2020 at 5pm

XVI. ADJOURNMENT

Meeting Adjourned at 8:59pm

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

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Board of Education
Emergency Meeting Minutes

DATE: Monday, March 16, 2020
TIME: 4:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

Steve Schwartz will be attending remotely from Truckee, California.

I. CALL TO ORDER AT 4:00 PM

Call to order at 4:03pm. All present SS called in.

II. ADOPTION AND APPROVAL OF THE AGENDA
Approval of the agenda for March 16, 2020 (1 min.)

Motion to approve the agenda with the addition of Item B Resolution 200316-1 GUSD Board of Education Declaring Emergency Conditions

Action taken/comments:

Motion GA _____ Second JK _____ Vote: 5-0 SS: aye _____ GA: aye _____ PL: aye _____
JK: aye _____ AK: aye _____

III. 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.

GUTA provided the board with written questions and concerns related to distance learning and safety.

IV. REPORT

A. Coronavirus Update

Situation: Staff will provide the most recent information collected from the Sonoma County Office of Education(SCOE) and the Sonoma County Health Department (SCHD) regarding guidance related to the Coronavirus and the suspension of in-person instruction.

DR provided the Board with a handout. Handout included updates from Sonoma County Health Department including the recommended suspension of in-person instruction. More details will be provided to the Board, Staff, and parents as information becomes available.

DR noted that suspension of in-person instruction is currently set to continue through April 3rd with a return no sooner than April 7th. Santa Rosa City Schools will continue to provide lunches for students in our school but the students will need to travel to other locations to pick up their meals.

GUTA had several questions related to their need to be part of the plan, requirements for coming to campus, what technology platform will be used, and assurance that 100% of the students will have access to technology and tools for learning.

Board asked about the ability of the District to send Chromebooks home with students. DR said that a plan is in place to make that happen. A survey went out to students and we know of some that will need additional support.

Board requested that whatever is rolled out to parents and students be simple, easy to understand, and very user friendly. Do not over complicate this for parents or staff.

Board wanted to make sure that the District was following the most current guidelines and that we follow the guidance of the Health Department.

V. GENERAL ACTION ITEM

A. Guidance to Staff for the Time Span for the Adoption of the Suspension of In-person Instruction for the Gravenstein Union School District (30 min.)

Situation: Based upon the announcement made on March 14, 2020, by SCOE and the SCHD, Sonoma County School Districts will be suspending in-person instruction after Spring Break. Staff will be gathering information and recommendations from Sonoma County and other affiliated resources to share with the Board. Information regarding the confirmed or planned approaches from other West Sonoma County school districts will also be shared.

Plan: Based on direction from the Board, staff will: 1) prepare announcements to share with GUSD staff and families confirming the suspension of in-person instruction and the length of time the suspension of in-person instruction will be in effect, and 2) formulate and execute a plan for the implementation of strategies to deliver distance learning opportunities for GUSD students.

Recommended Motion: That the suspension of in-person instruction last until April 3, 2020.

Motion to suspend in-person instruction at least through April 3, 2020 or until we have additional information that might extend it longer.

Action taken/comments:

Motion JK Second GA Vote: 5-0 SS: aye GA: aye PL:
aye JK: aye AK: aye

B. Resolution 200316-1 GUSD Board of Education Declaring Emergency Conditions

Situation: Based upon support and guidance from the Sonoma County Office, a resolution granting emergency powers to the superintendent and affiliated action items are included in the resolution.

Plan: For the superintendent and administration, to every extent possible, to consult with the Board before exercising any emergency powers as we endeavor to serve students.

Recommended Motion: That the Board add the optional section and approve Resolution 200316-1.

DR this comes from SCOE and provides authority to the superintendent to sign contracts and approve actions related to the emergency without board meetings and board approval. It was sent to all districts.

Motion to approve Resolution 200316-1 with the inclusion of the optional section.

Action taken/comments:

Motion GA Second PL Vote: 5-0 SS: aye GA: aye PL:
aye JK: aye AK: aye

VI. FUTURE BOARD MEETINGS

- A. April 9, 2020 at 5pm
- B. May 14, 2020 at 5pm

VII. ADJOURNMENT

Meeting adjourned at 5:10pm

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

Measure M Bond
\$3,000,000
Issued
May 2013

And

Measure M Bond
\$3,000,000
Issued May 2015

Continuing Disclosure Annual Report

Fiscal Year ended
June 30, 2019

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I. Introduction

The Gravenstein Union School District (“District”) hereby provides its continuing disclosure annual report pursuant to the Continuing Disclosure Agreements in connection with the following financing for the fiscal year ended June 30, 2019 (“Annual Report”):

Exhibit 1 Financings Gravenstein Union School District	
Base CUSIP	Financing
389062	General Obligation Bonds, Election of 2012, Series A
	General Obligation Bonds, Election of 2012, Series B

II. Audited Financial Statements

The District’s audited financial statements for the fiscal year ended June 30, 2019 have been submitted separately to EMMA (Electronic Municipal Market Access).

III. Adopted Budget

The District’s adopted budget for fiscal year 2019-20 has been submitted separately to EMMA (Electronic Municipal Market Access).

IV. Average Daily Attendance

The following exhibit displays Average Daily Attendance for the District.

Exhibit 2 Average Daily Attendance Gravenstein Union School District	
Fiscal Year	Average Daily Attendance
2018-19	720.39

⁽¹⁾ Second Period Report, does not include the County supplement

Source: Gravenstein Union School District, Audited Financial Statement dated June 30, 2019

V. Pension Plan Contributions

See the District’s audited financial statements for fiscal year ended June 30, 2019, which have been submitted separately to EMMA, for information regarding pension plan contributions to California State Teachers’ Retirement System (CalSTRS) and California Public Employees’ Retirement System (CalPERS) for the preceding fiscal year.

VI. Short-Term Borrowing

During the year ended June 30, 2019, the District did not have any short term borrowing.

Source: Gravenstein Union School District Audited Financial Statements dated June 30, 2019.

VII. Lease Obligations

The District has entered into various operating leases for copiers with lease terms in excess of one year. None of these agreements contain purchase options. All agreements contain a termination clause providing for cancellation after a specified number of days written notice to lessors, but it is unlikely that the District will cancel any of the agreements prior to the expiration dates.

Source: Gravenstein Union School District Audited Financial Statements dated June 30, 2019.

VIII. Long-Term Obligations

Changes in Long-Term Debt

The following is a summary of changes in long-term debt:

Exhibit 5					
Changes in Long Term Debt					
Gravenstein Union School					
	Balances July 1, 2018	Additions	Deductions	Balances June 30, 2019	Due within One Year
General Obligation Bonds	\$6,252,000		\$ 108,000	\$ 6,144,000	\$ 117,000
Bond Premium	242,030		10,049	231,981	10,050
Compensated Absences	20,515	\$27,432	20,515	27,432	27,432
Other Post Employment Benefits	2,070,966	187,160	5,000	2,253,126	
Net Pension Liability-CalSTRS	5,844,909	658,236		6,503,145	
Net Pension Liability – CalPERS	<u>1,123,568</u>	<u>200,211</u>		<u>1,323,779</u>	
Totals	<u>\$15,553,988</u>	<u>\$1,073,039</u>	<u>\$143,564</u>	<u>\$16,483,463</u>	<u>\$ 154,482</u>

Source: Gravenstein Union School District Audited Financial Statement dated June 30, 2019, Note 10, page 52.

Bonded Debt

The outstanding general obligation bonded debt is as follows:

Exhibit 6							
Bonded Debt							
Gravenstein Union School District							
Issue Date	Interest Rate %	Maturity Date	Amount of Original	Outstanding July 1, 2018	Issued in Current Year	Redeemed in Current Year	Outstanding June 30, 2019
2012	3.20	2024	1,105,000	637,000	0	98,000	539,000
2013	2.00-4.00	2044	3,000,000	2,685,000	0	10,000	2,675,000
2015	2.00-5.00	2043	3,000,000	<u>2,930,000</u>	<u>0</u>	<u>0</u>	<u>2,930,000</u>
Totals			<u>\$7,105,000</u>	<u>\$6,252,000</u>	<u>\$ 0</u>	<u>\$ 108,000</u>	<u>\$6,144,000</u>

Source: Gravenstein Union School District Audited Financial Statement dated June 30, 2019, Note 6, page 37.

IX. General Fund Revenues and Expenditures from Audited Financial Statements

**Exhibit 7
General Fund Revenues and Expenditures
from FY 2018-19 Audited Financial Statements
Gravenstein Union School District**

	<u>Actual</u>
REVENUES	
LCFF Sources	
State Apportionment	\$ 5,326,147
Local Sources	<u>3,077,952</u>
Total LCFF Sources	8,404,099
Federal Source	135,896
Other State Sources	1,081,751
Other Local Sources	<u>717,745</u>
Total Revenues	<u>10,339,491</u>
EXPENDITURES	
Certificated Salaries	4,108,728
Classified Salaries	703,739
Employee Benefits	2,106,516
Books and Supplies	412,066
Services and Other Operating Expenditures	1,191,267
Capital Outlay	278,891
Other Outgo	<u>10,700</u>
Total Expenditures	<u>8,811,907</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,527,584
Net Financing Sources (Uses)	<u>(960,004)</u>
Net Increase (Decrease) in Fund Balance	567,580
Fund Balance – Beginning	9,474,940
Fund Balance – Ending	<u>\$ 10,042,520</u>

Source: Gravenstein Union School District Audited Financial Statement dated June 30, 2019, page 55

X. General Fund Revenues and Expenditures from Adopted Budget

**Exhibit 8
 FY 2019-20 General Fund Adopted Budget
 Gravenstein Union School District**

	Adopted Budget
REVENUES	
LCFF Sources	\$ 6,763,736
Federal Source	158,761
Other State Sources	435,038
Other Local Sources	<u>257,476</u>
Total Revenues	<u>7,615,011</u>
EXPENDITURES	
Certificated Salaries	4,320,549
Classified Salaries	938,004
Employee Benefits	2,108,991
Books and Supplies	312,626
Services and Other Operating Expenditures	1,004,104
Capital Outlay	25,000
Other Outgo	<u>0</u>
Total Expenditures	<u>8,709,274</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,094,263)
Net Financing Sources (Uses)	<u>(44,937)</u>
Net Increase (Decrease) in Fund Balance	(1,139,200)
Fund Balance – Beginning	<u>6,190,397</u>
Fund Balance – Ending	<u>\$ 5,051,197</u>

Source: Gravenstein Union School District 2019-20 Adopted Budget

XI. Secured Tax Charges and Delinquencies

Sonoma County does not report secured tax charges and delinquencies for individual districts. The County operates a Teeter Plan and it has not changed.

XII. Assessed Valuation

The exhibit below shows the assessed valuation of taxable properties in the District.

Exhibit 11			
Assessed Valuations			
Gravenstein Union School District			
Fiscal Year	Local Secured	Unsecured	Total
2019-20	\$958,741,191	\$15,040,400	\$973,781,591

Source: California Municipal Statistics, Inc.

Exhibit 12			
Largest 2019-20 Local Secured Taxpayers			
Gravenstein Union School District			
Property Owner	Primary Land Use	Assessed Valuation	% of Total (1)
1. Hall Sonoma Vineyard, LP	Vineyard	\$ 7,824,554	0.82%
2. Vidinsky Gravenstein LLC	Warehouse	\$ 6,123,006	0.64
3. Pinot Hill LLC	Vineyards	\$ 4,004,191	0.42
4. Edward A. & Jessica Green	Residence	\$ 3,135,639	0.33
5. Michael W. & Linda Sutliff	Residence	\$ 3,027,276	0.32
6. William D. Grasse, Trust	Residence	\$ 2,809,050	0.29
7. Steven T. & Helen C. Mosiman, Trust	Residence	\$ 2,274,177	0.24
8. Kate R. Schaffner, Trust	Residence	\$ 2,230,778	0.23
9. Susan Jean & William Louis Wenks, Jr., Trust	Residence	\$ 2,227,023	0.23
10. Dara Rip Trust	Residence	\$ 2,139,232	0.22
11. Carol Ann Molln	Residence	\$2,100,000	0.22
12. Hunter Wade	Residence	\$1,976,760	0.21
13. Gus R. & Tina L. Golobe	Residence	\$1,867,781	0.19
14. Barbara Anne Buck, Trust	Residence	\$1,862,189	0.19
15. David P. and Jody Suchard	Residence	\$1,826,403	0.19
16. Guggiana Family Partnership	Vineyards	\$1,802,219	0.19
17. Steve O. Sidener	Residence	\$1,801,562	0.19

18. Jerri and Robin McNeill	Residence	\$1,684,707	0.18
19. Ronald and Teri Lynn Witek	Residence	\$1,683,453	0.18
20. Louie I Mughannam, Trust	Residence	\$1,678,416	0.18

(1) 2019-20 Local Secured Assessed Valuation: \$958,741,191

Source: California Municipal Statistics, Inc.

Gravenstein Union School District
PositionDescription
DRAFT

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

SUMMARY

Under 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.



DRAFT

**Gravenstein Union School District
Management Salary Schedule
2020-21**

	1	2	3	4
	CBO	School Counselor	Elementary Principal	Superintendent
Step	260 Days	183 Days	210 Days	225 Days
1	111,488	70,450	112,064	147,290
2	114,275	71,528	114,227	149,350
3	117,131	72,623	116,390	151,410
4	120,061	73,734	118,553	153,470
5	124,224	74,862	120,716	155,530
6	127,330	76,007	122,879	157,590
7	130,513	77,170	125,042	159,650
8	133,776	78,351	127,205	161,710
9	137,120	79,550	129,368	163,812
10	140,548	80,767	131,531	165,942
11	144,062	81,979	133,694	168,099

Masters Degree: \$1,000

Board Approved:

Effective: 7/1/2020

Gravenstein Union School District
 Management Salary Schedule
 2019-20

Current

Step	1		2		3		4	
	CBO 260 Days	Daily Rate	School Counselor 183 Days	Daily Rate	Elementary Principal 210 Days	Daily Rate	Superintendent 225 Days	Daily Rate
1	108,240	456.71	68,398	\$ 373.76	108,800	\$ 518.10	143,000	\$ 635.56
2	110,946	468.13	69,444	\$ 379.48	110,900	\$ 528.10	145,000	\$ 644.44
3	113,719	479.83	70,507	\$ 385.28	113,000	\$ 538.10	147,000	\$ 653.33
4	116,564	491.83	71,586	\$ 391.18	115,100	\$ 548.10	149,000	\$ 662.22
5	120,605	508.88	72,681	\$ 397.16	117,200	\$ 558.10	151,000	\$ 671.11
6			73,793	\$ 403.24	119,300	\$ 568.10	153,000	\$ 680.00
7			74,922	\$ 409.41	121,400	\$ 578.10	155,000	\$ 688.89
8			76,068	\$ 415.67	123,500	\$ 588.10	157,000	\$ 697.78
9			77,233	\$ 422.04	125,600	\$ 598.10		
10			78,414	\$ 428.49	127,700	\$ 608.10		
11					129,800	\$ 618.10		

Masters Degree: \$1,000

Gravenstein Union School District
 Management Salary Schedule
 2020-21

65

Step	1		2		3		4	
	CBO 260 Days	Daily Rate	School Counselor 183 Days	Daily Rate	Elementary Principal 210 Days	Daily Rate	Superintendent 225 Days	Daily Rate
1	111,488	470.41	70,450	384.97	112,064	533.64	147,290	654.62
2	114,275	482.17	71,528	390.86	114,227	543.94	149,350	663.78
3	117,131	494.22	72,623	396.85	116,390	554.24	151,410	672.93
4	120,061	506.59	73,734	402.92	118,553	564.54	153,470	682.09
5	124,224	524.15	74,862	409.08	120,716	574.84	155,530	691.24
6			76,007	415.34	122,879	585.14	157,590	700.40
7			77,170	421.69	125,042	595.44	159,650	709.56
8			78,351	428.15	127,205	605.74	161,710	718.71
9			79,550	434.70	129,368	616.04		
10			80,767	441.35	131,531	626.34		
11					133,694	636.64		

Masters Degree: \$1,000

Gravenstein Union School District
 Management Salary Schedule
 2019-20

Revised

Step	1		2		3		4	
	CBO		School Counselor		Elementary Principal		Superintendent	
	260 Days	Daily Rate	183 Days	Daily Rate	210 Days	Daily Rate	225 Days	Daily Rate
1	108,240	456.71	68,398	\$ 373.76	108,800	\$ 518.10	143,000	\$ 635.56
2	110,946	468.13	69,444	\$ 379.48	110,900	\$ 528.10	145,000	\$ 644.44
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11					129,800	\$ 618.10		

Masters Degree: \$1,000

Gravenstein Union School District
 Management Salary Schedule
 2020-21

Step	1		2		3		4	
	CBO		School Counselor		Elementary Principal		Superintendent	
	260 Days	Daily Rate	183 Days	Daily Rate	210 Days	Daily Rate	225 Days	Daily Rate
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7	130,513	550.69	77,170	421.69	125,042	595.44	159,650	709.56
8	133,776	564.45	78,351	428.15	127,205	605.74	161,710	718.71
9	137,120	578.57	79,550	434.70	129,368	616.04	163,812	728.05
10	140,548	593.03	80,767	441.35	131,531	626.34	165,942	737.52
11	144,062	607.86	81,979	447.97	133,694	636.64	168,099	747.11

Masters Degree: \$1,000



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

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

April 2, 2020

Dear GUSD Board,

The Gravenstein Parent Association respectfully requests your attention to a financial matter related to the payment of Enrich program teachers operating as independent contractors.

In these unprecedented times of distance-learning, the school community is unable to convene for Enrich courses and the teachers and parents are strained. Therefore, the GUSD school community is unable to directly benefit from the enrichments they have funded. However, due to the existing contracts with Enrich contractors, we are still obligated to pay for services.

The total cost of Enrich contractor services from April 8 to the end of the school year which GPA is obligated to pay totals \$ 29,380.

GPA humbly requests that the GUSD consider the potential of reimbursement to GPA in the amount of \$ 29,380 so that GPA may fulfill its promise to parents to use all donations for supporting the enrichment of students in the future.

Thank you for your consideration.

Best regards,
Ben Kaun, GPA Treasurer
on behalf of the GPA Board of Directors

March 31, 2020

Memo to: GUSD Board Members

From: David Rose, Superintendent

Subject: Citizen Request for GUSD Payment of Fence Damage Costs

The Board tabled this item during the March 12, 2020 Board Meeting, asking for more information.

This matter was investigated by our insurance company, the Redwood Empire Schools Insurance Group, RESIG. RESIG found no evidence to indicate any GUSD responsibility for the damage to the fence, and rejected the citizen's claim.

Staff has also gathered additional information. The fence in question is not adjacent to the soccer field at Hillcrest, it is located at least 30 yards beyond the end and to the side of the soccer field, making it unlikely that many balls would wind up on the citizen's property, and thus decreasing the likelihood of a need for constant retrieval and a desire of soccer participants to cut the fence. The citizen states on her claim form that the damage took place between March and December of 2019, making it even more difficult to attribute the damage to any group or individual. The fence itself is weather worn and shows signs of age; the work done was to replace two strands of wire on the top portion of the fence. The fence itself looks to be one foot away from the property line based on the markers and site plans staff has reviewed; we could have a surveyor confirm this for a fee of \$500 to \$1,500. Staff has reached out to soccer league authorities who state that they have no information about who may have damaged the fence and report that balls going over any part of the fence line is rare.

MEMORANDUM OF UNDERSTANDING
 BETWEEN GRAVENSTEIN UNION
 SCHOOL DISTRICT AND GRAVENSTEIN
 UNION TEACHERS' ASSOCIATION
 REGARDING COVID-19 CORONAVIRUS

March 29, 2020

The Gravenstein Union School District ("District") and Gravenstein Union Teachers' Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the issues related to the coronavirus COVID-19 ("coronavirus").

The parties agree to the following:

1	<p>Unit Members shall have the option to work remotely or on campus during the period of the suspension of in-person instruction which is currently scheduled to last until May 29, 2020. Members shall not be required to report to their worksite while it is closed to students, except if called upon pursuant to California Government Code 3100.</p> <p>Those unit members who choose to visit or work at a school campus during closure the suspension of in-person instruction should complete the Google document shared by the Administration to confirm the date of each visit and what areas of campus were visited. The identified areas will then receive appropriate cleaning/disinfection.</p>
2	<p>The District will ensure that every room used by staff or students including classrooms, bathrooms, staff rooms, front office areas and copy areas, kitchens, libraries, and child care rooms, are cleaned and sanitized consistent with CAL OSHA COVID-19 guidance both after any visit documented by staff and before all staff returns from the site closure.</p>
3	<p>In the event that a Unit Member is exposed to COVID-19, is taken ill with COVID- 19, or wishes to self-quarantine for reasonable cause (as listed in the Families First Coronavirus Response Act, FFCRA, and similar guidance from other official entities such as the Sonoma County Health Department or Office of Education or the State of California), that Member shall be allowed to self-quarantine at no loss to the Member's individual leaves, benefits, or pay.</p>
4	<p>Unit members shall not suffer any loss of paid leaves, pay, or benefits relative to their regular schedules for the period of suspension of in-person instruction due to the COVID-19 pandemic pursuant to the FFCRA.</p>
5	<p>The parties recognize that distance learning is a model that will require flexibility in scheduling as well as flexibility with student workloads and grading. The coursework provided to students shall have the intention of promoting continuity of learning while in-person attendance in classes is suspended. This will include enrichment,</p>

	intervention, and/or exposure to new material that aligns to current content standards.
6	Teacher evaluation meetings and observations shall be paused (unless final classroom observation has already taken place) for the duration of any suspension of in-person instruction.
7	Upon the State/County/District determining that the resumption of in-person instruction is safe, the District shall provide one day of preparation to all unit members to prepare for the return of students to classrooms.
8	If the state requires the District to add additional school days to the 2019-2020 school year or alter the regular school day to increase instructional minutes, the Parties will meet and negotiate the effects.
9	The District and/or Association reserve the right to negotiate any additional impacts of school closures in the 2019-2020 school year.

This MOU shall expire in full without precedent on June 30, 2020, unless extended by mutual written agreement.

 _____

For the Association

For the District