

Board of Education

Regular Meeting Agenda

[Zoom Link](#)

DATE: Tuesday, October 12, 2021
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

Gregory Appling, President
Alexander Kahn, Trustee
Jennifer Koelemeijer, Clerk
Patrick Lei, Trustee
Jeri McNeill, Trustee

- I. CALL TO ORDER AT 5:00 PM**
- II. ADOPTION AND APPROVAL OF THE AGENDA**
Approval of the agenda for October 12, 2021 (2 min.)

Action taken/comments:

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

- III. REPORTS, AND ORAL COMMUNICATIONS**
- A. (p. 1) Gravenstein Principal (10 min.)**
 - B. (p. 4) Hillcrest Principal (10 min.)**
 - C. Gravenstein Union Teachers' Association (5 min.)**
 - D. (p. 6) District Site Council (3 min.)**
 - 1. Minutes from May 26, 2021**
 - 2. Agenda from September 22, 2021**
 - E. (p. 9) Gravenstein Parent Association, GPA (5 min.)**
 - 1. Minutes from August 12, 2021**
 - 2. Agenda from September 16, 2021**
 - 3. August Financials**
 - F. Trustee Reports (10 min.)**
 - G. Racial Justice Committee (5min.)**
 - H. Master Plan Committee (5 min.)**
 - 1. Facilities Assessment (available on GUSD website)**
 - 2. (p. 19) Committee Notes from September 21, 2021**
 - 3. (p. 22) Public Stakeholder Feedback Agenda from October 7, 2021**
 - 4. (p. 24) Administration Portable Project Meeting Notes from September 24, 2021**
 - I. (p. 25) Facilities Report (5 min.)**
 - J. (p. 28) CBO Report (5 min.)**

- K. Superintendent Report/District Correspondence (15 min.)**
 - 1. Questions from the September Board Meeting**
 - 2. Independent Study Program Staffing Update**
 - 3. (p. 29) Student Vaccine Mandate**
 - 4. (p. 31) Correspondence: LCAP and Budget Acceptance**

IV. PUBLIC COMMENT (15 min.)

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

V. CONSENT AGENDA (2 min.)

ACTION ITEM

- A. (p. 38) Warrants**
- B. (p. 41) Payroll**
- C. (p. 42) Minutes from the Regular Board Meeting of September 14, 2021**

Action taken/comments:

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

VI. PUBLIC HEARING: SUFFICIENCY/INSUFFICIENCY OF TEXTBOOKS PER E.C. 60119 (10 min.)

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

VII. GENERAL ACTION ITEMS

- A. (p. 53) Resolution #211012-1 Sufficiency of Instructional Materials (2 min.)**

Situation: Education Code Section 60119 defines "sufficient textbooks or instructional materials" to mean that each pupil, including English learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home."

Following a Public Hearing, during which any member of the staff or public can comment, the Board can affirm, through this resolution, that GUSD has sufficient instructional materials for all students to use both in class and at home.

Plan: Based on a review by administration, sufficient instructional materials are currently available for all students; staff and administration will continuously monitor sufficiency of materials to ensure compliance with Education Code 60119.

Recommended motion: For the Board to approve Resolution #211012-1.

Action taken/comments

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

B. (see Resolution #211012-1) Certification of Compliance with Standards-Aligned Instructional Materials (2 min.)

Situation: Education Code Section 60422(a) and California Code of Regulations (CCR), Title 5, Section 9531(a) requires that all textbooks that have been purchased using LCFF funds were from the State Adopted list, aligned to the standards. This compliance is the responsibility of district administration to monitor.

Plan: District administration reports that all textbooks currently in use that were purchased with LCFF funds were from the State Adopted list, and administration and staff will continue to consult the state list prior to any future textbook purchases made with LCFF funds.

Recommended motion: For the Board to certify compliance with the Standards-Aligned Instructional Materials mandates.

Action taken/comments

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

C. (p. 56) Williams Settlement Quarterly Report, July 1, 2021 - September 30, 2021 (10 min.)

Situation: District Administration has received a Williams Complaint Form regarding classroom temperatures exceeding 80 degrees on the Gravenstein Elementary Campus.

Plan: Maintenance staff are employing short term measures to reduce classroom temperatures, including instructions to classroom teachers regarding best practices to reduce classroom temperatures on hot days. This issue will be included in our Master Plan process so that long term solution options can be considered.

Recommended motion: For the Board to approve the Williams Quarterly Report for July 1, 2021 to September 30, 2021.

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

- A. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6**
- 1.0 Student Discipline**
 - 2.0 Pending litigation**
 - 3.0 Administrator Performance Updates**
 - 4.0 Conference with Negotiations team:**
 - a) GUTA/GUCE negotiations update**

IX. RECONVENE TO OPEN SESSION

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

Action taken/comments

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

XI. FUTURE BOARD MEETINGS

- A. November 9, 2021 at 5pm**
- B. December 14, 2021 at 5pm**
- C. January 11, 2022 at 5pm**

XII. ADJOURNMENT

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



Gravenstein Elementary School Principal's Report October 2021

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
Enrollment for 2021-2022 (as of 10/8/21)	18	79	74	74	81	73	74	475
End-of-year enrollment 20-21	13	75	71	83	72	72	78	464

Gravenstein Attendance

	Month 1: 8/16/21-9/10/21	Month 2: 9/13/21-10/8/21	Month 3
Grade: TK	100%	100%	
Grade K:	95.22%	95.37%	
Grade 1:	96.3%	97.41%	
Grade 2:	97.2%	96.32%	
Grade 3:	96.7%	94.5%	
Grade 4:	96.6%	95.79%	
Grade 5:	95.2%	96.28%	
Campus Average Total:	96.16%	96%	

Enrichment Schedule is in Full Swing!

With the support of both GPA and GUSD, all of our students receive regular enrichment classes:

- TK- Music w/Mr. Pulley, PE w/Mr. C, Spanish w/Maestra Patty, STEM w/ Mr. C, and Art w/Mrs. Ricciardi
- K- Music w/Mr. Pulley, PE w/Coach Paige, Spanish w/Maestra Kim, STEM w/ Mr. C, and Art w/Mrs. Ricciardi
- 1- Music w/Mr. Burrows, PE w/Mr. C and Coach Paige, Spanish w/Maestra Kim, STEM w/ Mr. C, and Art w/Mrs. Ricciardi
- 2- Music w/Mr. Burrows, PE w/Mr. C, Spanish w/Maestra Patty, STEM w/ Mr. Science and Mr. C, and Art w/Mrs. Ricciardi
- 3- Music w/Mr. Pulley, PE w/Coach Paige, Spanish w/Maestra Kim, STEM w/ Mr. C, and Art w/Mrs. Ricciardi

- 4- Band/Chorus w/Mr. Pulley and Mr. Burrows, Spanish w/Maestra Kim, STEM w/ Mr. C and Mr. Science, and Art w/Mrs. Matern
- 5- Band/Chorus w/Mr. Pulley and Mr. Burrows, Spanish w/Maestra Kim, STEM w/ Mr. C and Mr. Science, and Art w/Mrs. Matern

Skate Night was a HUGE Success (Thanks for hosting, GPA!)

The 10/1/21 Skate Night at CalSkate was an amazing success! More impressive than just the attendance numbers was the overwhelming sense of happiness and joy. People were excited to be out and participating in an event. I had many parents comment on how the District's weekly COVID testing (and consistent negative/low positive results) played a factor in their decision to attend Skate Night.



Let Me Introduce....Samara Stevens

Samara joined our Grade 4 Teaching Team this year and immediately fit right in! Even though this is Samara's first year at Gravenstein, she brings with her many years of teaching experience. She has taught for over 14 years, including grades 1, 4, 5, and 7. Her favorite thing about teaching at Gravenstein is how welcoming and genuine she has found all of the staff, families, and children. When I last visited the classroom, her students couldn't tell me enough about how much they enjoyed having her as their teacher. Samara also joins our community as a parent, with a child in both TK and grade 4. Welcome to Gravenstein, Samara!



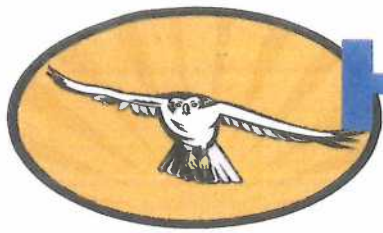
Ongoing Efforts to Identify and Address Student Physical and Mental Health

- Nurse Suzanne has begun routine Health Screenings
 - Grades 5, 2, and Kindergarten (and any student recommended by teacher or participating in IEP assessment/plan review) undergo annual grade level vision and hearing screenings.
- PsyStart

- Will be administered individually to students in grades TK-2
- Students in grades 3-5 will independently complete an online survey to identify needs
- California Healthy Kids Survey
 - Will be administered to 5th grade students in their regular classroom

Current Challenges:

- Short supply of available substitutes- Certificated and Classified
- COVID precautions impacting Attendance (if sick, stay home!)



HILLCREST

Middle School

GUSD October Board Report

Enrollment- as of 10/05/2021:

	6th	7th	8th	Total
2020/2021	93	112	81	286
2021/2022	77	99	105	281
Long Term IS	1	3	2	6

Attendance Rate from August 18th until October 5th- 97.2%

Spirit Fridays-

Show your Hillcrest Spirit on Fridays and earn points for your House!

October 8- Enchanted Day in preparation for the Enchanted Forest Dance

October 15- Wear Pink for Breast Cancer Awareness

October 22- Fandom/World Series Day- dress in whatever you are a fan of

October 29- Halloween Costumes

Wizard of Oz- The Spring Musical, The Wizard of Oz, had its first informational meeting on Monday October 11th. Students came to learn about the play and what parts and behind the scenes rolls are available! Auditions are on October 18th & 19th from 3:30-5:30! See Mr. Collins for more information!

Grade Level Coin Battle-

Deposit coins (pennies, nickels, dimes, quarters, silver dollars) to your grade level bottle and try to win.

Deposit cash money to other grade level bottles to make them lose. Coin deposits are positive points for your grade level. Cash deposits are subtracted from other grade levels. The winning grade level will win a pancake breakfast prepared by Mr. Deeths. Grade Level Bottles were out during break and lunch. In the end, the 6th grade was the winner!

Vaccine Clinic-

Hillcrest Middle School, in conjunction with the County of Sonoma, hosted a COVID-19 Vaccination clinic on Wednesday September 29th from 3:30-5:30 in Hillcrest Hall. We had a huge turnout for the event!

Knitting Club-

The Knitting Club started Friday October 8th in Room 7. You don't know how to knit? No problem- we will help you learn! Make hats, scarves and more with Ms. Garson and Ms. Cole! If you have any knitting supplies gathering dust in your home and would like to donate them to this brand new club, please email

Scole@grav.k12.ca.us

The Green Team-

The Green Team is a group of eco-friendly students and staff motivated to lessen Hillcrest's impact on the environment. The Green Team aims to educate the Hillcrest community about climate change and its importance, improve the recycling and composting programs, and encourage the Hillcrest community to take action and make a difference. The Green Team meets every other Wednesday at lunch time in room 1 with Mrs. Rich. All interested students and staff members are encouraged to attend.

Stop It App –

Hillcrest Middle School is pleased to announce another tool to help to keep our students safe and engaged in school. Stop It is an anonymous anti-bullying app that allows students and parents to report harmful, inappropriate or unsafe behavior that may be happening on campus. Here are the steps-

- 1) Go to the App Store and download the Stop It app to any compatible device
- 2) Enter the unique code for Hillcrest Middle School- HMSHawks725
- 3) That's it! You are now ready to report any incident that may occur- your identity will never be known.

Suicide Prevention Month- September was Suicide Prevention month. In an effort to provide information and support for our school community, The Sage Casey Foundation (SCF) made presentations to students during their PE classes. The SCF also offered Hillcrest families a parent education evening over Zoom. The Sonoma West newspaper came out and did a nice story on the day as well-

https://soconews.org/scn_sebastopol_west_county/news/sage-casey-foundation-is-helping-middle-schoolers-learn-about-suicide-prevention-mental-health-resources/article_94a7fc14-22d4-11ec-8bb1-5f82862808ac.html

9/11 Walk - A - Thon- On September 13th, 2021, Mr. Sotiras's PE class hosted a Walk-A-Thon in remembrance of the 20 year anniversary of September 11th. This event raised funds for the Tunnel to Towers foundation.

Athletics- Flag Football, Cross Country, Girls Basketball and Girls Volleyball have all begun! Students in all grades are signing up and getting ready for what we hope will be another championship season! Physicals are needed prior to participation.

- RSP/Special Education
- Title 1

Dave shared the multiple measures, activities, and interventions that are currently in place in the multi-tiered system (triangle graphic). Dave talked about the “wrap-around” services that the District has created to help support students.

Noah Schottenfeld, a parent guest, shared that he appreciates the “flavor” of the report and, as he was participating from the car, he would love to see more of those reports in greater detail. He felt that the presentation was good and he appreciated hearing the resources and levels of support. He was thankful for Dave Rose reaching out to him to extend the invitation to join tonight’s meeting. He did ask a question concerning the academic performance of grade 6 students in Math.

B. Next Meeting Date and Time:

We discussed that there will not be a June or July meeting, but we will most likely meet in August for a short organizational meeting, with the first meeting of new content to be the September meeting.

Noah Schottenfeld may have better availability on Tuesdays, but can make either a 3:30 or 3:45 start time. His email is noahschottenfeld@gmail.com

IV. Items from the Public Not Listed On the Agenda

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

V. Adjournment

TIME _____ MOTION _____ SECOND _____ VOTE _____


The meeting was adjourned by Keri Pugno at 4:48 PM.

GRAVENSTEIN UNION SCHOOL DISTRICT
DISTRICT SITE COUNCIL
and Superintendent's Advisory Committee For LCAP
September 22, 2021
also accessible via Zoom
3:30pm-4:30pm

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

Members from 2020-2021: Dave Rose, Keri Pugno, Will Deeths, Stephanie Tomsy, Amy Gloeckner, Beth Haas, Jessica Rasmussen, Dan Dexter, Bonny Russell Larrain, Brian Sposato, Christina Connelly

- I. Call to Order
TIME: MOTION: SECOND: VOTE:

- II. Approval of Minutes
MOTION: SECOND: VOTE:
 Minutes GUSD School Site Council 5/26/21

- III. Approval of Agenda
MOTION: SECOND: VOTE: __

- IV. Approval of New Members
MOTION: SECOND: VOTE:

- V. Discussion or Action Items
 - A. Review Council Role
 - B. Site Council Officer Elections
 - C. Master Plan Update
 - D. School Safety Plan Review
 - E. Next Meeting Date and Time:

- IV. Items from the Public Not Listed On the Agenda
These items may be heard by the council but not discussed in full nor acted upon.¹

- V. Adjournment
TIME: MOTION: SECOND: VOTE:

GPA Board Meeting Minutes

August 12, 2021 Online Zoom Meeting

Meeting Called to order at 6:06pm

Members Present

Erin Hillmer
Amber Ray Hernandez
Maggie Zavala
Vy Le-Morse
Christina Connelly
Ashley Cochran
Keri Pugno
William Deeths
Dave Rose

Absent

Ben Kaun
Allison Herman

Agenda –Public Comments

Nick Pulley request a \$3500 donation for instrument masks for band students. Erin H motions to approve funding. Vy L seconds and all approve.

Secretary's Report

Erin H motions to approve minutes from 06/15/2021 6pm online board meeting. Amber R seconds and all in favor.

Special Events-

Erin H gives update on Kindergarten Kick Off. It was a success and we received quite a few new email addresses that will be forwarded to Maggie.

Back to School Movie Night canceled due to health concerns. School administrators tentatively approved events schedule for the year but advised evaluating the health risk of each event as the time approaches.

Discussed keeping the Fall Jog-a-Thon at the Gravenstein Campus and the Spring Color Run at the Hillcrest Campus.

Discussed the possibility of holding a virtual meet and greet for parents to inform and motivate them to join the GPA. Erin H suggests that the events committee discusses the format of the event offline and presents a finalized plan to the board at a future meeting.

Finance Report- Ben K. not present.

Administration plans to mirror the 2019/2020 school year for overall cost of enrichment programs for 2021/2022 school year.

Discussed getting the information for matching corporate funds on our school website.

Governance Report-

Scheduled future GPA Meeting dates for 2021/2022:

- Sept. 16th
- Oct. 21st
- Nov. 18th
- Dec. 16th
- Jan. 20th
- Feb. 17th
- Mar. 17th
- Apr. 21st
- May 19th
- June 16th

Communications-

Amber R agreed with Erin H that the Kindergarten Kick Off was a success. Received 12-15 parents contact info.

Erin H requested that all board members review our current school website and give feedback on how to best update it. Amber R volunteered to help edit videos of enrichment teachers to post to the website.

Discussed Amber working with Melacha

to create a piece about the GPA each week for the Monday Messages.

Liaison- Allison H. not present.

Back to doing our every other week drop-off with the accountant.

Principles Report

Mrs. Pugno expressès how happy everyone is to come back to in person learning.

Board discussed the possibility of having an individual liaison for each classroom to represent the GPA. Feedback was that it would be hard to coordinate at this time because parents cannot

be on campus. Future possibility of it becoming a sub committee with an individual that oversees the volunteers.

Mr. Deeths discusses all the excitement at Hillcrest for the enrichment classes this year. School is almost at full capacity. Hillcrest is looking at adding a Dungeon and Dragons and/or Dance enrichment programs this year.

Superintendents Report

Mr. Rose expresses gratitude for GPA's support of the zero period. Talks about the constantly changing legislation, rules and guidelines in regard to Covid and that the staff is doing everything they can to stay on top of the changes.

Erin H. adjourned the meeting 7:11pm and Vy L 2nds.



Mission and Vision Statement:

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

**GPA Board Meeting Agenda
9-16-21 6:00 pm Online Zoom Meeting**

A. Public Comment on Non-Agenda Matters

B. Secretary's Report

1. **Approval of board minutes from August 12, 2021**

C. Subcommittees reports

1. **Special Events/Fundraising Outcomes and Planning**

2. **Finance**

- a. **Update on donations year to date**
- b. **Budget for 2021-22 School Year**
- c. **Finalize supply payment process**

3. **Governance**

1. **Enrichment contract updates**

4. **Communications**

- a. **Website**

- i. **Event Info**
- ii. **GPA Board**

5. **School Liaison**

D. 2021-22 School year and Projection for Enrichments

1. **Pledge packet update/review**

E. Principal's Reports:

F. Superintendent's Report

Gravenstein Parent Association Profit & Loss Budget Performance August 2021

	Aug 21	Budget	\$ Over Budget	Jul - Aug 21	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Parent Donations	20,290.00	0.00	20,290.00	22,397.00	0.00	22,397.00	0.00
Special Fundraising Inc							
AmazonSmile	529.63	0.00	529.63	529.63	0.00	529.63	0.00
Box Tops	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Escrip	0.00	0.00	0.00	235.57	0.00	235.57	0.00
Network for Good FB Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00	2,971.20	0.00	2,971.20	0.00
Wrapping Paper	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Special Fundraising Inc	529.63	0.00	529.63	3,736.40	0.00	3,736.40	0.00
Corporate Matching	336.00	0.00	336.00	336.00	0.00	336.00	0.00
Spr 2020 SCOE Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest income	6.55	0.00	6.55	13.10	0.00	13.10	0.00
Other Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	21,162.18	0.00	21,162.18	26,482.50	0.00	26,482.50	0.00
Gross Profit	21,162.18	0.00	21,162.18	26,482.50	0.00	26,482.50	0.00
Expense							
General & Admin Expense							
Bank Fees	318.85	0.00	318.85	617.70	0.00	617.70	0.00
Bookkeeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Liability	101.78	0.00	101.78	302.58	0.00	302.58	0.00
Merchant Fees	893.18	0.00	893.18	954.72	0.00	954.72	0.00
Office Supplies	164.90	0.00	164.90	164.90	0.00	164.90	0.00
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General & Admin Expense	1,478.71	0.00	1,478.71	2,039.90	0.00	2,039.90	0.00
Independent Contractors							
Art	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Athletics	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Chorus	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drama	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Science	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Independent Contractors	0.00	0.00	0.00	0.00	0.00	0.00	0.00
School Support Expenses							
8th Grade Dinner	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Water Delivery-Alhambra	33.91	0.00	33.91	61.82	0.00	61.82	0.00
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Teacher Support \$350@48 Teacher	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total School Support Expenses	33.91	0.00	33.91	61.82	0.00	61.82	0.00
Special Fundraising							
Misc Promotional	0.00	0.00	0.00	0.00	0.00	0.00	0.00

5:02 PM

09/12/21

Accrual Basis

Gravenstein Parent Association
Profit & Loss Budget Performance
August 2021

	<u>Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul - Aug 21</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Total Special Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	1,512.62	0.00	1,512.62	2,101.72	0.00	2,101.72	0.00
Net Ordinary Income	19,649.56	0.00	19,649.56	24,380.78	0.00	24,380.78	0.00
Net Income	<u>19,649.56</u>	<u>0.00</u>	<u>19,649.56</u>	<u>24,380.78</u>	<u>0.00</u>	<u>24,380.78</u>	<u>0.00</u>

**Gravenstein Parent Association
 Profit & Loss Actual vs. Budget
 August 2021**

	Aug 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Parent Donations	20,290.00	0.00	20,290.00
Special Fundraising Inc			
AmazonSmile	529.63	0.00	529.63
Box Tops	0.00	0.00	0.00
Escrip	0.00	0.00	0.00
Jog a Thon	0.00	0.00	0.00
Movie Night	0.00	0.00	0.00
Network for Good FB Fundraiser	0.00	0.00	0.00
Pancake Breakfast	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00
See's Candy	0.00	0.00	0.00
Skate Night	0.00	0.00	0.00
Spirit Wear	50.00	0.00	50.00
Wrapping Paper	0.00	0.00	0.00
Total Special Fundraising Inc	579.63	0.00	579.63
Corporate Matching	336.00	0.00	336.00
Spr 2020 SCOE Contribution	0.00	0.00	0.00
Interest income	6.55	0.00	6.55
Other Donations	0.00	0.00	0.00
Total Income	21,212.18	0.00	21,212.18
Gross Profit	21,212.18	0.00	21,212.18
Expense			
Returned by Bank Items	190.00		
General & Admin Expense			
Bank Fees	318.85	0.00	318.85
Bookkeeping	0.00	0.00	0.00
General Liability	101.78	0.00	101.78
Merchant Fees	893.18		
Office Supplies	164.90	0.00	164.90
Postage	0.00	0.00	0.00
Printing	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Website	0.00	0.00	0.00
Total General & Admin Expense	1,478.71	0.00	1,478.71
Independent Contractors			
Art	0.00	0.00	0.00
Athletics	0.00	0.00	0.00
Chorus	0.00	0.00	0.00
Drama	0.00	0.00	0.00
Science	0.00	0.00	0.00
Total Independent Contractors	0.00	0.00	0.00
School Support Expenses			
8th Grade Dinner	0.00	0.00	0.00
Staff Water Delivery-Alhambra	33.91	0.00	33.91
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00
Teacher Support \$350@48 Teacher	0.00	0.00	0.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00
Total School Support Expenses	33.91	0.00	33.91
Special Fundraising			
Boots, Beer and Bubbly Expense	0.00	0.00	0.00
Misc Promotional	0.00	0.00	0.00
See's Candy Expense	0.00	0.00	0.00
Total Special Fundraising	0.00	0.00	0.00

5:03 PM
09/12/21
Accrual Basis

Gravenstein Parent Association
Profit & Loss Actual vs. Budget
August 2021

	<u>Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Expense	1,702.62	0.00	1,702.62
Net Ordinary Income	19,509.56	0.00	19,509.56
Net Income	<u>19,509.56</u>	<u>0.00</u>	<u>19,509.56</u>

Gravenstein Parent Association
P & L Actual vs. Budget YTD
July through August 2021

	<u>Jul - Aug 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Parent Donations	22,397.00	0.00	22,397.00	100.0%
Special Fundraising Inc				
AmazonSmile	529.63	0.00	529.63	100.0%
Escrip	235.57	0.00	235.57	100.0%
Read-a-Thon	2,971.20	0.00	2,971.20	100.0%
Total Special Fundraising Inc	<u>3,736.40</u>	<u>0.00</u>	<u>3,736.40</u>	<u>100.0%</u>
Corporate Matching	336.00	0.00	336.00	100.0%
Interest income	13.10	0.00	13.10	100.0%
Total Income	<u>26,482.50</u>	<u>0.00</u>	<u>26,482.50</u>	<u>100.0%</u>
Gross Profit	26,482.50	0.00	26,482.50	100.0%
Expense				
General & Admin Expense				
Bank Fees	617.70	0.00	617.70	100.0%
General Liability	302.58	0.00	302.58	100.0%
Merchant Fees	954.72			
Office Supplies	164.90	0.00	164.90	100.0%
Total General & Admin Expense	<u>2,039.90</u>	<u>0.00</u>	<u>2,039.90</u>	<u>100.0%</u>
School Support Expenses				
Staff Water Delivery-Alhambra	61.82	0.00	61.82	100.0%
Total School Support Expenses	<u>61.82</u>	<u>0.00</u>	<u>61.82</u>	<u>100.0%</u>
Total Expense	<u>2,101.72</u>	<u>0.00</u>	<u>2,101.72</u>	<u>100.0%</u>
Net Ordinary Income	<u>24,380.78</u>	<u>0.00</u>	<u>24,380.78</u>	<u>100.0%</u>
Net Income	<u>24,380.78</u>	<u>0.00</u>	<u>24,380.78</u>	<u>100.0%</u>

5:08 PM

09/12/21

Accrual Basis

Gravenstein Parent Association
Balance Sheet
As of August 31, 2021

	<u>Aug 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Exchange Bank Checking	271,913.89
Exchange Bank Savings	257,131.21
Paypal	4,799.87
Total Checking/Savings	<u>533,844.97</u>
Other Current Assets	
Prepaid expenses	1,246.00
12000 · Undeposited Funds	-25.00
Total Other Current Assets	<u>1,221.00</u>
Total Current Assets	<u>535,065.97</u>
TOTAL ASSETS	<u><u>535,065.97</u></u>
LIABILITIES & EQUITY	
Equity	
GSF Reserve Transfer	95,504.87
32000 · Retained Earnings	415,320.32
Net Income	24,240.78
Total Equity	<u>535,065.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>535,065.97</u></u>



QUATTROCCHI KWOK
ARCHITECTS

September 21, 2021

GUSD Masterplan

Masterplan Kick-off Meeting

QKA/Counterpoint /GUSD Virtual 10:30 AM

Attendees:

Dave Rose	GUSD	drose@grav.k12.ca.us
Katie Anderson	GUSD	kanderson@grav.k12.ca.us
Gregory Appling	GUSD	gappling@grav.k12.ca.us
Alexander Kahn	GUSD	akahn@grav.k12.ca.us
William Deeths	GUSD	wdeeths@grav.k12.ca.us
Jennifer Koelemeijer	GUSD	jkoelemeijer@grav.k12.ca.us
Wanda Holden	GUSD	wholden@grav.k12.ca.us
Brian Sposato	GUSD	bsposato@grav.k12.ca.us
Keri Pugno	GUSD	kpugno@grav.k12.ca.us
Patrick Lei	GUSD	plei@grav.k12.ca.us
Scott Baer	Counterpoint CS	sbaer@counterpointcs.com
Tenaya Dale	Counterpoint CS	tdale@counterpointcs.com
Bryan Valdez	Counterpoint CS	bvaldez@counterpointcs.com
Eddie VanSlambrouck	QKA	eddiev@qka.com
Diana Mendez	QKA	dianam@qka.com
Haley Maddigan	QKA	haleym@qka.com

Introductions

- QKA, GUSD, and Counterpoint
- Schedule Update
 - Facilities Assessment cost estimate in progress – QKA to follow up with due date
 - To extend Draft Masterplan due date 1 week (to be after 2nd public meeting)

Facilities Assessments

- Look good, no District comments

Demographics

- District does not have an official demographic study
- Student Enrollment – close to capacity
 - Both sites are charter schools
 - Student enrollment is up 5-6% this year, and do not foresee enrollement dropping
 - Some students are outside of attendance area – about 50% of students come from outside areas (commuter families)
 - Do not expect numbers to decrease – if local student population increases, then outside enrollment decreases to balance the enrollment numbers

- Maintaining low class sizes is currently a huge selling point for the District
- Current K-3 is close to District and Ed code size capacity – this can potentially be superseded through additional negotiations with union
- TK – anticipated growth due to universal TK legislation
 - Timing of master plan and TK legislation info do not align – District does not want to push out Masterplan due to legislation
 - District would like options within Masterplan for TK program growth rather than wait for legislation to finalize decisions
 - TK District program? If so, only open to residents. District to research this, and wants to incorporate in Masterplan
 - Modular vs Portables – no portables, but modular construction ok. Plan for worst case cost structure.
 - TK Expansion – Universal TK will require some changes to accommodate the number of students
 - will possibly need 1-3 additional classrooms.
 - Consider location of TK – may be challenging to add buildings at Gravenstein; consider Hillcrest (independent section), new site or 5th grade at Hillcrest
 - What is the viability of a third site? Means additional staff, new facilities, etc.
 - Consider possibility of redistributing population of grades at sites
 - Adding students will add to traffic, dropoff issues; impact existing supporting facilities
 - Board provided input regarding timing and retention of TK students – if implemented late as possible, students lost to other districts.
 - TK phasing in legislation
 - Phasing must begin '22-'23 school year
 - TK must be fully implemented in '25-'26 school year
 - Legislation unknowns – it is possible that District meets needs with current structure

Education Specifications

- What is required? District has Lcap (summary of status) and District mission statement on website
- Ed specs describe ways in which education program supports teaching and methodology; group size, collaboration, etc.
- District wish list
 - Address traffic issues
 - track upgrades at both sites
 - provide outdoor learning opportunities and shade areas (shade structure at Hillcrest Duck pond and some smaller shade structures at Gravenstein)
 - AC at Gravenstein campus
 - Reevaluate air quality / sufficient cleaning of air (for smoke, COVID)
 - Art installation area / student art display areas at both campuses
 - Consider facilities required for in-house lunch program
 - Current program only allows warming on site, but wish to have full serving kitchens
 - Incorporate sustainable design elements – solar, shade trees
- Gender Neutral toilet facilities – not currently on list of priorities for these sites; has not been considered or discussed

Sustainability Goals

- District would like to keep sustainability measures in mind as we design and modernize future facilities
 - Not interested in specific criteria/certification process for sustainable design (CHPS/LEED)
 - Educational goals and student performance are the top priority of the District
- CHPS – cost comparison for modern vs new construction? Don't think much of a difference but QKA would need to confirm

Master Planning

- Not looking for constraints – master plan to include District wish list items for future projects
- Implementation plan – not part of QKA scope of work, but should occur
- Master Plan is a “living document”
- To schedule additional Executive Committee meetings as a follow up to each public meeting
- Public Meetings
 - QKA to provide wording and/or agenda for public meetings (9/27-10/1)
 - Revise October 5th meeting to October 7th
 - Second public meeting to remain scheduled for October 26th
 - Interested in sending out online survey – possibly send prior to public meetings to help guide the meetings (google doc?)
- Board does want to approve the draft master plan – will schedule an extra/separate board meeting to help meet current schedule

Action Items

Distribution by email to attendees

Next Meeting Date: Public Meeting #1 on October 7th



QUATTROCCHI KWOK
ARCHITECTS

October 07, 2021

Public/Community Meeting Agenda

Gravenstein Union School District Master Plan

Virtual/5-6pm

Introductions

Masterplan Process Overview

Facilities Assessments

Purpose of Facilities Assessments is to evaluate the physical condition of the district's facilities and to identify physical health, fire and life safety, and accessibility issues requiring remediation.

- GUSD Facilities Assessments were presented to the Board on Sept 14th

Master Planning

A Master Plan is a planning guide for facilities work now and, in the future, rather than a short-term action plan intended to help the District set priorities for future improvements. An Implementation Plan must be adopted by the Board which balances priorities in phasing, funding, and educational goals.

- Documents (living documents that guide future funding & facilities improvements):
 - For Each School - Provide site plan options to accommodate facility conditions, growth & Ed Program needs
 - Cost estimating of proposed improvements
- Process:
 - Board approves process
 - Executive Committee of District staff & Board member(s) monitors process & provides recommendations
 - Community/ Public Meetings provide additional recommendations for Board consideration.
 - Board approval of Facilities Master Plan

MAIN OFFICE:

636 Fifth Street, Santa Rosa, CA 95404

PLEASANTON OFFICE:

600 Main Street, Suite E, Pleasanton, CA 94566

707.576.0829

A California Corporation

www.qka.com

Current Student Population and future growth

Brief overview of current student population and how district anticipates growth as well as how they plan to accommodate growth at both campuses

- Overview of current program and implementation of TK program: growth and options as well as population at each campus. Possible third site?
- Overview of some of the items that came up during our first Masterplan executive committee meeting:

Some questions for the community

- What are some observations you would like to share with us about each school?
- What programs or services would you like to see offered at each campus?
 - Is there something you've seen at another school that you think would be good to bring to these two campuses?
 - Lunch program – full serving kitchen to eventually replace warming kitchen?
- The campuses serve some programs outside of regular hours, what are those?
 - Do the spaces housing them work?
 - How can they be better?
- Do you see the campuses serving other community needs?
 - What does that look like?
 - What are the needs for these additional uses?
 - Sporting events?
 - Student store?
- What kinds of outdoor improvements would you like to see?
 - Do you see these being linked to every day teaching?
 - What sports are offered? What others would you like to see?
 - Playgrounds and play structures?
 - Types and size of shade structures?

Any additional feedback?

Next Steps:

Executive Committee/QKA debrief

Public Meeting #2 on October 26th

FW: Hillcrest Admin Meeting notes
Fri, Sep 24, 2021 at 8:17 AM

Microsoft Teams Meeting September 22 1:00 PM

This was the kick off meeting for the Hillcrest Admin building in the parking lot near the existing Special Ed Building.

Mechanical Items:

It is not ideal to have the return air grill in the conference room, return air should be directed into the main space. We will design a duct to capture the return air and divert it under the floor up through the new wall of the conference room. The thermostat will also be moved to that wall. Not discussed was if we may leave the ducting exposed in the conference room. this is the most economical solution.

Electrical Items:

Discussion to fuse fiber from existing panel in Special ed to new 24 port patch panel in Admin. This design will require the Special Ed remain, as the Admin will be reliant on the connection to that building. FACP will remain in the current location and will not be moved to the new admin. District to provide direction on conduit runs for security (by others). Phone system is currently copper wire. FA system; voice evac is required in the new building but will not need to be extended to other buildings. Lighting will need to be replaced with new LED, dimmable lighting. Fluorescent lighting to remain in restrooms as they will not be remodeled. Lighting will be required to safe dispersal area, location TBD. AV will be provided in the conference room.

Civil Items:

The storm drain system is too shallow to place the buildings at grade and still have under building drains. The floor will need to be raised and raised concrete walkways will be required. Design team to work on the layout for the ramps, stairs and landings into the new building. A 15'-0" ramp will be required. Plumbing connection is currently at the back of the building. QKA and Cntrpt to look at most cost effective solution when on site (trenching or under building manifold to change stub location.) A lift station will be required for the new restrooms. We could add a new pump and basin or just replace the pump. Although one pump may occasionally cause a maintenance issue, it was decided for economic reasons to just replace the lift station pump and use existing basin.

Interior Items:

Carpet to be replaced. Tandis rolled carpet is the District standard. Batt insulation to be provided in all new walls for soundproofing. All new walls to be tack wall, match existing tack wall. QKA and Ctrpt will review existing condition of tackwall and discuss bid options for replacing some or all of the material. Exterior doors shall be replaced with half light doors. It is assumed the exterior will be repainted.

Schedule:

The District was hopeful to start construction over Christmas break but QKA feels this is a pretty aggressive schedule and we do not think this will be able to happen. QKA to set DSA appointment next week after distributing backgrounds to consultants. Once DSA appointment is set, we can start to finetune the schedule.

**Gravenstein Union School District
Facilities Report
October 2021
Prepared by Brian Sposato**

Heat Mitigation Project Phase 1: Project is down to closeout and providing as-builts and O+M information. We had some change orders that were added to the overall scope of the project however the project is completed within the contingency (the amount set aside that takes into consideration unforeseen site conditions or changes to scope of the project). Attached is a document provided by Counterpoint explaining how each change altered the scope to the project as well as the dollar amounts. The end result is a net credit of \$34,073.18 for this phase of the project.

District Office Modular @ Hillcrest: The district team had a meeting with QKA to discuss layout of the modular in addition to constructability review in regards to various utilities, water, sewer, electrical etc. From this discussion QKA is working on drafting drawings that will be going to DSA for review. We are expecting to get DSA approval in December, and then begin construction tentatively in January. QKA and the District were hopeful for an over the counter approval for this project, but due to the necessary altering of the ceiling grid, a traditional full review is required by DSA. Counterpoint Construction Services, on our behalf sent out prequalification notices for contractors to bid the site work and remodel of the modular, so we can begin the process of selecting a contractor for this project.

District Master Plan: The district team had a meeting with QKA regarding the masterplan to discuss existing conditions of both Gravenstein and Hillcrest. Part of the process was also evaluating aspects of the previous master plan and comparing what was able to be done versus what is still outstanding or not relevant to the needs of the district. From the findings we will get cost estimates on what the improvements might cost to help to budget and prioritize needs. This is used as a starting point that factors in what needs to be remedied based on a facilities condition, age, or code compliance. QKA did a rating system from very poor to very good on existing buildings to identify physical condition, fire life safety, and accessibility.

In addition, we discussed both present and future needs and goals to meet the educational and functional needs of the district going forward.

On Thursday, October 7th was the first of two town hall meetings open to the public to provide feedback on what they see as needs for the two campus sites. We felt like we got some good input and it will be incorporated as public input when the master plan is constructed for board review in December. There will also be a survey being sent out to gain more input from staff and parents of students for feedback. This will allow us to get feedback and put into a list of considerations.

An important consideration is that the Master Plan is a living document, as we may experience shifts in needs and other educational trends that may change in the future that may be difficult to forecast from the present day. The overall goal of the master plan is to help organize needs and help phase when an improvement can or should occur based on timing and funding opportunities.

Gravenstein Union School District
Hillcrest HVAC Project
COR Review
September 27, 2021

Below you will find a summary review of the CORs for the Hillcrest Heat Mitigation Project.
(Phase 1)

PCO 01 – Additional Line Boring:

This item is an owner requested item that added additional conduits to the existing contract line boring. These added conduits and infrastructure allow the existing exterior utilities to be routed underground and provides pathways for fire alarm and clock speaker systems to be routed underground also. This item also includes spare conduits for potential future use.

Cost: \$34,042.50 (Approved)

PCO 02 – Occupancy Sensors Per RFI #4:

This item refers to the electrical engineer's response to RFI #4. The plans showed an occupancy sensor attached to the lighting system but not the fan coils. The engineer's response to the RFI requires the fan coils to be linked to occupancy sensors. This item includes the material and labor to install the occupancy sensors for all the fan coils.

Cost: \$4,761.00 (Approved)

PCO 03 – G-5 Boxes in Concrete:

This item includes the labor and material to change the existing plastic utility boxes that are in the footprint of the new concrete flatwork to concrete boxes.

Cost: \$1,298.94 (Approved)

PCO 04 – Credit for disconnects per RFI 24:

This item is a credit created from the response to RFI 24 which changed the installation of heavy duty disconnects to general duty disconnects and created a credit for labor and materials.

Credit: \$3,000.00 (Approved)

PCO 05 – HVAC Plenums per RFI 17:

This item refers to the cost associated with the response to RFI 17. The archive drawings that were used for the mechanical design were different than the existing field conditions. The field conditions required a modification and additional duct work to get the proper air flow. This PCO covers the cost of the labor and materials for the added scope of work.

Cost: \$18,661.50 (Approved)

PCO 06 – Fire Alarm Conduits and Conductors:

This is a district requested item that provides a new conduit pathway and new conductors to replace existing damaged conduit and conductors for the Fire Alarm System. The existing conduits were decaying in the ground and causing faults in the Fire Alarm System.

Cost: \$7,144.88 (Approved)

PCO 07 – Contingency Credit:

This item refers to a credit for the contingency amount that was carried on the project. The contingency is meant to help cover the cost of additions project costs due to unforeseen events.

Credit: \$96,982.00 (Approved)

Total Cost of Approved Changes above : **\$ 65,908.82**

Total Credits: **\$ 99,982.00**

Net Credit **\$ (34,073.18)**

Recommendation:

Approve Change Order #1 for a credit of \$34,073.18

Sincerely,

COUNTERPOINT CONSTRUCTION SERVICES, INC.

Scott Baer

Project Manager



GRAVENSTEIN UNION SCHOOL DISTRICT CBO Report: October 12th Regular Board Meeting

- Approval of the 2021-22 Adopted Budget by the County Office of Education on September 15, 2021
- Final submission of Unaudited Audited to the County Office of Education
- Working with our Auditors to begin the review process of the District's year end close process
- CARES Federal COVID Allocation Reporting for Q3 submitted. Amounts remaining:
 - Coronavirus Relief Fund (CRF): \$0
 - Elementary and Secondary School Emergency Relief I (ESSER I): \$0
 - Elementary and Secondary School Emergency Relief II (ESSER II): \$29,682 (currently encumbered)
 - Elementary and Secondary School Emergency Relief III (ESSER III): \$0
 - Elementary and Secondary School Emergency Relief III (ESSER III) – Learning Loss Mitigation: \$63,048 (Currently encumbered)
 - Governor's Emergency Education Relief I (GEER I): \$15,575
- Open Enrollment for benefits for Classified and Certificated staff with FTE over .5 concluded
- Currently working to hire for three open positions; Nutritional Services Lead, Instructional Assistant at the Hillcr and Daycare Associate
- Begin working on budget clean up in preparation for 2021-22 1st Interim.



SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority
serving school and college
districts throughout the
state.*

5350 Skylane Boulevard
Santa Rosa, CA 95403

Tel: (707) 524-2690
Fax: (707) 578-0517
santarosa@sclscal.org
www.sclscal.org

General Counsel
Carl D. Corbin

Attorneys
Jennifer Henry
Nancy L. Klein
Damara L. Moore
Jennifer E. Nix
Steven P. Reiner
Kaitlyn A. Schwendeman
Leah M. Smith
Loren W. Soukup
Erin E. Stagg

Of Counsel
Robert J. Henry
Frank Zotter, Jr.

LEGAL UPDATE

October 5, 2021

To: Superintendents, Member School Districts (K-12)
From: Kaitlyn Schwendeman, Assistant General Counsel *KAS*
Subject: Governor Newsom Announces COVID-19 Vaccine Mandate
Memo No. 31-2021

On Friday, October 1, 2021, Governor Newsom announced that all staff and students in California schools¹ will be required to receive a vaccine protecting against COVID-19. A copy of the announcement can be [accessed here](#). The requirement will be clarified in the coming months by regulations promulgated by the California Department of Public Health (“CDPH”).

Students

The Governor announced that all students attending in-person instruction will be required to obtain the COVID-19 vaccine, adding COVID-19 vaccine to the list of other mandatory vaccinations.

Once the U.S. Food and Drug Administration (“FDA”) gives full approval to a COVID-19 vaccination for individuals younger than 18 years old, the requirement for vaccination will go into effect the following legislative term (January 1 or July 1).

The Governor announced that the requirement will apply to students in two grade spans - 7-12 and K-6 - based on when FDA approval for the corresponding age is received. Students who are not age-eligible for vaccination but are within the grade span will be required to be vaccinated within a reasonable amount of time once they attain the applicable age. The State currently anticipates the requirement would apply to grades 7-12 starting July 1, 2022, subject to action by the FDA.

Vaccination will be a requirement for in-person instruction for those students in the applicable range. Students who are enrolled in independent study will not be required to be vaccinated, but may not return to in-person instruction until vaccinated as required.

Employees

¹ The mandate will apply to students in “any private or public elementary or secondary school.” Health and Welfare Code § 120335, sub. (b).



All K-12 school employees will be required to be vaccinated against COVID-19. Staff members will be required to be vaccinated “no later than when the first phase of the student requirement becomes effective.”

Once the requirement is in effect, there will no longer be an option for employees to forego vaccination by testing.

Exemptions to Requirement

The announcement noted that Health and Safety Code Section 120335 allows CDPH to add to the list of required immunizations for school admission. However, Health and Safety Code Section 120338 provides that if CDPH expands the list of required immunizations they must permit exemptions “for both medical reasons and personal beliefs.” The scope of these exemptions will be addressed through the rulemaking process by CDPH. We recommend that schools work with legal counsel to address any questions related to requests for exemption from students or staff.

Local Control

The Governor underscored that the purpose of this mandate was to set a minimum requirement for the State. He encouraged local counties and schools to “move forward with their own vaccine requirements,” similar to other districts that have already adopted vaccination mandates.

Please contact our office with questions regarding this Legal Update or any other legal matter.

The information in this Legal Update is provided as a summary of law and is not intended as legal advice. Application of the law may vary depending on the particular facts and circumstances at issue. We, therefore, recommend that you consult legal counsel to advise you on how the law applies to your specific situation.

© 2021 School and College Legal Services of California

All rights reserved. However, SCLS grants permission to any current SCLS client to use, reproduce, and distribute this Legal Update in its entirety for the client’s own non-commercial purposes.



Sonoma County

Office of Education

5340 Skyline Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 | scoe.org

September 15, 2021

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

RE: 2021-2022 Local Control Accountability Plan (LCAP)

Dear Dave:

We appreciate and acknowledge the significant effort of your community, staff, and school board in developing your district's LCAP during this especially trying year. The Local Control Funding Formula (LCFF) is a substantial reform of California school funding, drawing a focus on student achievement, particularly for our most at-risk students. The Local Control Accountability Plan (LCAP) is a comprehensive planning tool in which our communities address the instructional needs of all students and additional services for children in poverty, English learners, and foster youth.

The fiscal oversight responsibilities of the county office are combined with COE review and approval of the district's goals, actions, and services within the Board approved LCAP (Education Code 52070). Per state requirements, the district's LCAP is reviewed on three criteria for the 2020-21 school year:


1. Adherence to the State Board of Education Template
2. Sufficient Expenditures in Budget to Implement the LCAP
3. Adherence to State Board of Education Expenditure Regulations


After a comprehensive review it was determined that your district's 2020-21 LCAP **meets all of the above criteria** as outlined in Education Code Section 52070. You will be notified by September 15, 2021 regarding the approval status of your district's budget.

The Sonoma County Superintendent of Schools strives to be a partner and a resource to you and your staff as you exercise this expanded local control over your educational programs and the resources provided to finance them.

Please feel free to contact us if you have questions.

Sincerely,


Mary Downey
Deputy Superintendent, Business Services
(707) 524-2631 | mdowney@scoe.org


Jennie Snyder, Ed.D.
Deputy Superintendent, Instructional Services
(707) 524-2786 | jsnyder@scoe.org

September 15, 2021

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

Dear Mr. Rose,

In accordance with Education Code Section 42127, the Sonoma County Superintendent of Schools (County) has reviewed the Gravenstein Union School District's (District) 2021-22 Adopted Budget to determine if it complies with the Criteria and Standards for financial stability and allows the District to meet its financial obligations for the budget and two subsequent years.

The District's Adopted Budget has been analyzed in the context of the May Revision to the Governor's budget proposal for the 2021-22 year, as well as the 2021-22 Adopted State Budget and related trailer bills that were approved subsequent to the District's budget adoption, along with the County's approval of the District's 2021-22 Local Control and Accountability Plan (LCAP). Based on our analysis, the County Office has concluded the District has met the necessary requirements and therefore **approves** the District's budget as adopted by the District Board of Trustees (Board).

Adopted Budget

As adopted by the District's Governing Board, the 2021-22 budget reflects an ending fund balance in the General Fund, which includes the District and its conversion charter schools, of \$4,167,340; comprised of \$3,110,687 in unrestricted fund balance and \$1,056,653 in restricted fund balance. The minimum state reserve level of 4% for a district of your size has been met. In 2021-22, the General Fund reports unrestricted deficit spending of -\$1,706,787. Even though the District meets minimum reserve requirements, the County Office remains concerned about ongoing deficit spending. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

The District is projecting an unrestricted ending fund balance of \$1,464,749 in 2022-23 with unrestricted deficit spending of -\$1,645,938 and \$661,396 in 2023-24 with unrestricted deficit spending of -\$803,353. The minimum state reserve reported as met in both years.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2021-22 fiscal year are not settled. Because these costs make up the largest portion of the District's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the

District. We caution the District to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the District takes any action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the District to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

Summary

Our Office appreciates the preparation and timely submittal of your Adopted Budget report. A technical review will be communicated to the business office. The First Interim Report is due to our office no later than December 15, 2021. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

Sarah Lampenfeld

Sarah Lampenfeld
Director, External Fiscal Services

C:

Katie Anderson, District Chief Business Official
Steven D. Herrington, PhD., County Superintendent of Schools
Mary Downey, SCOE Deputy Superintendent, Business Services
Heather Rantala, SCOE District Fiscal Management Advisor

2021-22 Annual Standard Reminders ~ All Districts

Collective Bargaining Disclosure

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

Submission of Studies, Reports, Evaluations and/or Audits

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

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



SB740

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

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

Requirements for Debt Management Policy and Practices

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

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

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

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

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

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

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

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

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

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

Reporting Requirements for Proposed Debt Issuances

AB 2274 amended Government Code Section 8855 and is effective January 1, 2015. It requires LEAs to notify the California Debt Investment Advisory Commission (CDIAC) of **any proposed debt issuance**, which would include refinancing and other secondary issuances. In addition, the bill established reporting timeframes. No later than 30 days *prior to the sale* of any debt issue, the issuer shall submit a report of the proposed issuance to CDIAC. Not later than 21 days *after the sale* of the debt, the issuer shall submit a report of final sale to CDIAC. Instructions to all of

the requirements that CDIAC needs depending on the type of debt transaction and applicable reporting forms are available at: <http://www.treasurer.ca.gov/cdiac/reporting.asp>

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

Reporting Requirements for Non-Voter-Approved Debt

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

Additional Standard Reminders for School Districts with Qualified or Negative Certifications

Debt Issuance

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

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

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

Collective Bargaining

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

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

ReqPay12d

Board Report

Checks Dated 09/01/2021 through 09/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1853791	09/03/2021	Haas, Elsbeth B	03-4310	Reimb.Class Account Supplies		142.50
1853792	09/03/2021	Johnson, Heather L	04-4310	Reimb.Class Supplies		123.58
1853793	09/03/2021	Byrne, Kathleen N	03-4310	Reimb. Garden Grant		31.44
1853794	09/03/2021	Accelerated Learning Inc.	04-4110	STEMscopes (Accelerated learning)		5,781.87
1853795	09/03/2021	Clover-Stometta Farms Inc.	13-4700	Milk Purchases 2021-22		411.75
1853796	09/03/2021	Coggins Fence and Supply Inc.	40-6200	Fence Removeal at Fitch Mountain		2,000.00
1853797	09/03/2021	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2021-22	1.60	
			03-5862	Fingerprinting for staff 2021-22	19.20	
			04-5862	Fingerprinting for staff 2021-22	11.20	32.00
1853798	09/03/2021	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		516.00
1853799	09/03/2021	Ray Morgan Company	01-4359	Staples for Copiers	21.84	
			03-4359	Staples for Copiers	251.75	273.59
1853800	09/03/2021	Sonoma County Office Of Ed.	01-4351	Paper Order for District	260.46	
			03-4351	Paper Order for District	3,125.50	
			04-4351	Paper Order for District	1,823.23	5,209.19
1853801	09/03/2021	Perez-Atwell, Eva A	13-4700	Mileage Reimbursement-Clover		17.47
1853802	09/03/2021	Counterpoint Construction Services, Inc.	40-5830	Admin Portable		1,372.50
1853803	09/03/2021	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2021-22	2.78	
			03-5520	Light Poles at Grav Elem 2021-22	32.04	34.82
1853804	09/03/2021	Ray Morgan Company	01-5633	Copier Contract Charges 2021-22		315.70
1853805	09/03/2021	Teachers' Curriculum Institute	04-4310	HA! 6-8 Gr.Subscription Online 2021-22		1,238.00
1853806	09/03/2021	Verizon	01-4440	Verizon	4.43	
			03-4440	Verizon	52.27	
			04-4440	Verizon	30.48	87.18
1853807	09/03/2021	U.S. Bank Corporate Payment	01-4310	Class Supplies- District	281.32	
			01-4350	Toner-Dist. Office	23.85	
			01-4440	Workstation Items-CBO Katie	5.42	
			01-5202	Webinar- School Services	25.25	
			03-4310	Class Supplies	22.78	
				Class Supplies -Kinder	409.89	
				Class Supplies- Crandall	232.38	
				Class Supplies- District	222.59	
				Class Supplies-1st	868.87	
			03-4350	Toner-Dist. Office	286.15	
			03-4390	California School Nurse Organization	97.65	
			03-4440	Cables for New Computers	86.75	
				Workstation Supplies-CBO Katie	65.08	

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 09/01/2021 through 09/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1853807	09/03/2021	U.S. Bank Corporate Payment	03-5202	Webinar- School Services	303.00	
			04-4310	Class Account-John	145.39	
				Class Supplies- District	695.01	
				Class supplies-Cole	344.31	
				Microphone Covers	8.67	
				STRM Supplies	211.52	
				Supplies- J Collins	958.94	
				Tripods- McDowell	247.32	
			04-4350	Toner-Dist. Office	166.92	
			04-4440	Computer Supplies-CBO Katie	37.96	
			04-5202	School Services Of CA-Anderson	176.75	5,923.77
1853808	09/03/2021	Cole, David M	04-4310	Reimb.GPA Class Supplies		222.39
1853809	09/03/2021	Benz, Lisa	04-4370	Reimb.Covid Test		262.69
1853810	09/03/2021	Hurtado, Patricia	01-4370	Reimb. Face Coverings	2.17	
			03-4370	Reimb. Face Coverings	25.94	
			04-4370	Reimb. Face Coverings	15.13	43.24
1853811	09/03/2021	Fishman Supply Company	04-4400	Auto Scrubber for HMS		8,454.22
1853812	09/03/2021	E3 Diagnostics Accounts Receivable	01-5830	Annual Calibration of Audiometer 2021-22	7.96	
			03-5830	Annual Calibration of Audiometer 2021-22	95.58	
			04-5830	Annual Calibration of Audiometer 2021-22	46.46	150.00
1853813	09/03/2021	Jack Schreder & Associates, In c.	40-5830	School Facilities Program 2021-22		647.50
1853814	09/03/2021	Office Depot	03-4310	Class Supplies- Team 2	149.60	
				Class Supplies- Team 4	82.24-	
				Class Supplies- Team K	48.56	
				Ergo Desk Chair- Gloekner	433.99	
				Learning Lab -Class Supplies-Oakley	16.30	566.21
1853815	09/03/2021	Peripole Inc.	03-4310	Recorders for Music Class 2021-22	516.57	
				Unpaid Tax	2.20-	514.37
1853816	09/03/2021	School Nurse Supply, Inc	04-4390	School Nurse Supplies- Hillcrest-Parks		192.28
1854351	09/08/2021	Howorth, Karen A	12-4390	Reimb. Fuse Beads		32.14
1854352	09/08/2021	Hawkins, Kim I	03-4310	Reimb. Laminating Poster		32.68
1854353	09/08/2021	American Storage LLC	01-5830	Storage Container for Gravenstein USD	12.00	
			03-5830	Storage Container for Gravenstein USD	138.00	150.00
1854354	09/08/2021	Carolyn Bischof	01-5830	Contractor Providing Training for CBO	16.25	
			03-5830	Contractor Providing Training for CBO	195.00	
			04-5830	Contractor Providing Training for CBO	113.75	325.00
1854355	09/08/2021	BrainPOP LLC	01-4340	BrainPOP for Gravenstein	331.70	

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.

ReqPay12d

Board Report

Checks Dated 09/01/2021 through 09/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1854355	09/08/2021	BrainPOP LLC	03-4340	BrainPOP for Gravenstein	3,814.55	4,146.25
1854356	09/08/2021	Castino Restaurant & Supply	13-4400	Cafeteria Supplies HMS		698.25
1854357	09/08/2021	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		398.25
1854358	09/08/2021	Bear Communications Inc.	01-4400	Walkie Talkie System for Grav and HMS School	255.20	
			03-4400	Walkie Talkie System for Grav and HMS School	1,786.43	
			04-4400	Walkie Talkie System for Grav and HMS School	510.41	2,552.04
1854359	09/08/2021	MCI Comm Service	12-5911	Daycare Phone Line for 2021-2022		14.98
1854360	09/08/2021	Office Depot	01-4310	School Supplies-Sposato/ Martinez	26.23	
				Speech Class Supplies	19.07	
			01-4350	School Secretary Supplies- Grav	18.43	
			03-4310	School Supplies-Sposato/ Martinez	338.86	
				Speech Class Supplies	228.85	
			03-4350	School Secretary Supplies- Grav	212.00	
			04-4310	Speech Class Supplies	133.49	976.93
1854361	09/08/2021	Pacific Gas & Electric	01-5520	Electric and Gas for 2021-22 @ Gravenstein	132.81	
			03-5520	Electric and Gas for 2021-22 @ Gravenstein	752.62	
			04-5520	Electric and Gas for 2021-22 @ Hillcrest	709.12	1,594.55
1854834	09/10/2021	Howorth, Karen A	12-4390	Reimb. BTB Craft		32.14
1854835	09/10/2021	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		310.50
1854836	09/10/2021	Counterpoint Construction Services, Inc.	40-5830	Admin Portable	2,525.00	
			40-6200	Facilities Project Management Services Hillcrest Temperature Mitigation	670.00	
					10,668.00	13,863.00
1854837	09/10/2021	Document Tracking Services	01-5830	License for LEA templates 2021-2024	29.75	
			03-5830	License for LEA templates 2021-2024	357.00	
			04-5830	License for LEA templates 2021-2024	208.25	595.00
1854838	09/10/2021	Quattrocchi Kwok Architects	40-6210	Architectural Services-HMS Heat Mitigation Project	6,790.04	
				Master Planning Services #1891.01	35,720.41	
			40-6215	Architectural Services-HMS Heat Mitigation Project	516.03	
				Master Planning Services #1891.01	808.29	43,834.77
1854839	09/10/2021	Seesaw Learning, Inc.	01-4310	SeeSaw License TK-2 8/2021-7/2022	68.75	
			03-4310	SeeSaw License TK-2 8/2021-7/2022	1,306.25	1,375.00

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

ESCAPE ONLINE

Page 3 of 7



Gravenstein Union School District
September Payroll Report
October 2021 Regular Board Meeting

Certificated Salary & Benefits

Regular Payroll	\$ 415,131.82
Supplemental Payroll	\$ 10,234.29

Certificated Salary & Benefits

Regular Payroll	\$ 141,414.57
Supplemental Payroll	\$ 12,719.80

Total July Salary & Benefits

\$ 579,500.48

Board of Education

Regular Meeting Minutes

DATE: Tuesday, September 14, 2021
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

Gregory Appling, President
Alexander Kahn, Trustee
Jennifer Koelemeijer, Clerk
Patrick Lei, Trustee
Jeri McNeill, Trustee

I. CALL TO ORDER AT 5:00 PM

Meeting called to order at 5:02pm with all board members in attendance.

II. ADOPTION AND APPROVAL OF THE AGENDA Approval of the agenda for September 14, 2021 (2 min.)

Action taken/comments:

Table Item Action Items C & J

Motion ___ JK ___ Second ___ AK ___

Vote: GA: ___ A ___ PL: ___ A ___ JK: ___ A ___ AK: ___ A ___ JM: ___ Abstain ___

III. REPORTS, AND ORAL COMMUNICATIONS A. (p. 1) Gravenstein Principal (10 min.)

The Principal report is in the Board Packet.

JM - Next door is talking positively about the traffic at Gravenstein and the changes that Keri has been working on.

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

The Principal report is in the Board Packet.

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

Expresses appreciation on behalf of the staff for the air conditioning units. GUTA climate resolution - we got it passed by vote. We are now officially joining the efforts to combat climate change.

D. District Site Council (0 min.)

Currently recruiting parents and staff. Will have a meeting in late September/early October.

E. (p. 6) Gravenstein Parent Association, GPA (5 min.)

Wanted to apologize for not having updated financials, they are working with their new accounting person.

DR - they are transferring to a new accountant, they have funded the masks for band, all the class accounts for the teachers and zero period PE at Hillcrest.

1. Minutes from June 15, 2021
2. Agenda from August 12, 2021

F. Trustee Reports (10 min.)

JM - attended the last GPA meeting and will continue to try and attend them.

No other reports.

1. Meeting Format

WD - reached out to Loud and Clear about getting ready for Board Meetings. Materials have been ordered, but some things are back ordered because of COVID. McDowell and Deeths have been looking into a lot of different formats for meetings in future. For now, Zoom seems to be the best option.

JK - wanted to know if we would be able to get the recordings out to the public and the answer was yes.

G. Racial Justice Committee (5min.)

WD - Thanks board for funding this project. Working with different stakeholders in our district to find people for the focus groups.

Vy Le-Morse (VLM) - who is on the focus group?

WD - we have staff members from both campuses working on the list. If you have people you think should be a part of the group please reach out with those names.

VLM - will there be language translation and what is the timeline?

WD - yes there will be translation and we are currently working towards mid-October.

H. Master Plan Committee (5 min.)

Facilities Assessment has been completed.

- 1. Facilities Assessment (available on GUSD website)**
- I. (p. 9) Facilities Report (5 min.)**

Brian's report is in the packet.

- J. CBO Report (5 min.)**

Katie Anderson (KA) - Will give her report later in the meeting.

- K. Superintendent Report/District Correspondence (15 min.)**

Thanks everyone for following the COVID protocols so that we are having 0 positive COVID counts.

- 1. Questions from the August Board Meeting**

None

- 2. Independent Study Program Update**

20 students, 7 at middle school level, 13 TK-5.

- 3. Final LCAP Approval**

GUSD received the final LCAP approval from SCOE

- 4. (p. 12) MTSS Grants**

We are getting about \$27,000 per site to help with clerical support

Not on the agenda...to this point we are roughly 20 days into the school year and the Mental Health staff have had 130 student contacts so far.

IV. PUBLIC COMMENT (15 min.)

At this time the public may address the Board on any item not listed on the agenda.

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

Peter Kostas - from SCOE - So happy to hear reports from both principals. Wants to acknowledge all the staff for what we put together last year for all our students and this year as well. Pretty incredible that you have had 0 positive tests. Hopes that some of us will be able to attend the RoundTable on Oct. 26th. Some people are expressing some concern about all the paperwork around Independent Study.

V. CONSENT AGENDA (2 min.)

ACTION ITEM

- A. (p. 14) Warrants**
- B. (p. 20) Payroll**
- C. (p. 21) Minutes from the Regular Board Meeting of August 10, 2021**

D. (p. 29) Position Descriptions for Instructional Aide, Library Aide, Noon/Yard Duty Aide, Daycare Aide, School Office Clerk, Custodian, Daycare Director, Lead Custodian, and Account Clerk

Action taken/comments:

Motion ___JM___ Second ___JK___

Vote: GA: ___A___ PL: ___A___ JK: ___A___ AK: ___A___ JM: ___A___

VI. GENERAL ACTION ITEMS

A. 2020/2021 Unaudited Actuals (2 min.) (This document is posted on the GUSD website, and available at the GUSD District Office for review.)

Situation: Preparation, review, and submission of our Unaudited Actuals is the fourth step in a five step process of our annual budget process. The Unaudited Actuals are an annual statement reporting our financial activities for 20/21, however the data has not yet been formally audited. This foundational report, following Board approval, is submitted to the county superintendent for review and then submitted to the state superintendent of public instruction. This report then becomes the basis of the annual audit review.

Plan: To complete step four of the annual budget process by providing the Unaudited Actuals to the required agencies.

Recommended motion: For the Board to approve the 2020/2021 Unaudited Actuals.

KA - lots of great news in closing and some key points to highlight. The report is available on the website and here in the board packet.

Prepared a slide presentation.

The bad news - we ended with some deficit spending around \$500,000, but we expected to end with over \$3 million in deficit spending.

The good news is that we ended with basic aid supplemental 2.1 million dollars. We will no longer receive basic aid supplemental funds from any students that reside in Sebastopol Union School District.

GA - asked for slide two and three to be included in their packet. Asked for clarification of how the Sebastopol Union District students would affect our ADA.

KA - 49.23 ADA Units come from Sebastopol Union School students enrolled at Gravenstein.

JK asked to go back to deficit spending slide 6...looks to me like we are projecting deficit spending as we have always done. In the past though we have been able to make it up, but this year we didn't. Will this be ongoing?

KA - does not feel that this will be the case going forward. She did highlight some of the areas that caused the deficit this year.

JK how much would you say we have ongoing

KA we have a significant cost associated with Enrichment and facilities

JK do you have a sense of how much that would be going forward

KA we do not have that number yet.

GA - if we did not move the 1.7 million to fund 40 we would not have a deficit spending this year would we?

KA - correct.

JK - would be helpful going into the Master Plan meeting if we had a sense of what the programmatic part is causing the deficit spending.

KA - the two biggest parts would be Enrichment for all and the Facilities projects.

GA - if we were not doing the facilities projects we would not be deficit spending correct?

KA - yes

Motion _____ JK _____ Second _____ PL _____

Vote: GA: A PL: A JK: A AK: A JM: A

B. (p. 49) Resolution #210914-1, The Gann Limit (5 min.)

Situation: The fundamental purpose of the Gann Limit is to limit the spending of state and local agencies, including school districts. The limit for an agency, intended to be capped at per person expenditure levels from 1978/1979 (adjusted for inflation), is arrived at after a series of complex calculations involving the use of many factors.

Plan: To establish a revised Gann Limit for the 2020/2021 school year and to adopt a Gann Limit for the 2021/2022 school year.

Recommended motion: For the Board to approve Resolution #210914-1.

Action taken/comments

Motion _____ PL _____ Second _____ JM _____

Vote: GA: A PL: A JK: A AK: A JM: A

C. (p. 53) Expanded Learning Opportunities Program (10 min.)

Situation: Different from the Expanded Learning Opportunities Grant that the Board approved last May, The California Department of Education is accepting Board-approved plans for a new round of available funding. The funding available for GUSD is \$172,988. An acceptable use for this funding is to provide Beyond the Bell services for Title I students at no cost.

Plan: Pending Board approval, staff will make this opportunity available to all families pending verification of household income. In addition to providing a resource to our families with need, this information will help ensure that GUSD has an updated count of unduplicated students to ensure accurate Supplemental Basic Aid funding through the LCFF.

Recommended Motion: That the Board approve the GUSD Expanded Learning Opportunities Program.

Action taken/comments

Tabled

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

D. (p. 55) Memorandum of Understanding Between GUSD and Gravenstein Union Teachers' Association (GUTA) Regarding the COVID-19 Pandemic and School Opening for the 2021-2022 School Year (5 min.)

Situation: Due to state and county health officials mandates and guidance regarding safe and healthy school environments, an MOU is necessary to outline the details of the agreed upon working conditions for GUSD teachers. This MOU incorporates the work of staff and the members of the negotiating teams to set a plan for health and safety measures to be implemented for the coming school year and defines the working conditions for teachers as they provide instruction for GUSD students to open the 2021/2022 school year.

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

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

Motion JK Second PL

Vote: GA: A PL: A JK: A AK: A JM: A

E. (p. 57) Memorandum of Understanding Between GUSD and Gravenstein Union Classified Employees' (GUCE) Association Regarding the COVID-19 Pandemic and School Opening for the 2021-2022 School Year (5 min.)

Situation: Due to state and county health officials mandates and guidance regarding safe and healthy school environments, an MOU is necessary to outline the details of the agreed upon working conditions for GUSD classified staff. This MOU incorporates the work of staff and the members of the negotiating teams to set a plan for health and safety measures to be implemented for the coming school year and defines the working conditions for classified staff as they support instruction for GUSD students to open the 2021/2022 school year.

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

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

Motion JK Second AK

Vote: GA: A PL: A JK: A AK: A JM: A

F. (p. 59) Human Resources Clerk and District Secretary Position Descriptions, Classified Salary Schedule Adjustments (5 min.)

Situation: Position descriptions for Human Resources Clerk (0.75 FTE position at this time) and District Secretary (0.25 FTE) for GUSD do not currently exist. Staff has drafted position descriptions for Board consideration. Unique to our current staffing needs, we have temporarily combined the duties of these positions to one document. Both of these positions currently exist and are part of the planned staffing allocations for the 2021/22 school year. The GUSD Classified Confidential Salary schedule will be adjusted to reflect the addition of the Human Resources Clerk position as well as extending the schedule for all Classified Confidential position to mirror the Classified Salary Schedule (20 steps, 2.45% increments), and the proposed schedule also contains a monthly stipend for translation services for bilingual employees that perform translations for the district.

Plan: To use these position descriptions to inform staff in these positions of their expected duties and a basis for annual evaluations of the staff in these positions. The proposed salary schedule adjustments do not affect current rates of pay for planned budget allocations for the 21/22 school year. The demands for the Human Resources Clerk/District Secretary have expanded and will require a 260 day schedule, an increase from the current 193 day schedule, resulting in an additional General Fund expense of approximately \$14,200. The addition of the stipend for translation services creates an additional General Fund expense of \$600.00 per year.

Recommended motion: For the Board to approve the position descriptions, revised salary schedule, the increased work calendar for HR Clerk/District Secretary, and the translation stipend..

Action taken/comments

Motion _____ PL _____ Second _____ JM _____

Vote: GA: A PL: A JK: A AK: A JM: A

G. (p. 64) Director of Maintenance and Operations Position Description and Salary Schedule (5 min.)

Situation: A position description for Director of Maintenance and Operations (1.0 FTE position at this time) for GUSD does not currently exist. Currently, the Head of Maintenance position is on the GUSD hourly salary schedule. As this position is being upgraded to Director of Maintenance and Operations with a newly proposed position description, it is being added to the management salary schedule. A stipend for this position related to Construction Management is also on the proposed schedule.

Plan: To use this position description to inform the person in this position of their expected duties and as a basis for annual evaluation of the person in this position. Staff has added a new row to the existing Management Salary Schedule with incremental steps that match the other district management positions for Board consideration. The proposed salary range represents an increase of approximately \$15,000 over the planned budget allocation for the 21/22 school year).

Recommended motion: For the Board to approve the position description and updated Management Salary Schedule.

Action taken/comments

Motion _____ JK _____ Second _____ JM _____

Vote: GA: A PL: A JK: A AK: A JM: A

H. (p. 67) Nutritional Services Lead Position Description and Salary Schedule (5 min.)

Situation: A position description for the lead Food Services staff person (1.0 FTE position at this time) for GUSD does not currently exist. Staff has drafted a position description and added a column on the GUSD Classified Salary Schedule for the Nutritional Services Lead for Board consideration. In August of 2019, GUSD served 1,100 lunches (13 days, 85 lunches/day). Staff is recommending the increased compensation for this position to manage our expanded Food Service Program. In August of 2021, lunch service has increased to a total of 1,600 lunches (10 days, 160 lunches/day) almost a 100% increase. In addition, GUSD is now serving breakfast and

snack: 667 breakfasts and 694 snacks were served during the 10 days of August, an average of 296 servings per day total.

Plan: To use this position description to inform the person in this position of their expected duties and as a basis for annual evaluation of the person in this position. The proposed salary schedule column addition represents a 14% increase over the planned budget allocation for the 21/22 school year (approximately \$7000).

Recommended motion: For the Board to approve the position description and salary schedule addition.

Action taken/comments

Motion _____ AK _____ Second _____ JK _____

Vote: GA: A PL: A JK: A AK: A JM: A

I. (p. 71) Nutritional Services Associate Position Description, Salary Schedule, and FTE Increase (5 min.)

Situation: A position description for the Food Services staff person (0.5 FTE position at this time) for GUSD does not currently exist, and this position is not included on the GUSD Classified Salary Schedule. Staff has drafted a position description and added this position to an existing column on the GUSD Classified Salary Schedule for Nutritional Services Associate for Board consideration. Staff is recommending an addition of 0.2 FTE (approximately 1 hour and 40 minutes daily) to this position to help manage the increase in student meals being served. In August of 2019, GUSD served 1,100 lunches (13 days, 85 lunches/day). In August of 2021, lunch service has increased to a total of 1,600 lunches (10 days, 160 lunches/day) almost a 100% increase. In addition, GUSD is now serving breakfast and snack, 667 breakfasts and 694 snacks were served during the 10 days of August, an average of 296 servings per day total.

Plan: To use this position description to inform the person in this position of their expected duties and as a basis for annual evaluation of the person in this position. The proposed salary schedule addition does not affect the current rate of pay for planned budget allocations for the 21/22 school year. The increase in FTE to support the additional meal and snack servings will result in an additional cost of approximately \$2,900 annually.

Recommended motion: For the Board to approve the position description, salary schedule and 0.2 FTE increase.

Action taken/comments

Motion _____ JK _____ Second _____ JM _____

Vote: GA: A PL: A JK: A AK: A JM: A

J. (p. 75) Board Bylaw 9121

Situation: GUSD took action to amend Board Bylaw 9121, in October of 2020, that excluded the Board President from participating in labor negotiations. The unintended consequence of that amendment is that if the current Board President also happens to be an experienced negotiator or whose expertise would benefit the district during labor negotiations, the district would not be allowed to benefit from that person's participation in the process.

Plan: GUSD administration consulted with John Laughlin, Associate Superintendent of Human Resources for the Sonoma County Office of Education on this issue. He shared with us that the district could cite the unintended consequences of the amendment made and in fairness to all Board Members the district could remove the limiting language. In order to remedy this situation and allow GUSD to utilize all resources available during such an important process, the Board could remove this restriction from BB 9121.

Recommended motion: To remove the sentence "The Board Member elected to the role of Board President shall be excluded from any labor negotiations representing the Board during their tenure as President" from BB 9121.

Action taken/comments:

Tabled

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

K. Board Retreat

Situation: The Board is planning to schedule a retreat to review district goals, revenue resources and allocation, and administrator evaluations.

Plan: GUSD staff will provide the Board with current district/LCAP goals and progress updates, budget information, as well as drafts of current administrator evaluation tools for their consideration.

Recommended motion: None at this time.

Action taken/comments

Discussion about date and time of retreat.

Meeting is set for Oct. 5th at 6pm.

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

6:55 pm meeting is adjourned.

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

1.0 Student Discipline

2.0 Pending litigation

3.0 Administrator Performance Updates

4.0 Conference with Negotiations team:

a) GUTA/GUCE negotiations update

IX. RECONVENE TO OPEN SESSION

X. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION

(2 min.)

Action taken/comments

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

XI. FUTURE BOARD MEETINGS

A. October 12, 2021 at 5pm

B. November 9, 2021 at 5pm

C. December 14, 2021 at 5pm

XII. ADJOURNMENT

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

**GRAVENSTEIN UNION SCHOOL DISTRICT
RESOLUTION #211012-1
TEXTBOOK AND INSTRUCTIONAL MATERIALS SUFFICIENCY
FOR GUSD
FOR THE 2021-22 SCHOOL YEAR:**

Whereas, the governing board of Gravenstein School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on October 12, 2021 at 5:00 p.m. o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

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

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

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

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

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

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

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

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

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

- Health - Teen Health (6-8)

Therefore, it is resolved that for the 2021-22 school year, the Gravenstein Union School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted by the Governing Board of the Gravenstein Union School District on October 12, 2021 by the following vote:

Ayes:

Noes:

Absent:

Date:

Gregory Appling
President, Board of Trustee

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

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

Date: October 12, 2021

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

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

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

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

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

September 23, 2021



Williams Settlement Quarterly Uniform Complaint Report - July 1, 2021 - September 30, 2021

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

 drose@grav.k12.ca.us (not shared) [Switch account](#)

 Draft saved

* Required

Name of District *

Gravenstein Union

Name and Title of Person Reporting *

David Rose

Phone Number *

7078237008

Email Address *

drose@grav.k12.ca.us

INSTRUCTIONAL MATERIALS *

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

INSTRUCTIONAL MATERIALS *

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

TEACHER VACANCY AND/OR MISASSIGNMENT *

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

FACILITIES *

There were 0 complaints received during this quarter

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

CAHSEE Intensive Instruction and Services *

There were 0 complaints received during this quarter

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

INSTRUCTIONAL MATERIALS

Complaint Details

n/a

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

n/a

FACILITIES

Complaint Details

Teacher concerns regarding classroom temperatures exceeding 80 degrees. GUSD maintenance will work with individual teachers for short term solutions, and is adding this concern to our current Heat Mitigation Project at our other school to determine long term solution options.

CAHSEE Intensive Instruction and Services

Complaint Details

n/a

Submit

Clear form

Never submit passwords through Google Forms.

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

Google Forms

