

**GRAVENSTEIN UNION SCHOOL DISTRICT**

3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**Board of Education**  
**Special Meeting Agenda - [Zoom Link](#)**

DATE: Wednesday, May 26, 2021  
TIME: 5:00 PM  
LOCATION: Gravenstein Elementary, Multipurpose Room

**I. CALL TO ORDER**

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

**II. ADOPTION OF THE AGENDA**

**Approval of the agenda for May 26, 2021 (2 min.)**

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_

Vote: GA: \_\_\_\_\_ PL: \_\_\_\_\_ JK: \_\_\_\_\_ AK: \_\_\_\_\_ JM: \_\_\_\_\_

**III. PUBLIC COMMENTS**

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

**IV. GENERAL ACTION ITEMS**

**A. (p.1) Extended Learning Opportunities (ELO) Grant Plan (5 min.)**

**Situation:** The California Department of Education is accepting applications for ELO programs, due by June 1, 2021. Based upon the recently compiled academic data, GUSD staff has developed a plan for ELOs for GUSD students.

**Plan:** Pending Board approval, staff will begin recruiting personnel to implement the ELO programs contained in the GUSD application.

**Recommended Motion:** That the Board approve the GUSD Extended Learning Opportunities Plan.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_

Vote: GA: \_\_\_\_\_ PL: \_\_\_\_\_ JK: \_\_\_\_\_ AK: \_\_\_\_\_ JM: \_\_\_\_\_

**B. (p.19) Chief Business Official Vacancy (CBO) (5 min)**

**Situation:** Given the pending resignation of our current CBO, GUSD has posted the vacancy, formed an interview committee, accepted and screened applications, conducted interviews, and checked references.

**Plan:** For GUSD's new CBO to officially begin work pending Board approval.

**Committee Recommendation:** To approve the hiring of Katie Anderson as the new Chief Business Official for GUSD..

Action taken/comments

Motion \_\_\_\_\_ Second \_\_\_\_\_

Vote: GA: \_\_\_\_\_ PL: \_\_\_\_\_ JK: \_\_\_\_\_ AK: \_\_\_\_\_ JM: \_\_\_\_\_

**VI. FUTURE BOARD MEETINGS**

- A. June 8, 2021 at 5pm
- B. June 15, 2021 at 5pm
- C. July 13, 2021 at 5pm

**VII. 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.

# Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Gravenstein Elementary School	David Rose Superintendent	drose@grav.k12.ca.us (707)823-7008

The following is the local educational agency's (LEA's) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

## Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

Since the suspension of in-person instruction in March of 2019, our School Board has directed staff to assess need for expanded learning opportunities (ELO) and to plan accordingly based upon the findings. Discussions have been held with the leadership of our certificated and classified employee organizations, and well as administrator discussions with site staff to determine student needs and staff availability. Parents have expressed interest in having ELOs for their children during survey responses, public comment at Board Meetings, and during our LCAP Stakeholder meetings with parents of EL/Hispanic, RSP, Title 1, and all students, as well as at the Site Council review session. Classroom teachers have provided significant student assessment data used in the development of this plan.

A description of how students will be identified and the needs of students will be assessed.

During the suspension of in-person instruction and while virtual instruction was being provided, each school site maintained a weekly list of student progress, noting students that were not attending virtual instruction, logging on but not engaging, or were not completing assigned work. For some of these students, we were able to implement simple and effective interventions that resulted in engagement and student progress. For other students, it was necessary for staff to create a support team that includes the student, the student's parent/guardian, classroom teacher(s), classified support staff, administration, and the RSP teacher, EL Support teacher, academic counselor, and/or our mental health counselor when applicable. These teams have been identifying and documenting strengths and barriers for individual students (including social emotional issues), formulating and implementing intervention and support plans, and monitoring progress. The work of the support teams will be shared as a starting point for addressing individual student needs as ELOs are implemented.

In planning for possible summer programs, previous year(s) standardized testing and current teacher assessment(grades/progress reports) were included in our process for identifying students that could benefit from ELOs. As we have transitioned from all virtual instruction to our current hybrid model, teachers have been asked to identify students not performing at grade level academically that could benefit from additional summer opportunities. In addition to the data collected during virtual instruction and teacher recommendations, all students are being assessed (Open Court for ELA and GO Math! for Mathematics). The individual student performance level on the assessments has been recorded and will be used to guide summer instruction; pre- and post assessments will be used to measure program effectiveness as well as individual student need for additional support.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

During the time period when virtual distance learning was the primary mode of instruction, some students were identified as not attending, engaging, or making academic progress. These parents/guardians were contacted directly by school staff by email, phone, and/or invited to meetings to discuss current barriers and proposed interventions including but not limited to: mental health counseling, EL Support Teacher involvement, addressing connectivity or device issues, one-on-one or small group virtual support after synchronous live instruction, and joining an on-campus small stable cohort group to receive in-person support.

For our Summer Jump Start and K Kickoff programs, parents/guardians of students will receive an email invitation to attend GUSD's ELOs that will include a request for a response as to whether or not their student will attend. Any parents or guardians not responding will be contacted by phone to confirm whether or not their student(s) will be attending and will be presented with the benefits of their student participating.

A description of the LEA's plan to provide supplemental instruction and support.

The Expanded Learning Opportunities Grant will allow GUSD to use the funds it receives to fund activities implemented to date restoring projected deficit spending allowing the district to maintain supports and services as needed. The activities and supports already in place and the plan going forward, made possible through the Expanded Learning Opportunities Grant, allow GUSD to to implement/maintain a learning recovery program for the following demographic groups: low-income students, homeless, foster youth, students with disabilities, English learners, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, assessed with learning skills loss. Our plan will give students the interventions they need and focus on the skill areas where they need support so that they can accelerate their learning. Counselors at all school sites will be focusing on the social-emotional needs of students over the next few years. We will also be utilizing ESSER Funds to expand these supports past the 21-22 school year. The activities/actions were selected to best serve the GUSD students. GUSD will use the following tools, activities, and programs to provide the best supplemental instruction and support to all our students:

Previously Implemented:

- All classroom staff received trauma informed social emotional training prior to the beginning of instruction for the 20/21 school year.

- Provide a weekly COVID-19 test for all students and staff on both campuses beginning 12/7/21 (Testing frequency was reduced in April 2021 when Sonoma County moved to the Orange Tier).
- Contract with a licensed Marriage Family Therapist for the 20/21 school year to provide direct student support as well as staff training on social emotional issues.
- Contract with a certificated bi-lingual teacher to serve as the English Language Support Teacher for GUSD for the 20/21 school year, providing direct student support, teacher consult and training services, and supporting parent engagement and connection.
- Extend the calendar work year for each site principal and the superintendent to oversee and implement the distance learning program for 20/21, ensuring that additional supports and interventions are in place for students facing challenges or barriers to engagement.
- Extend the calendar work year for all certificated teachers to plan and implement the distance learning program for 20/21, ensuring that additional supports and interventions are in place for students facing challenges or barriers to engagement.
- Add classified staff and hours to existing classified staff schedules as needed to support student needs.
- Address connectivity, equipment, or tech support/troubleshooting needs for any family facing barriers to access to virtual distance learning.
- Purchase of PPE, barriers, and air purifiers.

#### Summer 2021 Programs:

- GUSD has identified approximately 100 students through classroom assessments and teacher referral that are currently below grade level.
- GUSD will hold a Summer Jump Start (10 days, 3.5 hours per day), K Kickoff (3 days, 3 hours per day), and targeted individual or small group Expanded Learning Opportunities.
- During the Summer Jump Start, students will receive targeted remediation instruction in English/Language Arts and Mathematics based upon skill deficiencies identified by classroom teachers during May of 2021. Pre- and post assessment will be used to evaluate student progress, determine need for additional supports, and provide a basis for program evaluation.
- All classroom staff will receive trauma informed social emotional training prior to the beginning of instruction.
- The increase of support days as contracted with our district mental health clinician will provide additional support to students' social-emotional behavioral health.
- The purchase of materials for English Learners to support the English Language acquisition.
- The increase of support days as contracted with our district English Language Support Teacher to support students' language acquisition needs.
- Provide staff with student incentives for students to engage and establish a stronger school connection. (a set amount of \$200 per teacher)
- Hire temporary (4 hours/day) paraprofessionals and or temporarily extend the current paraprofessional daily work calendar.
- Hire or extend the contract of certificated teachers to guide academic support in English/Language Arts and math instruction and intervention/differentiated instruction.
- Provide a Kindergarten Kickoff for three days with 4 certificated and 4 classified staff members prior to the start of school as an orientation/jump start for K students.
- Extend the contract days for needed clerical and custodial classified staff to support the summer ELO programs.
- Provide a COVID-19 test for all students and staff prior to the beginning of the summer ELO programs.

- Extend the contracted days or hire a temporary administrator to oversee the summer ELO programs.
- Extend the contracted days or hire a temporary Certified Food Services Clerk for the summer ELO programs.

Supports/Activities for the 21/22 School year:

- All classroom staff will receive continued trauma informed social emotional training, ACEs (Adverse Childhood Experiences), and training on emotional supports for students prior to the beginning of instruction for the 21/22 school year
- Hire a certificated teacher to continue to provide multi-grade distance learning/independent study during the 21/22 school year for those students who are health compromised or otherwise cannot attend in-person instruction. Hiring a teacher specific to serving the needs of these students will allow greater individual support and contact and will not add distance learning/independent study duties to classroom teachers allowing them to focus only on in-person instruction.
- Provide a COVID-19 test for all students and staff prior to the beginning of the 21/22 school year.
- Extend the contracted days or hire a temporary administrator to oversee the summer ELO programs.
- Extend the contracted days or hire a temporary Certified Food Services Clerk for the summer ELO programs.
- Contract with a licensed Marriage Family Therapist for the 21/22 school year to provide direct student support as well as staff training on social emotional issues.
- Contract with a certificated bi-lingual teacher to serve as the English Language Support Teacher for GUSD for the 21/22 school year, providing direct student support, teacher consult and training services, and supporting parent engagement and connection.

The plan is based on our ability to fully staff positions. Should we not be able to fully staff the plan will be updated to indicate alternative expenditures based on student needs.

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## Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	117829.29	
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	0	

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Integrated student supports to address other barriers to learning	134192.25	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	14797.34	
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	0	
Additional academic services for students	73967.23	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	4261.28	5
<b>Total Funds to implement the Strategies</b>	<b>345047.39</b>	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

GUSD is coordinating ELO Grant funds, ESSER funds, and our LCAP development to develop a three year plan so that successful programs that are being implemented this summer and during the 2021-22 school year will be able to be maintained for the 22-23 and 23-24 school years as well. Through the budgeting and LCAP development/update process over the next three years, we will be evaluating the programs developed and determining which of these programs we will be continuing past the 23-24 school year. These determinations will be done utilizing data provided through academic testing and surveying parents and students. All stakeholders will be involved in this process.

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Gravenstein Union Elementary School District	David Rose Superintendent	drose@grav.k12.ca.us 707-823-7008

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- Extend the calendar work year for all certificated teachers to plan and implement the distance learning program for 20/21, ensuring that additional supports and interventions are in place for students facing challenges or barriers to engagement.
- Add classified staff and hours to existing classified staff schedules as needed to support student needs.
- Address connectivity, equipment, or tech support/troubleshooting needs for any family facing barriers to access to virtual distance learning.
- Purchase of PPE, barriers, and air purifiers.

#### Summer 2021 Programs:

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- During the Summer Jump Start, students will receive targeted remediation instruction in English/Language Arts and Mathematics based upon skill deficiencies identified by classroom teachers during May of 2021. Pre- and post assessment will be used to evaluate student progress, determine need for additional supports, and provide a basis for program evaluation.
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- Hire temporary (4 hours/day) paraprofessionals and or temporarily extend the current paraprofessional daily work calendar.
- Hire or extend the contract of certificated teachers to guide academic support in English/Language Arts and math instruction and intervention/differentiated instruction.
- Extend the contract days for needed clerical and custodial classified staff to support the summer ELO program.
- Provide a COVID-19 test for all students and staff prior to the beginning of the summer ELO program.
- Extend the contracted days or hire a temporary administrator to oversee the summer ELO program.
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Supports/Activities for the 21/22 School year:

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Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	28435.12	
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports		

<b>Supplemental Instruction and Support Strategies</b>	<b>Planned Expenditures</b>	<b>Actual Expenditures</b>
Integrated student supports to address other barriers to learning	11771.25	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	3587.23	
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	0	
Additional academic services for students	6488.35	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	1033.04	
<b>Total Funds to implement the Strategies</b>	<b>51315.00</b>	<b>10</b>

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# Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Hillcrest Middle School	David Rose Superintendent	drose@grav.k12.ca.us 707/823-7008

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A description of the LEA's plan to provide supplemental instruction and support.

The Expanded Learning Opportunities Grant will allow GUSD to use the funds it receives to fund activities implemented to date restoring projected deficit spending allowing the district to maintain supports and services as needed. The activities and supports already in place and the plan going forward, made possible through the Expanded Learning Opportunities Grant, allow GUSD to to implement/maintain a learning recovery program for the following demographic groups: low-income students, homeless, foster youth, students with disabilities, English learners, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, assessed with learning skills loss. Our plan will give students the interventions they need and focus on the skill areas where they need support so that they can accelerate their learning. Counselors at all school sites will be focusing on the social-emotional needs of students over the next few years. We will also be utilizing ESSER Funds to expand these supports past the 21-22 school year. The activities/actions were selected to best serve the GUSD students. GUSD will use the following tools, activities, and programs to provide the best supplemental instruction and support to all our students:

Previously Implemented:

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- Provide a weekly COVID-19 test for all students and staff on both campuses beginning 12/7/21 (Testing frequency was reduced in April 2021 when Sonoma County moved to the Orange Tier).
- Contract with a licensed Marriage Family Therapist for the 20/21 school year to provide direct student support as well as staff training on social emotional issues.
- Contract with a certificated bi-lingual teacher to serve as the English Language Support Teacher for GUSD for the 20/21 school year, providing direct student support, teacher consult and training services, and supporting parent engagement and connection.
- Extend the calendar work year for each site principal and the superintendent to oversee and implement the distance learning program for 20/21, ensuring that additional supports and interventions are in place for students facing challenges or barriers to engagement.
- Extend the calendar work year for all certificated teachers to plan and implement the distance learning program for 20/21, ensuring that additional supports and interventions are in place for students facing challenges or barriers to engagement.
- Add classified staff and hours to existing classified staff schedules as needed to support student needs.
- Address connectivity, equipment, or tech support/troubleshooting needs for any family facing barriers to access to virtual distance learning.
- Purchase of PPE, barriers, and air purifiers.

#### Summer 2021 Programs:

- GUSD has identified approximately 100 students through classroom assessments and teacher referral that are currently below grade level.
- GUSD will hold a Summer Jump Start (10 days, 3.5 hours per day) and provide targeted individual or small group Expanded Learning Opportunities.
- During the Summer Jump Start, students will receive targeted remediation instruction in English/Language Arts and Mathematics based upon skill deficiencies identified by classroom teachers during May of 2021. Pre- and post assessment will be used to evaluate student progress, determine need for additional supports, and provide a basis for program evaluation.
- All classroom staff will receive trauma informed social emotional training prior to the beginning of instruction.
- The increase of support days as contracted with our district mental health clinician will provide additional support to students' social-emotional behavioral health.
- The purchase of materials for English Learners to support the English Language acquisition.
- The increase of support days as contracted with our district English Language Support Teacher to support students' language acquisition needs.
- Provide staff with student incentives for students to engage and establish a stronger school connection. (a set amount of \$200 per teacher)
- Hire temporary (4 hours/day) paraprofessionals and or temporarily extend the current paraprofessional daily work calendar.
- Hire or extend the contract of certificated teachers to guide academic support in English/Language Arts and math instruction and intervention/differentiated instruction.
- Extend the contract days for needed clerical and custodial classified staff to support the summer ELO programs.
- Provide a COVID-19 test for all students and staff prior to the beginning of the summer ELO programs.
- Extend the contracted days or hire a temporary administrator to oversee the summer ELO programs.
- Extend the contracted days or hire a temporary Certified Food Services Clerk for the summer ELO programs.

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Supports/Activities for the 21/22 School year:

- All classroom staff will receive continued trauma informed social emotional training, ACEs (Adverse Childhood Experiences), and training on emotional supports for students prior to the beginning of instruction for the 21/22 school year
- Hire a certificated teacher to continue to provide multi-grade distance learning/independent study during the 21/22 school year for those students who are health compromised or otherwise cannot attend in-person instruction. Hiring a teacher specific to serving the needs of these students will allow greater individual support and contact and will not add distance learning/independent study duties to classroom teachers allowing them to focus only on in-person instruction.
- Provide a COVID-19 test for all students and staff prior to the beginning of the 21/22 school year.
- Extend the contracted days or hire a temporary administrator to oversee the summer ELO programs.
- Extend the contracted days or hire a temporary Certified Food Services Clerk for the summer ELO programs.
- Contract with a licensed Marriage Family Therapist for the 21/22 school year to provide direct student support as well as staff training on social emotional issues.
- Contract with a certificated bi-lingual teacher to serve as the English Language Support Teacher for GUSD for the 21/22 school year, providing direct student support, teacher consult and training services, and supporting parent engagement and connection.

The plan is based on our ability to fully staff positions. Should we not be able to fully staff the plan will be updated to indicate alternative expenditures based on student needs.

## Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	104197.51	
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	0	



<b>Supplemental Instruction and Support Strategies</b>	<b>Planned Expenditures</b>	<b>Actual Expenditures</b>
Integrated student supports to address other barriers to learning	89461.5	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	0	
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	0	
Additional academic services for students	49311.49	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	7618.65	
<b>Total Funds to implement the Strategies</b>	<b>250589.15</b>	<b>15</b>

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

GUSD is coordinating ELO Grant funds, ESSER funds, and our LCAP development to develop a three year plan so that successful programs that are being implemented this summer and during the 2021-22 school year will be able to be maintained for the 22-23 and 23-24 school years as well. Through the budgeting and LCAP development/update process over the next three years, we will be evaluating the programs developed and determining which of these programs we will be continuing past the 23-24 school year. These determinations will be done utilizing data provided through academic testing and surveying parents and students. All stakeholders will be involved in this process.

Overview of ELO Plan

<u>Item</u>	<u>Year</u>	<u>Calculation</u>	<u>Cost</u>	<u>ELO Designation</u>
<u>Summer Program</u>				
Administrator	21/22 & 22/23	Per Year = 14,683.48	\$ 29,366.96	1
Clerical Support	21/22 & 22/23	Per Year = 3019.37	\$ 6,038.73	1
Custodial	21/22 & 22/23	Per Year = 2,207.93	\$ 4,415.85	1
Cert Teacher	21/22 & 22/23	Per Year = 27,171.73	\$ 54,343.46	1
IA (Pera R7426 10%)	21/22 & 22/23	Per Year = 4,634.90	\$ 46,186.00	1
Food Service Cleark	21/22 & 22/23	Per Yer = 777	\$ 1,554.00	1
Counseling Support	21/22 & 22/23	Per Year = 2,500	\$ 5,000.00	1
EL/RSP Support	21/22 & 22/23	Per Year = 400	\$ 800.00	1
EL/ACEs/Trauma Training	21/22 & 22/23	Per Year = 1,039	\$ 2,078.00	7
COVID Testing	21/22 only	Per Year = 3,900	\$ 3,900.00	1
Support staff for testing	21/22 only	Per Year = 376.65	\$ 753.30	1
<u>Other</u>				
K Kick Off Teachers 21/22 & 22/23	21/22 & 22/23	4 Teacher per year = 26,607.74	\$ 53,215.48	1
K Kick Off IA 21/22 & 22/23	21/22 & 22/23	4 IA per year = 1,311.47.5	\$ 2,622.95	1
K Kick Off Supplies 21/22 & 22/23	21/22 & 22/23	500 per year	\$ 1,000.00	1
MH Counselor 21/22 & 22/23	21/22 & 22/23	21/22 = 29,012 22/23 = 90,127	\$ 119,139.00	3
EL Support Teacher	21/22 & 22/23	21/22 = 25,186 22/23 = 91,098	\$ 116,286.00	3
DL/IS Teacher (21/22 Only)	21/22 only	Cert = 4,477.35, Class = 886.50; Total for 21/22	\$ 129,767.07	6
Trauma Awareness Training (2 Years)	21/22 & 22/23	= 5,363.85. 22/23 *2% = 5,471.12	\$ 10,834.97	7
Hotspots	21/22 & 22/23	Per Year 22,402.21	\$ 44,840.42	4
Para Requirement not met		Total Expenditures	\$ 632,142.19	
		Total Allocation	\$ 465,850.00	Para Requirement = 46,186
			\$ (166,292.19)	requires a contibution
			1 \$ 209,196.73	
			2 \$ -	
			3 \$ 235,425.00	
			4 \$ 44,840.42	
			5 \$ -	
			6 \$ 129,767.07	
			7 \$ 12,912.97	
			\$ 632,142.19	

**Gravenstein Elementary, Fund 03**

<u>Item</u>	<u>Year</u>	<u>Cost</u>	<u>ELO Designation</u>
<u>Summer Program</u>			
Administrator	21/22 & 22/23	\$ 9,691.10	1
Clerical Support	21/22 & 22/23	\$ 1,992.78	1
Custodial	21/22 & 22/23	\$ 1,457.23	1
Cert Teacher	21/22 & 22/23	\$ 17,933.34	1
IA	21/22 & 22/23	\$ 25,954.00	1 - Required to spend T
Food Service Cleark	21/22 & 22/23	\$ 512.82	1
Counseling Support	21/22 & 22/23	\$ 1,650.00	1
EL/RSP Support	21/22 & 22/23	\$ 264.00	1
EL/ACEs/Trauma Training	21/22 & 22/23	\$ 685.74	7
COVID Testing	21/22 only	\$ 1,287.00	1
Support staff for testing	21/22 only	\$ 248.59	1

<u>Other</u>			
K Kick Off Teachers 21/22 & 22/23	21/22 & 22/23	\$ 53,215.48	1
K Kick Off IA 21/22 & 22/23	21/22 & 22/23	\$ 2,622.95	1
K Kick Off Supplies 21/22 & 22/23	21/22 & 22/23	\$ 1,000.00	1
MH Counselor 21/22 & 22/23	20/21 & 21/22	\$ 67,909.23	3
EL Support Teacher	20/21 & 21/22	\$ 66,283.02	3
DL/IS Teacher (21/22 Only)	21/22 only	\$ 73,967.23	6
Trauma Awareness Training (2 Years)	21/22 & 22/23	\$ 3,575.54	7
Hotspots	21/22 & 22/23	\$ 14,797.34	4

Total Expenditures	<u>\$ 345,047.39</u>
Total Allocation	\$ 260,537.00
Difference	\$ (84,510.39) contribution

1	\$ 117,829.29
2	\$ -
3	\$ 134,192.25
4	\$ 14,797.34
5	\$ -
6	\$ 73,967.23
7	<u>\$ 4,261.28</u>

Hillcrest Elementary, Fund 04

<u>Item</u>	<u>Year</u>	<u>Cost</u>	<u>ELO Designation</u>
<u>Summer Program</u>			
Administrator	21/22 & 22/23	\$ 17,326.51	1
Clerical Support	21/22 & 22/23	\$ 3,562.85	1
Custodial	21/22 & 22/23	\$ 2,605.35	1
Cert Teacher	21/22 & 22/23	\$ 32,062.64	1
IA	21/22 & 22/23	\$ 15,100.00	1 Required -
Food Service Cleark	21/22 & 22/23	\$ 916.86	1
Counseling Support	21/22 & 22/23	\$ 2,950.00	1
EL/RSP Support	21/22 & 22/23	\$ 472.00	1
EL/ACEs/Trauma Training	21/22 & 22/23	\$ 1,226.02	7
COVID Testing	21/22 only	\$ 2,301.00	1
Support staff for testing	21/22 only	\$ 444.45	1
<u>Other</u>			
MH Counselor 21/22 & 22/23	20/21 & 21/22	\$ 45,272.82	3
EL Support Teacher	20/21 & 21/22	\$ 44,188.68	3
DL/IS Teacher (21/22 Only)	21/22 only	\$ 49,311.49	6
Trauma Awareness Training (2 Years)	21/22 & 22/23	\$ 6,392.63	7
Hotspots	21/22 & 22/23	\$ 26,455.85	1
	Total Expenditures	\$ 250,589.15	
	Total Allocation	\$ 153,998.00	
	Difference	\$ (96,591.15) require contribution	

1	\$ 104,197.51
2	\$ -
3	\$ 89,461.50
4	\$ -
5	\$ -
6	\$ 49,311.49
7	\$ 7,618.65
	<u>\$ 250,589.15</u>

GRAVENSTEIN UNION SCHOOL DISTRICT  
EMPLOYMENT AGREEMENT FOR CHIEF BUSINESS OFFICER

THIS AGREEMENT is made the 18<sup>th</sup> day of May 2021 between the Governing Board of the Gravenstein Union School District ("District") and Jessica "Katie" Anderson ("Chief Business Officer").

1. Term: The District hereby employs the Chief Business Officer for a period of 2.08 years, beginning May 24, 2021 and terminating on June 30, 2023.
2. Salary: The Chief Business Officer's salary shall be at Step 1 for year one and Step 2 for year two, in accordance with the attached Salary Schedule. The daily rate based on Step 1 is \$428.80 per day. The daily rate for the second year based on Step 2 is \$439.31 per day. Vacation accrues at a rate of 1 day per month. Vacation accrual over 24 days is to be paid out by June 30<sup>th</sup> each year. Any adjustment in salary during the life of this Agreement shall be made in the form of a written amendment signed by both parties, and shall become a part of this Agreement. It is provided, however, that by so amending this Agreement it shall not be considered that the District has entered into a new contract with the Chief Business Officer, or that the termination date of this Agreement has been extended.
3. Chief Business Officer's Duties: Chief Business Officer is classified as an exempt administrator/manager under the Federal Fair Labor Standards Act and California law. In addition to the duties set forth in the attached Chief Business Officer Job Description, the Chief Business Officer is responsible for the following:
  - Development of annual District/School Site Budget
  - Preparation and Analysis of Payroll, Employee Contracts, and other related activities as necessary to insure proper payment of all employees
  - Compilation of required County and State reports
  - Analysis of expenditures and comparison of those to approved budget
  - Analysis of payroll data as related to contract negotiations
  - Update of current budget system to meet the growing needs of the District
  - Serve as liaison between the auditor and the District during the annual audit
  - Tracks District Mandated Expenses for Mandated Block Grant
  - Complete such other projects as requested and approved by the District Board relating to District accounting
4. Termination of Contract: This Agreement may be terminated at any time by mutual consent of the Board and Chief Business Officer with both parties intending to provide not less than forty-five (45) days prior written notice.
5. Discharge for Cause: This Agreement and all of the Chief Business Officer's employment rights may be terminated by the District for breach of contract or for cause at any time. Termination under this section shall not occur before the Board and the Chief Business Officer have had an informal discussion in closed session regarding specific problems. If no informal resolution can be found, the Chief Business Officer shall be served

14. Senior Management: The Chief Business Officer agrees that his/her position is a senior management position pursuant to Education Code sections 45100.5 and 35031 and shall be part of the classified service except for provisions relating to permanent status. The Chief Business Officer shall not have any property interest in his/her position that would entitle him/her to permanent status in a senior management position.

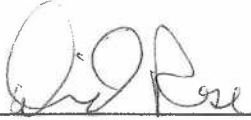
15. Entire Agreement: This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.

16. Amendments: This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties.

17. Non-Assignment: This is a contract for personal services. The Chief Business Officer shall have neither the right nor the power to transfer or assign his/her rights under this Agreement.

18. Board Approval: The salary range and any amendments are contingent upon approval by the District's Governing Board.

19. Governing Law and Venue: This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. The parties also agree that in the event of litigation, venue shall be the United States District Court, Northern District of California, or the appropriate State court located in Sonoma County, California, and no other place.



Dave Rose, Superintendent

5/19/21

Date

  
\_\_\_\_\_  
Jessica Anderson, CBO

5/19/2021

Date

Approved this 8th day of June 2021 in Sebastopol, California by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
President, Board of Trustees

Attachments:

Chief Business Officer Job Description

Chief Business Officer Salary Schedule