

# Board of Education Regular Meeting Agenda

## [Zoom Link](#)

DATE: Tuesday, June 15, 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 June 15, 2021 (2 min.)**

Action taken/comments:

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

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

- III. **REPORTS, AND ORAL COMMUNICATIONS**
- A. **Trustee Reports (10 min.)**
    - 1. **Meeting Format - Update**
  - B. **Racial Justice Committee (5min.)**
  - C. **Master Plan Committee (5 min.)**
  - D. **Superintendent Report/District Correspondence (15 min.)**
    - 1. **Questions from the June 8 Board Meeting**

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

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

- V. **CONSENT AGENDA** (2 min.) **ACTION ITEM**
- A. **(p.1) Warrants**
  - B. **(p.7) Payroll**
  - C. **(p.8) 2021/22 Student/Parent Handbook**

Action taken/comments:

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

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

**VI. GENERAL ACTION ITEMS**

**A. GUSD 2021-22 Budget (5 min.)**

**(This document is posted on the GUSD website, and available at the GUSD District Office for review.)**

**Situation:** CBO Katie Anderson presented the proposed 2021-22 budget during the June 8, 2021 Public Hearing; the Board is considering adoption of the 2021-22 budget.

**Plan:** With Board approval, the Budget will be submitted to SCOE for review, and if SCOE approves, implemented for the 2021-22 school year.

**Recommended Motion:** For the Board to adopt the 2021-22 GUSD budget.

Action taken/comments:

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

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

**B. Plan for Reserves (5 min.) (This document is posted on the GUSD website, and available at the GUSD District Office for review.)**

**Situation:** CBO Katie Anderson presented the proposed 2021-22 plan for reserves as part of the budget presentation during the June 8, 2021 Public Hearing; the Board is considering adoption of the 2021-22 plan for reserves.

**Plan:** With Board approval, including the plan for reserves, the Budget will be submitted to SCOE for review, and if SCOE approves, implemented for the 2021-22 school year.

**Recommended Motion:** For the Board to approve 2021-22 GUSD reserves plan.

Action taken/comments:

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

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

**C. Annual Updates for the 2020-21 Learning Continuity and Attendance Plans (LCAP) (5 min) (This document is posted on the GUSD website, and available at the GUSD District Office for review.)**

**Situation:** District staff presented the Annual Updates for the 2020/21 GUSD LCAP during the June 8, 2021 Public Hearing, detailing the goals, strategies and activities, and

the expenditures for each of our three schools; Gravenstein Elementary School, Gravenstein First School, and Hillcrest Middle School. The purpose of the Annual Update is to assess the implementation of the actions within the LCAP and the impact these actions have had on student outcomes in the prior year. This assessment includes a review of state and local data and stakeholder input and a review of the funding used to implement the actions in the plan. Some components of the the Annual Update will become part of the Budget Overview for Parents.

**Plan:** Staff presented the Annual Update during the June 8, 2021 Public Hearing, solicited public and Board Member feedback, answered questions, made any needed changes, and is presenting the updated plans to the Board for consideration.

**Recommended Motion:** For the Board to approve 2020-21 GUSD Annual Updates for the 2020-21 Learning Continuity and Attendance Plans.

Action taken/comments:

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

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

**D. Gravenstein Union School District Local Control Accountability Plan (LCAP) (5 min.) (This document is posted on the GUSD website, and available at the GUSD District Office for review.)**

**Situation:** District staff presented the LCAP document for GUSD during the June 8, 2021 Public Hearing, detailing the goals, strategies and activities, and the expenditure plans for each of our three schools; Gravenstein Elementary School, Gravenstein First School, and Hillcrest Middle School. The LCAP development process serves three distinct, but related functions: Comprehensive Strategic Planning, Meaningful Stakeholder Engagement, and Accountability and Compliance. This document is our roadmap to sustaining successful aspects of our current program and developing and implementing new targeted actions or systems to ensure that all students have every opportunity and support needed to succeed academically and socio emotionally each year.

**Plan:** Staff presented the plan, solicited public and Board Member feedback, answered questions, made any needed changes, and is bringing the updated plan back to the Board for consideration prior to submitting the plan to the Sonoma County Office of Education.

**Recommended Motion:** For the Board to approve 2021-22 GUSD Local Control and Accountability Plan.

Action taken/comments:

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

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

**E. Budget Overview for Parents (5 min) (This document is posted on the GUSD website, and available at the GUSD District Office for review.)**

**Situation:** California Education Code (EC) Section 52064.1 requires education agencies to develop the Local Control Funding Formula (LCFF) Budget Overview for Parents in conjunction with the LCAP by July 1 of each year. The Overview includes: the specific amount of federal funds allocated to the LEA due to the Coronavirus Pandemic Aid, total projected and actual expenditures in the Learning Continuity and Attendance Plan (LCAP), and total expenditures that contribute to increasing or improving services for unduplicated pupils.

**Plan:** Staff presented the Annual Update, solicited public and Board Member feedback during the June 8, 2021 Public Hearing, answered questions, and made any needed changes, and is bringing an updated Overview back to the Board for consideration. If approved, the Overview will be submitted to the Sonoma County Office of Education along with our LCAP and will also be posted on our district website.

**Recommended Motion:** For the Board to approve 2021-22 GUSD Budget Overview for Parents.

Action taken/comments:

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

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

**F. (p.22) GUSD District Office Space (15 min)**

**Situation:** Currently, the District Office is located at the Gravenstein Elementary School Office. With our current student population, there are no open spaces for our Academic Counselor, Mental Health Counselor, English Language Support Teacher, School Nurse, School Psychologist, or Chief Business Official to have confidential student, parent, or staff meetings at Gravenstein Elementary. Moving the Superintendent's Office and the Business Services/Human Resources Departments out of the Gravenstein Elementary School Office would create space for these functions.

**Plan:** Establishing a new space for the GUSD Superintendent's Office and the Business Services/Human Resources Departments is slated to be a part of the upcoming GUSD Facilities Master Plan. We currently have the opportunity to obtain a used portable for minimal cost from another district; there will be costs for moving the portable and setting the infrastructure for a new location. However, the portable will only be available for a short time; the other district either needs to move it this summer or demolish it to make space for another project. Based on information we have from Counterpoint, the high end cost for this project would be \$760,000.

**Recommended Motion:** For the Board to approve the transfer of ownership agreement for a portable building and to commit up to \$760,000 to create a new office space for the GUSD Superintendent and Business Services/Human Resources offices.

Action taken/comments

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

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

**G. (p.24) Consolidated Application for Funding Categorical Aid Programs, 2021 Spring Submission (2 min.)**

**Situation:** The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs (Title I, II, III, and IV). Annually, each local educational agency (LEA), using the Consolidated Application and Reporting System (CARS), submits the spring release of the ConApp that confirms our application for funds and provides assurances that we will comply with the legal requirements of each program.

**Plan:** For the Board to approve our application for federal program funds and to provide the assurance that we will comply with the legal requirements.

**Recommended Motion:** For the Board to approve the ConApp.

Action taken/comments

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

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

**H. (p.34) Resolution #210615-01 Core Subject Teacher Authorization for the 2021/2022 School Year (2 min.)**

**Situation:** For Hillcrest Middle School, we have a need for flexibility in teacher scheduling due to the size of our school and number of teachers. Education Code 44258.2 authorizes the Governing Board to assign an employee holding a Single Subject or a Standard Secondary teaching credential to teach with his or her consent, any class in grades 5 to 8 inclusive, in a middle school, provided that the teacher has completed at least 12 semester units or 6 upper division or graduate units of coursework in that subject. The teacher mentioned in the resolution has had this authorization previously and continues to qualify for this assignment.

**Plan:** For the Board to consider approval of this resolution that will allow the Hillcrest Principal flexibility in the creation of the master schedule.

**Recommended Motion:** For the Board to Resolution #210615-01.

Action taken/comments

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

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

**I. (p.35) Resolution #210615-02 Core Subject Teacher Authorization for the 2021/2022 School Year (2 min.)**

**Situation:** For Hillcrest Middle School, we have a need for flexibility in teacher scheduling due to the size of our school and number of teachers. Education Code Section 44258.3 authorizes the Governing Board to allow the holder of a teaching credential, with the consent of the teacher, to teach any subjects in departmentalized classes provided verification is made that the teacher has adequate knowledge of each subject to be taught and the teacher consents to the assignment. The teachers mentioned in the resolution have had this authorization previously and continue to qualify for this assignment.

**Plan:** For the Board to consider approval of this resolution that will allow the Hillcrest Principal flexibility in the creation of the master schedule.

**Recommended Motion:** For the Board to Resolution #210615-02.

Action taken/comments

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

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

**J. (p.36) Resolution #210615-03 Education Protection Account (EPA) (2 min.)**

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

**Plan:** To designate \$598,144 in EPA funds to support teacher salaries and benefits.

**Recommended motion:** For the Board to approve Resolution #210615-3.

Action taken/comments

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

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



**K. (p.38) Resolution #210615-04, Ongoing Major Maintenance Plan (2 min.)**

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

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

**Recommended motion:** For the Board to approve Resolution #210615-04.

Action taken/comments

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

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 Pending litigation**

**2.0 Administrator Performance Updates**

**3.0 Conference with Negotiations team:  
GUTA negotiations update**

**IX. RECONVENE TO OPEN SESSION**

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

Action taken/comments

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

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

**XI. FUTURE BOARD MEETINGS**

- A. July 13, 2021 at 5pm**
- B. August 10, 2021 at 5pm**
- C. September 14, 2021 at 5:00pm**

**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.



ReqPay12d

Board Report

Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1834119	05/06/2021	Ally Technology Consulting LLC	01-5840	IT Consultant 2020-21	162.50	
			03-5840	IT Consultant 2020-21	1,950.00	
1834120	05/06/2021	Fishman Supply Company	04-5840	IT Consultant 2020-21	1,137.50	3,250.00
			01-4370	District Wide Custodial Supplies	49.26	
			03-4370	District Wide Custodial Supplies	591.09	
1834121	05/06/2021	Office Depot	04-4370	District Wide Custodial Supplies	344.81	985.16
			01-4350	School Supplies	5.81	
			03-4310	School Supplies	89.28	
			03-4350	School Supplies	69.12	
1834122	05/06/2021	Pacific Gas & Electric	04-4310	School Supplies	12.77	
			04-4350	School Supplies	32.22	209.20
			01-5520	Electric and Gas for 2020-21 @ Gravenstein	157.33	
			03-5520	Electric and Gas for 2020-21 @ Gravenstein	2,137.96	
1834123	05/06/2021	Sonoma County Office Of Ed.	04-5520	Electric and Gas for 2020-21 @ Hillcrest	1,606.81	3,902.10
			01-5812	Envelopes	14.16	
			03-5812	Envelopes	169.91	
1834124	05/06/2021	T-Mobile USA, Inc.	04-5812	Envelopes	99.12	283.19
			01-5840	T-Mobile Hotspots	10.00	
			03-5840	T-Mobile Hotspots	120.00	
1834125	05/06/2021	U.S. Bank Equipment Finance	04-5840	T-Mobile Hotspots	70.00	200.00
			01-5631	Copier Lease for Schools and DO for 2020-21	35.29	
			03-5631	Copier Lease for Schools and DO for 2020-21	423.38	
			04-5631	Copier Lease for Schools and DO for 2020-21	246.96	705.63
1834126	05/06/2021	Verizon	01-4440	Verison Hotspots- Grav and Hillcrest	5.70	
			03-4440	Verison Hotspots- Grav and Hillcrest	68.42	
			04-4440	Verison Hotspots- Grav and Hillcrest	39.91	114.03
1835272	05/13/2021	Haas, Elsbeth B	03-4310	Reimb.Class Supplies	65.80	
1835273	05/13/2021	Barrera, Alicia E		Reimb.Supplies DL	24.39	90.19
1835274	05/13/2021	Byrne, Kathleen N	03-4310	Reimb. Class Supplies		41.49
1835275	05/13/2021	Howlett, Jamie	03-4310	Reimb. Garden Supplies		30.14
			01-5862	Reimb. Fingerprints	1.25	
			03-5862	Reimb. Fingerprints	15.00	
			04-5862	Reimb. Fingerprints	8.75	25.00

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. (Limited to Checks issued from the COUNTY bank account.)

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Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1835276	05/13/2021	American Storage LLC	01-5830	Storage Container for Gravenstein USD	12.00	
1835277	05/13/2021	Clover-Stometta Farms Inc.	03-5830	Storage Container for Gravenstein USD	138.00	150.00
1835278	05/13/2021	Counterpoint Construction Services, Inc.	13-4700	Milk Purchases 2020-21		78.00
1835279	05/13/2021	Document Tracking Services	40-6200	Facilities Project Management Services Hillcrest Temperature Mitigation	1,102.50 4,092.50	5,195.00
1835280	05/13/2021	Focused Behavioral Solutions	01-5830	2020 Covid-19 Prevention Plan	10.02	
1835281	05/13/2021	Grainger Inc.	03-5830	2020 Covid-19 Prevention Plan	120.20	
			04-5830	2020 Covid-19 Prevention Plan	70.12	200.34
			04-5830	Focused Behavioral Solutions		133.40
			01-4370	Furnace Filters for Grav and HC	21.42	
			03-4370	Furnace Filters for Grav and HC	257.10	
			04-4370	Furnace Filters for Grav and HC	149.98	428.50
			03-5830	School Secretary Supplies- Grav		29.03
			01-5950	Postage for Postage Meter	51.50	
			03-5950	Postage for Postage Meter	617.98	
			04-5950	Postage for Postage Meter	360.50	1,029.98
			01-5830	Document Management Services 2020-21	12.53	
			03-5830	Document Management Services 2020-21	150.30	
			04-5830	Document Management Services 2020-21	87.67	250.50
			01-4310	Grav-Covid Supplies	14.47	
			01-4362	E Gas-Dist	16.11	
			01-4370	Grav Covid Supplies	10.72	
			01-4380	Maintenance	16.09	
			03-4310	Class Supplies-Covid	199.61	
			03-4362	E Gas-Dist	193.29	
			03-4370	Custodial -Covid	125.02	
			03-4380	Maintenance Supplies	236.70	
			04-4310	IPI Supplies -Covid	236.12	
			04-4362	E Gas	112.75	
			04-4370	Covid-Supplies	23.46	
			04-4380	Maintenance Supplies	927.42	2,111.76
			01-4310	Class Supplies	10.78	
				School Supplies Covid	22.69	
			01-4350	B.O. Supplies	.71	
			01-4400	School Supplies- Covid	16.48	
			03-4310	Class Supplies-Basque	13.01	
				Instructional Supplies	220.54	

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Board Report

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1835286	05/13/2021	U.S. Bank Corporate Payment		Supplies- Covid	111.92	
			03-4350	B.O. Supplies	4.93	
			03-4400	Equipment -Covid	189.46	
			04-4210	Books- Counseling	22.76	
			04-4310	Chalk Supplies	55.08	
				Class Supplies- Covid	4,553.75	
			04-4350	B.O. Supplies	8.45	
			04-4400	Equipment- Covid	290.62	
				Maintenance Supplies- Covid	321.57	
			04-4440	Tech Supplies-Covid	565.99	
			13-4400	Milk Crate Fridge- District	1,834.83	8,243.57
1836498	05/20/2021	Byrne, Kathleen N	03-4310	Reimb. School Garden		36.66
1836499	05/20/2021	Hurtado, Patricia	04-4310	Reimb. Spanish Instruction Supplies		29.00
1836500	05/20/2021	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		400.00
1836501	05/20/2021	Juvo	04-5830	Autism and Behavioral Health Services		1,877.34
1836502	05/20/2021	Redwood Pediatric Therapy Asso	03-5811	OT/Consult Svcs for Student JZ		317.26
1836503	05/20/2021	School and College Legal	01-5823	School & College Legal Services Retainer 2020-21	52.85	
			03-5823	School & College Legal Services Retainer 2020-21	634.20	
			04-5823	School & College Legal Services Retainer 2020-21	369.95	1,057.00
1836504	05/20/2021	Sonoma County Office Of Ed.	01-5809	2020-21 Classroom Housing Obligation	1,771.00	
			01-5840	Dark Fiber Install & Maintenance 4 Year Agreement	49.98	
				Schools Connect Consortium 2020-21	470.40	
			01-6400	Dark Fiber Install & Maintenance 4 Year Agreement	735.00	
			03-5840	Dark Fiber Install & Maintenance 4 Year Agreement	599.77	
				Schools Connect Consortium 2020-21	5,644.80	
			03-6400	Dark Fiber Install & Maintenance 4 Year Agreement	8,819.99	
			04-5840	Dark Fiber Install & Maintenance 4 Year Agreement	349.86	
				Schools Connect Consortium 2020-21	3,292.80	
			04-6400	Dark Fiber Install & Maintenance 4 Year Agreement	5,145.00	26,878.60

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1836505	05/20/2021	West County Transportation	01-5804	Special Ed Transportation 2020-21 Quarter 2 and 3		3,969.15
1836506	05/20/2021	Jeffery Beiswenger	12-8689	Reimb. BTB Credit		30.00
1836507	05/20/2021	Rose, Amber	03-4310	Reimb. Plants for Enrichment		78.69
1836508	05/20/2021	Evans Carnahan, Gail S	01-4310	Reimb. Covid Supplies	3.64	
			03-4310	Reimb. Covid Supplies	43.64	
			04-4310	Reimb. Covid Supplies	25.46	72.74
1836509	05/20/2021	Alpha Analytical Laboratories,	03-5830	Water testing for Gravenstein	32.00	
			04-5830	Water testing for Hillcrest	183.00	215.00
1836510	05/20/2021	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2020-21	37.07	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2020-21	442.06	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2020-21	220.34	
				Hillcrest AT&T CALNET 3 Charges 2021-21	67.86	767.33
1836511	05/20/2021	Clover-Stometta Farms Inc.	13-4700	Milk Purchases 2020-21		39.00
1836512	05/20/2021	Office Depot	01-4390	School Supplies-Gravenstein	.35	
			03-4310	Class Supplies for Reopening School Supplies-Gravenstein	87.14	
			03-4390	School Supplies-Gravenstein	.97	
1836513	05/20/2021	Presence Learning, Inc.	01-5830	Flat Rate SLP Services Contract FY21	608.17	92.47
			03-5830	Flat Rate SLP Services Contract FY21	7,298.08	
			04-5830	Flat Rate SLP Services Contract FY21	1,819.95	9,726.20
1836514	05/20/2021	Ray Morgan Company	01-5633	Copier Contract Charges 2020-21		1,574.52
1836515	05/20/2021	Recology Sonoma Marin	01-5560	Recology-Gravenstein	73.82	
			03-5560	Recology-Gravenstein	848.94	
			04-5560	Recology-Hillcrest 2020-21	649.50	1,572.26
1836516	05/20/2021	ULINE, INC.	01-4400	Flammable Storage Cabinets and Gas Cans	136.89	
			03-4400	Flammable Storage Cabinets and Gas Cans	1,635.90	
			04-4400	Flammable Storage Cabinets and Gas Cans	954.27	2,727.06
1836517	05/20/2021	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2020-21	38.00	
			03-5530	Gravenstein Elem Water Service for 2020-21	437.00	
			04-5530	Hillcrest Water Service for 2020-21	537.10	1,012.10

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1837714	05/27/2021	Baird, Elizabeth A	04-4310	Reimb. Supplies for SB Activity		177.96
1837715	05/27/2021	ACSIG	01-9573	Employee's Dental Plan Coverage 2020-21		8,995.00
1837716	05/27/2021	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2020-21		45,497.85
1837717	05/27/2021	CASBO	01-5200	CASBO- Legal Aspects- Student Body	15.25	
			03-5200	CASBO- Legal Aspects- Student Body	183.00	
			04-5200	CASBO- Legal Aspects- Student Body	106.75	305.00
1837718	05/27/2021	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2020-21		52.00
1837719	05/27/2021	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2020-21	3.20	
			03-5862	Fingerprinting for staff 2020-21	38.40	
			04-5862	Fingerprinting for staff 2020-21	22.40	64.00
1837720	05/27/2021	MCI Comm Service	12-5911	Daycare Phone Line for 2020-21		15.16
1837721	05/27/2021	Mirimus, Inc.	01-5830	Covid-19 DistrictTesting 2020-21	16.20	
			03-5830	Covid-19 DistrictTesting 2020-21	60.00	
			04-5830	Covid-19 DistrictTesting 2020-21	23.80	100.00
1837722	05/27/2021	Office Depot	03-4310	School Supplies		2.78
1837723	05/27/2021	Santa Rosa City Schools	01-4710	Lunch Program for 2020-21	1,371.51	
			13-4710	Lunch Program for 2020-21	3,015.99	4,387.50
1837724	05/27/2021	Sonoma County Office Of Ed.	03-5830	NCTIP Program Participant Fee 2020-21		5,250.00
1837725	05/27/2021	Stephen Roatch Accountancy	01-5821	2020-21 Audit Contract	325.00	
			03-5821	2020-21 Audit Contract	3,900.00	
			04-5821	2020-21 Audit Contract	2,275.00	6,500.00
1837726	05/27/2021	West Sonoma County Union High	01-5830	MOU for Nurse Services for 2020-21 School Year	976.25	
			03-5830	MOU for Nurse Services for 2020-21 School Year	11,715.00	
			04-5830	MOU for Nurse Services for 2020-21 School Year	6,833.75	19,525.00
1837727	05/27/2021	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2020-21		52.00
1837728	05/27/2021	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		150.00
1837729	05/27/2021	Jack Schreder & Associates, In c.	40-5830	April 2021 - School Facilities Program		3,176.25
1837730	05/27/2021	Juvo	04-5830	Autism and Behavioral Health Services		1,767.33
1837731	05/27/2021	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2020-21		1,944.80
<b>Total Number of Checks</b>					<b>61</b>	<b>178,121.22</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
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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. (Limited to Checks issued from the COUNTY bank account.)

ESCAPE ONLINE

Checks Dated 05/01/2021 through 05/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	36	69,322.72
03	Gravenstein Elementary Charte	40	56,513.36
04	Hillcrest Middle Charter	36	38,796.91
12	Child Development Fund	2	45.16
13	Cafeteria Fund	6	5,071.82
40	Special Reserve-capital Proj	2	8,371.25
Total Number of Checks		61	178,121.22
Less Unpaid Tax Liability			.00
<b>Net (Check Amount)</b>			<b>178,121.22</b>

Includes checks for only Bank Account COUNTY

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. (Limited to Checks issued from the COUNTY bank account.)

**Gravenstein Union School District  
May Payroll Report  
June 2021 Regular Board Meeting**

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**Certificated Salary & Benefits**

<b>Regular Payroll</b>	<b>\$ 527,155.95</b>
<b>Supplemental Payroll</b>	<b>\$ 22,510.72</b>

**Certificated Salary & Benefits**

<b>Regular Payroll</b>	<b>\$ 166,789.07</b>
<b>Supplemental Payroll</b>	<b>\$ 26,206.32</b>

**Total May Salary & Benefits**

**\$ 743,351.50**





# Student/Parent Handbook

2021-2022 School Year

[www.grav.k12.ca.us](http://www.grav.k12.ca.us)

**Gravenstein Elementary Campus**  
**3840 Twig Avenue**  
**Sebastopol, CA 95472**  
**(707) 823-5361**  
**Grades TK – 5**

**Hillcrest Middle School Campus**  
**725 Bloomfield Road**  
**Sebastopol, CA 95472**  
**(707) 823-7653**  
**Grades 6 – 8**

**Dave Rose, Superintendent**  
**Gravenstein Union School District**  
**District Website: [www.grav.k12.ca.us](http://www.grav.k12.ca.us)**

**Gravenstein Union District Office**  
 3840 Twig Avenue  
 Sebastopol, CA 95472  
 (707) 823-7008

**Gravenstein Elementary School,**  
**Gravenstein First**  
 3840 Twig Avenue  
 Sebastopol, CA 95472  
 (707) 823-5361

**Hillcrest Middle School,**  
 725 Bloomfield Road  
 Sebastopol, CA 95472  
 (707) 823-7653

**Dear Parents/Guardians and Students:** Welcome to the 2021-2022 school year! This planner also serves as a student handbook containing information you will need to know to help you have a successful year at school. It is also an organizational tool to help you keep track of your assignments and homework. Should you have questions or concerns, please feel free to contact your teacher. Here's looking forward to a wonderful 2021-2022 school year!

## GENERAL INFORMATION

### BOARD OF TRUSTEES

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

DISTRICT OFFICE-----823-7008  
 Fax-----823-2108  
 Web Site: [www.grav.k12.ca.us](http://www.grav.k12.ca.us)

Dave Rose, District Superintendent  
[drose@grav.k12.ca.us](mailto:drose@grav.k12.ca.us)

Katie Anderson, Chief Business Officer  
 Eva Atwell-Perez, Accounts Payable Clerk  
 Melacha Quirke, Business Office Assistant

GRAVENSTEIN SCHOOL OFFICE-----823-5361  
 Fax-----823-0478

Keri Pugno, Gravenstein Principal  
 TBD, Gravenstein Secretary/District Secretary  
 Gail Carnahan, Gravenstein Secretary  
 Salvador Espinosa, Gravenstein Campus Food Service

HILLCREST MIDDLE SCHOOL OFFICE-----823-7653  
 Fax-----823-4630

William Deeths, Hillcrest Principal  
 Jerie Parks, Hillcrest Secretary  
 Lisa Benz, Hillcrest Office Assistant  
 Lori Jones, Hillcrest Campus Food Service

GRAVENSTEIN DAYCARE-----823-1552  
 BUS TRANSPORTATION-----206-9988

**EMERGENCY OR DISASTER INFORMATION:** Tune your Radio to KSRO AM 1350 for official school information, school closures and disasters.

### TEACHING STAFF

All District staff have their own email address. Staff email addresses follow this format: first initial, last name, followed by [@grav.k12.ca.us](mailto:@grav.k12.ca.us). This is the same format for both Gravenstein and Hillcrest staff members. As an example, a staff member named Heather Smith would have [hsmith@grav.k12.ca.us](mailto:hsmith@grav.k12.ca.us).

#### **GRAVENSTEIN ELEMENTARY SCHOOL**

Grade Transitional Kindergarten - Stephanie Tomskey  
 Grade Kindergarten - Beth Trivunovic  
 Grade Kindergarten - Kate Crandall  
 Grade Kindergarten - Kory Van Dyke  
 Grade Kindergarten - Sally Redfern  
 Grade 1 - Amy Gloeckner  
 Grade 1 - Kelley Lannon  
 Grade 1 - Michelle Dellosa  
 Grade 1 - Kadie Clement  
 Grade 2 - Shannon DeBolt  
 Grade 2 - Nicole Basque  
 Grade 2 - Michelle Sprinkle  
 Grade 2 - Aimee Otterson  
 Grade 3 - Beth Haas  
 Grade 3 - Alicia Barrera  
 Grade 3 - Vanessa Nordstrom  
 Grade 3 - Suzi Mattish  
 Grade 4 - Allie Brown  
 Grade 4 - Lynn Martinez  
 Grade 4 - Petria Sully  
 Grade 4 - Samara Stevens  
 Grade 5 - Megan Gorman  
 Grade 5 - Ani Hansen  
 Grade 5 - Alexis Grimm  
 Grade 5 - Christina Urmini  
 Special Education / Learning Lab - Barbara A. Oakley  
 Spanish - Kim Hawkins  
 Spanish - Patricia Hurtado  
 Band and Music - Nick Pulley  
 Music - Spencer Burrows  
 PE/STEM- Paul Carey

#### **GUSD LIBRARY/INSTRUCTIONAL/DAYCARE/LUNCH SUPPORT**

Anita Dannenbring, Rhonda Novak, Kelly Peters, Evan Clinton, Samantha Inda, Elise Antolik, Karen Howorth, Ray Dellosa, Heather Castor, Meggan Young, Cat Peirano, Jenny Pennington, Rocio Martinez, Lynn Powell, Sierra Lembke, Christine Bartl, Amber Rose, Christine Sheehan, Will Rose, Laeni Gross, Meghan Love, Paty Dominguez, Deb Friedman, Lisa Benz, JT Valle, Kristen Krup

#### **HILLCREST MIDDLE SCHOOL**

Grade 6 - Dan Dexter  
 Grade 6 - Allison Rich  
 Grade 6 - Linda Helton  
 Grade 6 - Elizabeth Baird  
 7<sup>th</sup> and 8<sup>th</sup> Science - Sergio Blanco  
 8<sup>th</sup> Language Arts & Soc. Studies - David Cole  
 7<sup>th</sup> Language Arts- Julia Garson  
 8<sup>th</sup> Math- Rachel Wittenberg  
 7<sup>th</sup> Math- Jackie Jex-Lewis  
 Grade 7 - Colleen Clements  
 Grade 8 - Heather Johnson  
 Grade 8 - Kelly Sporrer  
 Technology - Matthew McDowell  
 Maker Lab/Drama - John Collins  
 Band - Nick Pulley  
 Spanish - Patricia Hurtado  
 6/7/8 Physical Education/Health - George Sotiras  
 Special Education - Chandra Colley

#### **DISTRICT SUPPORT STAFF**

Tiana McDowell, District Speech Therapist  
 Renee LaBerge, RN M.S. District Nurse (no school email)  
 MaryAnn Carpenter, School Psychologist (no school email)  
 Samantha Cole, Academic Counselor  
 Rosie Steen-Larsen, LMFT, GUSD Mental Health Coordinator  
 EL Support Teacher- Kathleen Byrne

#### **MAINTENANCE/CUSTODIAL**

Brian Sposato, Head of Maintenance  
 Santiago Onofre, Custodian  
 Kevin Sposato, Custodian  
 Ty Dannenbring, Custodian  
 JT Valle, Custodian

#### **BEYOND THE BELL (Daycare Program)**

Director- Meggan Young

### **2021-2022 Information**

**After-School Athletics:** To participate in extracurricular athletics, a student must have a minimum 2.0 Grade Point Average on their last report card (and maintain a 2.0 on your next report card if the sport continues after report cards are issued) and have had a physical exam within the last year. A student may NOT try out, participate in practice, or play in competitions until they have submitted their physical exam to the coach and a copy has been filed in the School Office. Hillcrest participates in the West County Athletics League and offers the following sports each year depending on the availability of coaches and student interest: Girls' and Boys' Flag Football, Basketball and Volleyball.

A student who is issued an administrator-assigned detention may be removed from one game. A student becomes ineligible to participate in sports while under a temporary removal or suspension. A student who has been temporarily removed or suspended from school and/or demonstrates unsafe or disruptive behavior may be removed from the team depending on administrative review.

Coaches interested in supporting Hillcrest Middle School's after-school athletics program (including volunteer coaches) must have current First Aid and CPR certifications and be fingerprinted through the Gravenstein Union School District Office. Coaches must also complete specific coaches' training at their own expense. For information on coaches' training see the principal or athletic director. Parents or guardians who drive students, other than their own, to or from games must meet the Gravenstein Union School District's requirements for insurance. Forms are available in the school office.

**After School Detention:** If necessary and warranted, a detention may be assigned by your child's teacher as a consequence for some classroom behavior problems. The principal would need prior notification and be in agreement with this consequence. After school detention may be up to one hour in length. The parent/guardian will be contacted by the teacher who issues the detention 24 hours in advance by phone call, conference, or written notice if this is to take place. Parents/guardians must provide any needed transportation for after school detention.

**Attendance and Absences:** Daily classroom attendance is critical to success in school. Also, all absences (without independent study plans) result in the loss of funding for our school. A lack of good attendance may be a factor when a teacher is considering retention of a student. Parents need to verify all absences by a phone call or email before 9:00 AM on the day of absence or a written note must be provided on the first day back to school.

- Please schedule trips/vacations during non-school days.
- Phone or written verification must include the date, duration, and specific reason for absence.
- Students may not attend dances or participate in athletic practices, competitions and other extracurricular activities on days when they have been absent from school. For Independent Study information see page 8.
- To report an absence, please contact the front office. See the following for phone numbers and email addresses to use when reporting an absence:

Gravenstein School Office  
(707) 823-5361  
[gravabsences@grav.k12.ca.us](mailto:gravabsences@grav.k12.ca.us)

Hillcrest Middle School Office  
(707) 823-7653  
[hmsabsences@grav.k12.ca.us](mailto:hmsabsences@grav.k12.ca.us)

**Bicycles and Walking:** Students **must** have signed parental permission to walk or ride bikes to and from school. Students may ride bicycles or walk to and from school, provided they follow safe walking and riding practices and obey bicycle and helmet laws. When you arrive on campus you must get off your bike and walk it to the bike rack. **SKATEBOARDS, ROLLERBLADES, AND SHOE SKATES ARE NOT PERMITTED ON SCHOOL CAMPUS.**

**Bus Fees:** All questions regarding home-school transportation can be directed to West Sonoma County Transportation. The phone number is (707) 206-9988 and the website is [schoolbusing.org](http://schoolbusing.org).

**Cell Phones/Electronics:** Cell phones and personal electronics for students are **not allowed at school** except with parent request and administrative written approval. Even when this exception is granted, cell phones are not to be seen or used in the classroom or around campus, with the exception of the designated area at Hillcrest, after school, with staff permission. They are **NOT** to be turned on or brought out during school hours. **Violation of this rule will end the allowance of the cell phone to be on campus at any time.** Personal electronics (portable game players, iPods, MP3 players, e-readers, etc.) are **NOT** allowed at school. In the event the above mentioned items are brought to school, the school is **NOT** responsible for the loss/damage to any of the above mentioned items. (Education Code 48901.5)

**Chromebooks:** All students in grades K-8 have a class set of Chromebooks (laptop) to use in their classroom. Grade TK will have a 1:2 ratio. See more information listed under Technology.

**Citizenship and Conduct:** All students need to feel safe, respected, and welcomed on the Hillcrest and Gravenstein campuses. In the Gravenstein district we honor each person's individual uniqueness and appreciate each person's contribution to the learning community. So that all can learn and thrive academically, socially, and emotionally, each student is expected to **be safe, be respectful, and be responsible** for following all classroom and school rules, and procedures.

Students will bring home a classroom discipline agreement that discusses these rules and expectations—this is summarized in the GUSD School-Family Compact. Each form must be signed by a parent and the student and returned to the teacher to signify that everyone has read and understands the district/school/classroom expectations. **Second Step** is a program utilized by district staff to assist students in social and emotional learning (SEL).

**Clean Campus and Recycling:** The appearance of our campus has a great deal to do with our school pride. It is the responsibility of all of us to keep our campuses neat and clean. Recycling used paper, plastic bottles, and aluminum cans is an ongoing service project. We all need to do our part to take care of our campus and protect the environment. You can help to make sure the school is safe and clean by following these rules: 1. Eat and socialize in designated areas and 2. Place all trash in containers and aluminum cans in recycling barrels.

**Closed Campus:** If a student is going to leave school for any reason during the day, the person picking up the student **MUST** come into the school office to sign the student out. The person checking the student out of school **MUST** be over eighteen years old and be listed on the student's emergency card. A student may **NOT** leave campus during the day without following this checkout procedure. Cutting school or cutting class may result in detention, loss of privileges, or referral to the District Attorney's Office in severe cases.

**Curriculum:** The state standards-based curriculum at our schools is a master plan for your future success in high school and beyond. The program is constantly evolving in response to state-of-the-art practices and State and District level standards. We offer GATE/Maker activities, Accelerated Math and ELA Classes, as well as a Learning Lab for extra support.

**Course of Study:** At Hillcrest Middle School, all students in grades 6-8 receive year long courses in Language Arts, Mathematics, Social Studies, Science and Physical Education/Health. These courses are mostly departmentalized with students moving to individual teachers for each subject. Students also select three year-long Electives to fill their schedule. These year-long Electives may include, but are not limited to, Spanish, Band, Maker Lab, Coding, and Journalism. Additionally, on Wednesdays, Hillcrest students will take an additional Enrichment class at the end of the school day. This Enrichment can be changed every Trimester.

**Daily Schedule:** At **Gravenstein**, students should not arrive on the school campus until 15 minutes before their class is to begin, unless the student is going to daycare, which opens at 7:00 AM. Beyond the Bell at the Gravenstein campus closes at 5:30 PM. At **Hillcrest**, students should not arrive on campus until 8:00 am, unless attending Beyond the Bell or a Zero Period class. The school day follows a Schedule with a student having 7 periods each day, a morning break, and lunch. Students should leave campus immediately after school ends or when the bus leaves, unless they are participating in after school school-sponsored activities. Beyond the Bell at Hillcrest opens at 7:15 AM and closes at 5:15 PM. Please check with the daycare director, administration, or the Beyond the Bell Handbook for more information.



**Gravenstein District Community Day School:** Community Day School follows its own schedule (360 minutes), which is given to the student and parent/guardian at the time of entrance to the school/program. Please refer to AR/BP 6185 on the district website under Board Policies for more information.

**Dances and Special Events:** Hillcrest Middle School dances and special activities are held throughout the school year. Specific dates are announced at school and in the weekly “Monday Messages” newsletter. Only current Hillcrest Students in sixth, seventh, and eighth grades are invited to attend. All dances and activities are open to current HMS students ONLY. Students must be picked up immediately after the dance. Admission is charged to cover costs and raise funds for student activities. Students who are “ineligible” may not attend dances or participate in other special events. The district dress code and rules must be adhered to at all school activities, dances and field trips. Students who are absent the day of the dance may not attend the dance. (See “Eligibility for Dances” below.)

**Drama:** Drama is a very popular extra-curricular activity at Hillcrest Middle School. It is also a school day activity in some grade levels and programs in the district. The yearly Hillcrest Musical/Drama production begins in the fall with the performances in the spring. Rehearsals are held after school, with more frequent rehearsals as the performance approaches.

**Dress Code:** The purpose of student dress and appearance regulations is to encourage students to dress appropriately and attend school properly prepared for participation in the educational process. Guidelines also serve to prevent disruption of the classroom atmosphere, to eliminate disturbances and distractions among students and to protect the safety, health and welfare of the individual student. Appropriate dress and personal appearance at school and school-related activities shall not include any clothing, attire or accessory that by its manner of appearance, arrangement, trademark, fit, or any other attribute, is: **unsafe, disruptive, unhealthful, obscene, profane, ethnically, racially or sexually degrading, libelous or slanderous, exposing undergarments, provocative or revealing, advocating unlawful behavior or illegal substances, or suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts.** Current examples of inappropriate dress include but are not limited to the following:

***Unsafe:***

Inappropriate shoes (for Physical Education or playground) or no shoes

Oversized pants/shorts (must fit at waist without a belt)

Hillcrest Middle School students may not wear hoods from sweatshirts or jackets on their heads at any time except when they are outside in the rain.

***Unhealthful, Unsafe and Advocating Unlawful Behavior or Gang Affiliation or Illegal Substances:***

Clothing or personal articles displaying references such as tobacco, alcoholic beverages, marijuana, etc.

Any clothing or articles considered gang-related (with guidance from law enforcement) such as bandanas, hairnets, chain accessories, slippers, etc.

***Disruptive, Provocative or Revealing:***

Clothing considered undergarments

Clothing exposing undergarments

Clothing exposing midriff, upper torso, etc., halter tops (exposing front or back) and swimwear

Shorts or skirts that are too short (administrative determination)

In accordance with this policy, **administration will make the determination of the appropriateness of the clothing/article at school.** The administration may ask that an item be removed, request that more appropriate clothing be brought from home, schedule a student–parent conference or take any necessary disciplinary action.

**Eighth Grade End-of-the-Year Activities and Graduation Requirements:** To be eligible to take part in eighth grade end-of-the-year activities (includes any field/reward trip, graduation dinner, graduation ceremony, or any other activities scheduled specifically for the 8th grade graduating class) and receive a certificate of promotion you must:

- 1) Maintain a minimum 2.0 overall Grade Point Average during your eighth grade year.
- 2) Not receive 5 or more Trimester F’s during the eighth grade year.
- 3) Earn a minimum 2.0 GPA for the third trimester of 8th grade.

- 4) Have attended at least 85% of the total school days for the year. Work completion through Home Hospital teaching or an Independent Study Program shall constitute attendance. For special circumstances, an administrative exception may be granted if a student has a doctor's verification of illness and/or assigned work is completed.
- 5) Discipline issues may eliminate a student's ability to participate in Graduation activities as determined by the administration.

A Student Study Team meeting (to include the student's teachers, at least one administrator or designee and the parents) may be held at the end of each trimester in which the student is in jeopardy of not participating in the graduation ceremony. The Student Study Team shall have the authority to waive any of the above criteria with cause. This decision may or may not coincide with promotion to 9th grade or retention in 8<sup>th</sup> grade. (See the Promotion/Retention Policy on page 8). If the parents/guardians are in disagreement with the Student Study Team decision they may appeal to the Superintendent and the School Board.

All students participating in the 8<sup>th</sup> grade promotion ceremony wear graduation gowns as specified by the administration. A donation to cover the cost of the gown is requested of the parents of graduates but the donation is not required. Third trimester 8th grade Community Day School students (or students who have been in CDS during the third trimester) do not participate in graduation activities. (The Community Day School Policy is on the district website.)

**Eligibility for Dances at Hillcrest Middle School:** Students will not be eligible for a dance if they fit into any of the following categories:

- 1) Any student absent from school the day of the event
- 2) Any student who has received 3 or more Administration-assigned lunch detentions during the trimester in which the activity is held or the next event
- 3) Any student who has been suspended (in school or out of school) during the trimester in which the activity is held or the next event
- 4) Any student owing money from lost books, instruments, sports uniforms, etc. at the time the event occurs
- 5) Any student attending Gravenstein Community Day School during the trimester in which the activity is held

**Eligibility for Trimester One and Two Reward Activities at Hillcrest:**

- Students must have a 3.5 minimum GPA for the trimester in which the activity takes place.
- Students must have no D or F grade in any class for the trimester in which the activity takes place.
- Students must have had no administratively assigned detentions or suspensions during the trimester in which the reward activity takes place.

**Emergency Information Cards:** Students must have an Emergency Information Card on file in the School Office. If the parent /guardian cannot be contacted staff will notify emergency contacts listed on the student's Emergency Information Card. **Students will ONLY be released to persons listed on your Emergency Information Card.** If the address or phone number is changed, or the parent/guardian has a new job, or if the student is going to be left in the temporary care of someone who is not on the student's Emergency Information Card, please notify the School Office to change the emergency card. **Telephone calls or notes brought to the school office by someone other than the parent/guardian asking for release to a person not on the emergency card will not authorize release.**

**Emergency and During-the-School-Day Release Procedures:** The following procedures must be followed:

- Students will be released ONLY to a parent/guardian OR someone listed on the Emergency Information Card. They may be required to show identification to authorize release. Notes brought in by students or other people will not authorize release.
- Parents/guardians (or any visitor) must check in the School Office before going on the campus.
- Parents /guardians (or visitors) must sign students out when leaving campus, so that staff can accurately account for all students.
- The school will make every effort to notify parents or guardians in the event of an emergency. However, in an emergency, limited electricity and/or phone lines may make this a slow process. Please listen to KSRO AM 1350 for updated news or for school closures.



**Second Step Program:** Teachers (and many other staff members) have been trained in the Second-Step program to help work with students on safe and healthy social emotional learning (SEL). Each classroom teacher adopts and implements their own SEL activities.

**Extracurricular Activity Eligibility:** After-school athletics, drama, and extracurricular field trips enrich Hillcrest Middle School's program. However, they are not part of the core curriculum. In accordance with state law, students must maintain a minimum 2.0 G.P.A. in order to participate in extracurricular activities. Excessive Behavior Infractions or a suspension may also restrict a student's participation. Activities and sports sign ups will be announced in the Hillcrest bulletin.

**Field Trips:** Teachers or administrators may plan a field trip or special activity to support units of study (Instructional Trips) or to recognize students for citizenship and conduct (Reward Trips). They enrich the curriculum, build school spirit, improve students' social skills and foster positive working relationships between students and staff. Students may be excluded from field trips due to excessive discipline, attendance issues or low grades. Teachers will notify students and parents in a timely fashion about the minimum requirements necessary for participation in the field trip. All field trips or activities off campus require written permission from parents or guardians and authorization for emergency medical treatment. **Any guardians who chaperone overnight field trips must be fingerprinted for GUSD with clearance through the Department of Justice (DOJ) and tuberculosis testing (at parent/guardian's expense) prior to the field trip.** See Board Policy/Administrative Regulation 1240 on the district website.

**Fund Raising:** Gravenstein Parent Association (GPA) is a very active group dedicated to enhancing every child's school experience. This parent foundation organizes community-building events, plans engaging fundraisers, and collects donations to help fund the enrichment programs, assemblies, and many other school activities. Every parent is urged to join and participate in GPA.

**Grading System and Honor Roll:** The system for evaluating students in grades 4<sup>th</sup>-8<sup>th</sup> at Gravenstein Union School District is A, B, C, D and F (A = 100% to 90%, B = 89% to 80%, C = 79% to 70%, D = 69% to 60%, F = 59% to 0%). Grade Point Average (GPA) is calculated by adding grade values (A=4 points, B=3, C=2, D=1, F=0) and dividing by the total number of weighted grades. Each student is graded by the teacher according to the quality of work, in relation to established state and district standards. Students who earn a 3.0 GPA or better will be placed on the Honor Roll for that trimester. Eighth grade students who have achieved Honor Roll all three years will be recognized at graduation.

**Grading Period, Progress Reports and Report Cards:** Hillcrest and Gravenstein have 3 grading periods (trimesters) to ensure close communication between school and home about academic progress. Each trimester is approximately twelve weeks long. Progress Reports for students in grades 4-8 are given out halfway through each trimester.

**Homework - Why is it assigned?** The School Staff assigns homework because it:

- ✓ Provides an important way of communicating with parents or guardians about school work.
- ✓ Develops study habits, self-discipline, and responsibility.
- ✓ Reinforces and enriches school learning by providing necessary practice and application.
- ✓ Allows teachers to make the best use of instructional time in class.
- ✓ Completes work that was begun in class.
- ✓ Teaches students how to gather and organize information through research.

**Homework Partners:** Many successful high school and college students use study partners to help strengthen what they are learning. Students should think about choosing a Homework Partner in each of their classes. They should make sure the student is someone they can call to get assignments or help when needed.

**Honor Roll:** At the end of each grading period the names of students who have achieved a grade point average of 3.0 or better are placed on the Honor Roll. Students who have earned a 3.5 to 3.99 GPA are placed on the Principal's Honor Roll. Superintendent's Honor Roll is given to students who earn a GPA of 4.0, or all A's.

**Honors at Assemblies, Eighth Grade Graduation Dinner and Graduation:** During trimester award assemblies, students are recognized for academic achievement (grade 4-8 Honor Roll), attendance, and/or citizenship. At Hillcrest Middle School subject awards are also given out at the trimester award assemblies. Eighth grade students who have maintained their Honor Roll status for three full years or who have distinguished themselves in other ways will be recognized at the Eighth Grade Graduation Dinner and at the Graduation Ceremony.

**Houses:** Hillcrest sixth, seventh, and eighth grade students are divided into “Houses” (activity groups) for the purpose of friendly competitions during the lunch period and throughout the year. Each House is named after someone famous from our community’s history. The Houses elect student leaders who help organize teams for each of the events. The events range from sports, such as basketball, table tennis, and volleyball, to board games or jeopardy competitions, as well as service activities like canned food drives. Points are earned for participation and winning. At the end of the school year the winning House earns a special reward field trip. The House Reward Activity has the same eligibility requirements as dances (pg. 7).

**Illness or Injury:** It is important that you inform the school office of any special health matter. In case of a serious accident or injury on campus, the paramedics will be contacted to administer medical aid and a parent or guardian will be notified immediately.

**Independent Study:** Now that most of our school classes are under charter conversion laws, an independent study may be requested for any day a student will be absent. The student may be counted in attendance by state regulations if an independent study is **requested ahead of time and the assigned work is completed in the designated time**. The request should be made to the school office or teacher as soon as you are aware your child will be absent. For both Hillcrest and Gravenstein students, five days of advanced notice is required to gather work and obtain the necessary signatures. Without this advance notice, your child may still be provided with the missed work, but may not earn attendance credit. Please check the district website at [www.grav.k12.ca.us](http://www.grav.k12.ca.us) for Board Policy/Administrative Regulation 6158 Independent Study.

**Lost and Found:** You are responsible for loss or damage to any personal property or school property that has been issued to you, such as textbooks or music instruments. Unclaimed personal items, not picked up in 30 days, will be donated to charity. Students and families will be notified before donation occurs. To be sure that items are returned, have your name in permanent ink on all articles of clothing and other personal property. If you find something that does not belong to you, please turn it in at the school office. If you keep something you find without turning it in it is considered stealing. Students who have witnessed a theft or know a student is in possession of someone else’s belongings should inform the principal or school office personnel. Reports will be confidential.

**Lunch Fees:** Lunch is available to be purchased at Gravenstein Elementary and Hillcrest Middle School. A monthly calendar detailing the meal choices is posted on the district website and available in each office. All lunches include milk. The price of a lunch at the time of this publication is **\$4.50**. Milk purchased a la carte is **\$0.50**. **Meal Charge Policy:** The District offers a charge system to be used **on an emergency basis** when students forget their lunch money or sack lunch. Parents/guardians of students who charge a negative balance are notified once a week by District email to the student’s guardians email address on file. For charges exceeding the \$15 limit: The school site sends charge letters home weekly with a Free or Reduced Meal application attached. Food service staff telephone families exceeding the \$15 limit.

**Make-up Work:** Class and homework assignments missed during an absence must be made up. It is the student’s responsibility to find out about missed assignments from a homework partner or to request make-up work from the student’s teachers and make sure it is completed within the time allotted. The number of days to complete make-up work must be at least equal to the number of days absent; this period can be extended by the teacher or principal on a case-by-case basis. The teacher will decide upon a suitable alternative assignment if the work missed cannot be made up.

**Medication:** Any medications, including over-the-counter medication (includes aspirin or cough drops), must be turned in to the School Office with a form signed by the parent/guardian **and** physician - with specific directions from the physician.

**Monday Messages:** *Monday Messages* is the main venue of communication between the school district and home. It is sent to parents through email from the District Office and it is on the district website [www.grav.k12.ca.us](http://www.grav.k12.ca.us). It is filled with important dates and activities. If you do not automatically receive this emailed newsletter, contact the school secretary to be added to the list. Grandparents and other family members can also receive this communication.

**Music:** Gravenstein and Hillcrest offer exceptional music opportunities as an important part of the instructional program. It is expected that students who participate in the Intermediate or Advanced Bands will make a commitment to such extracurricular activities as evening concerts at school, performances in music festivals, parades or other community events. Beginning with fourth grade, students are eligible for band. We offer 4<sup>th</sup>/5<sup>th</sup> grade Band, 6<sup>th</sup> grade Band, 7<sup>th</sup>/8<sup>th</sup> Band, and Jazz Band and Strings ensemble on the Hillcrest campus. We also offer TK-5 classroom music, and recorders are introduced to all students in grade 3.

**Parent Group:** Gravenstein Parent Association (GPA) is a very active group dedicated to enhancing every child's school experience. This parent foundation organizes community-building events, plans engaging fundraisers, and collects donations to help fund the enrichment programs, assemblies, and many other school activities. Every parent is urged to join and participate in GPA. Website: [wcaregpa.com](http://wcaregpa.com) Contact: [gravensteinparentassociation@gmail.com](mailto:gravensteinparentassociation@gmail.com)

**Promotion/Retention Policy Board Policy/Administrative Regulation 5123:** Students and parents need to be aware that California State Law mandates a promotion/retention policy at each school district. Students have grade proficiency levels that need to be attained to move on to the next grade. For a copy of this policy please check the district website or the school office.

**Promotion Ceremonies:** During the final week of school, promotion ceremonies for some grade levels will be held for students who have successfully completed the requirements of the Gravenstein Union School District. At Hillcrest Middle School, all 8<sup>th</sup> grade students wear robes for a uniform appearance. This is an informal family and community celebration held on campus. It is not an occasion for formal gowns, tuxedos or limousines.

**Restrooms:** Graffiti, writing on restroom walls, or intentionally clogging plumbing are considered vandalism and will result in disciplinary consequences. A bill may be sent to you and your parents or work detail required. Please be considerate and keep restrooms clean for everyone to use.

#### **Rules and Discipline Procedures:**

1. **Be Safe...**and on time and prepared for each class.
2. **Be Respectful...** of others, their property, and the property of the school.
3. **Be Responsible...**by obeying all rules and laws.

Most discipline consequences involve restrictions or loss of privileges or free time. Other discipline may include, but is not limited to, warnings, counseling with teachers, principal, or the superintendent, phone calls to parents, after school detention, administrative (lunch) detention, in school suspension, at home temporary removal, or recommendation for removal or expulsion.

**Administration-assigned lunch detentions** count against your eligibility to participate in dances and certain grade level field trips or activities. Written notice will be sent home if they have received lunch detention. A parent must sign the note so the school office has verification that the parent has received the notification of the lunch detention. **When a student receives his or her third lunch detention, they are no longer eligible for the next dance (at Hillcrest) or other school reward activity.**

**Teacher Temporary Removal:** A student may be temporarily removed from a class by their teacher for the rest of a period and from that class the next day for inappropriate behavior. The teacher will be contacting the parent if this occurs and a conference will be scheduled. The student may be assigned administrative detention time (lunch detention) in addition to the period they sat out.



**Grounds for Temporary Removal or Removal (or Suspension or Expulsion) from School:**

The following is part of Board Policy/Administrative Regulation (BP/AR) 5144.1c. Please go to the district website [www.grav.k12.ca.us](http://www.grav.k12.ca.us) under Publications/Policies for the full BP/AR 5144.1c and BP/AR 5144.1.

**STANDARDS OF BEHAVIOR - GROUNDS FOR TEMPORARY REMOVAL OR REMOVAL**

Any student, including a student with disabilities, shall be subject to temporary removal and removal for violation of the Standards of Behavior below; however, paragraphs 20, 21, and 22 shall apply only to a student in any of grades 4 to 12.

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
  2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal's concurrence.
  3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
  4. Unlawfully offered, arranged, or negotiated to sell a controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant.
  5. Committed or attempted to commit robbery or extortion.
  6. Caused or attempted to cause damage to school property or private property.
  7. Stole or attempted to steal school property or private property.
  8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing their own prescription products.
  9. Committed an obscene act or engaged in habitual profanity or vulgarity.
  10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5.
  11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
  12. Knowingly received stolen school property or private property.
  13. Possessed an imitation firearm. Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  14. Committed or attempted to commit a sexual assault as defined in Penal Code section 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4.
  15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purposes of preventing that student from being a witness and/or retaliating against that student for being a witness.
  16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
  17. Engaged in, or attempted to engage in, hazing. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.
  18. Made terrorist threats against school officials and/or school property,  
A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.
  19. Engaged in "bullying" which means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in paragraphs 20, 21, or 22, below, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
    - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
    - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Electronic act" means the creation and transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- (A) A message, text, sound, or image.

(B) A post on a social network Internet Web site including, but not limited to:

(1) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above.

(2) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(3) Creating a false profile for the purpose of having one or more of the effects listed above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(C) An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

"Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

20. Committed sexual harassment. Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.

21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence,

Hate violence means any act punishable under Penal Code section 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's statutory rights or state or federal constitutional rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.

22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment,

23. Any ground for suspension or expulsion as specified in the California Education Code as from time-to-time amended.

24. Excessive tardiness or absenteeism which is not the result of a student's illness or injury or other excusable reason as determined by the Principal or designee. Excessive tardiness means 15 or more late arrivals, of 30 minutes or more, to school or class per trimester. Excessive absenteeism means 15 or more absences from school or class per trimester. After a student has been tardy 10 times, in excess of 30 minutes or more, or had 10 unexcused absences during a trimester, an attempt will be made to have a parent-teacher-administrator conference.

25. Any chronic violation or a serious violation of the Standards of Behavior or rules specified in the GUSD School/Family Compact or GUSD Student Handbook.

### **SCHOOL OR SCHOOL ACTIVITIES**

A student may be temporarily removed or removed for any violation of the Standards of Behavior if the violation is related to school activity or school attendance occurring within any school in the District or within any other school district, at any time, including, but not limited to, the following:

1. While on school grounds,
2. While going to or coming from school,
3. During the lunch period, whether on or off the school campus, and
4. During, going to, or coming from a school-sponsored activity.

### **Sexual Harassment:**

Sexual Harassment policies are on the district website at [www.grav.k12.ca.us](http://www.grav.k12.ca.us). The student Sexual Harassment policy is BP/AR 5145.7. This policy applies to students in grades 4-12.

**Site Council:** The Gravenstein Union School District Site Council is a team of administrators, school personnel and parents selected from their respective groups to create an improvement plan for the schools utilizing the district's categorical funding. The council meets about 5 times during the year and all community members are invited to attend.

**School Counseling:** Our district provides an academic counseling program for the purpose of guiding the students throughout their school experience and preparing them for later life. All students should be familiar with the counseling program and feel free to use it often and to its full extent. At the elementary level, teachers most often will refer students for support. At the middle school level, students may self-refer in addition to parent and staff member referrals.

**School Office Information:** The school office is an important place of business where all are welcome. The school office staff are happy to answer questions about school procedures or policies or deliver a forgotten lunch. However, the school office can become very busy, especially at the beginning and end of the day. Please try to see the school office staff at other times during the school day or be patient if you must come into the school office during the busy times.

**Special Occasions:** Receiving flowers, balloon bouquets, or other gifts during school hours disrupts instruction; therefore, you will be asked to leave balloons and other gifts in the school office until after school.

**Student Leadership:** Student Leadership is an important part of the school program. Through representatives from each grade level, each student will have a voice in decisions about activities, social events, community service projects, maintaining a positive school spirit, a healthy school environment and many other elements of school life.

**Supplies and Textbooks:** Third through eighth grade students at Gravenstein and Hillcrest students will use Assignment Planners. Supply lists are posted on the district website for each grade level. Any family purchase of supplies is voluntary - not mandatory. All textbooks are supplied by the District. Students are responsible for the condition of the books assigned to them. Any student who damages textbooks or other school materials or fails to return these materials will be charged replacement costs. Unpaid bills may result in withholding of report cards, yearbooks, etc.

**Tardies:** It is important for students to arrive at school and to each class on time. Tardy to school or class in excess of 30 minutes or more is considered truancy after the 3<sup>rd</sup> offense. (See Truancy under Discipline Rules and Procedures or see Truancy listed below).

**Technology:** (The Technology Use Agreement is a separate online document. Students in grades 3-8 will also review the Agreement during one of their classes at the beginning of the year.)

Chromebooks are provided for in-school use for all students. In TK-grade 1, they are provided at a 1 device:2 students ratio. In grades 3-8, it is a 1:1 ratio. Hillcrest has a STREAM lab with additional technology. A Technology Use Agreement needs to be signed by students and families yearly. Some of the rules include:

- **Emailing and the use of social networks are not allowed at school.** The inappropriate use of email or social networks that could be construed as harassment or disparagement of others (even if posted while not at school) may be dealt with through the school discipline process if it becomes an issue at school. Please read Board Policy and Administrative Regulation 6163.4 on the district website, [www.grav.k12.ca.us](http://www.grav.k12.ca.us), for further details.
- The school computers are to be used for school/classroom educational purposes only. Violation of the Technology Use Agreement may result in the denial of the use of computers at school.

**To assist in educating the students in the appropriate use of technology:**

1. Students are educated annually on Internet safety and appropriate online behavior.
2. Students are educated annually on Cyber Bullying awareness and prevention.
3. Students/Parents are required to sign a Technology Use Agreement.

**Textbooks:** In Language Arts, GUSD has adopted *World of Wonders* for TK and *Open Court* for grades K-5. Hillcrest has adopted *Study Sync* by McGrawHill for grades 6-8. *Harcourt (Go Math)* is the adopted Math textbook for grades Kindergarten through 8. *History Alive* is the grades 6-7-8 Social Studies/History adoption. *Harcourt* is the Social Studies adoption for grades K-5. In 2018-2019, Gravenstein Staff analyzed available adoptions and piloted multiple options. The staff selected new NGSS-aligned Science Curriculum and it was board-approved for the 2019-2020 school year.; Twig Science for grades TK-2 and Amplify Science for grades 3-5. Grades 6-8 use STEMScopes. Spanish textbooks by Glencoe are utilized beginning in grade 4.

**Truancy:** PLEASE NOTE -- **An unexcused tardy of 30 minutes or more equals one truancy! Medical or family emergency reasons are generally the only excused reasons for tardiness. This is the law—not just a school rule.**

- School office staff will send a parent or guardian written notification of the school's concern about a pattern of chronic absences **or tardies**. Retention may be considered if students exceed 30 days of absence for the year.
- If absences or tardies continue, the student may be referred for a hearing before the School Attendance Review Board, the probation department, or the case may be referred to the Sonoma County District Attorney.

**Vacations:** Vacations are considered unexcused absences and are discouraged when school is in session. Independent Study may be provided pending school approval.

**Visitors and Volunteers:** Hillcrest and Gravenstein Schools welcome parent visitors and volunteers. **The district's policy/administrative regulation (BP/AR 1240) volunteer policy (on the district website [www.grav.k12.ca.us](http://www.grav.k12.ca.us)) includes background check and tuberculosis testing for frequent volunteers and mandatory fingerprinting for overnight chaperones.** Parents or guardians who wish to visit school must contact the principal or classroom teacher. As a matter of school safety and security, **all visitors and volunteers MUST check into the school office before going onto campus** unless the visit is to attend a group event in the gymnasium or field. **Please check the Volunteer Board Policy 1240 on the district website.**

**Wellness Policy:** The Gravenstein Union School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Federal law requires a wellness policy for school districts that participate in federally funded child nutrition programs. Board Policy (BP) 5030 is on our website.

**Withdrawal from School:** If moving to another district, the legal parent/guardian needs to withdraw the student from school. All textbooks and school materials must be returned, and, if applicable, fines for lost or damaged materials must be paid. Student CUM files will be sent directly to the next school of enrollment.

**Students in grades 3-8 will have the Student/Parent Handbook (with Technology Use Agreement) printed in the front of their daily homework planner.**





## GRAVENSTEIN UNION SCHOOL DISTRICT

**Gravenstein Elementary School and Hillcrest Middle School**  
**David Rose, Superintendent**  
3840 Twig Avenue  
Sebastopol, CA 95472  
707-823-7008  
Email: [drose@grav.k12.ca.us](mailto:drose@grav.k12.ca.us)

**Board of Trustees**  
Gregory Appling, Board President  
Jennifer Koelemeijer, Board Clerk  
Alexander Kahn, Member  
Patrick Lei, Member  
Jeri McNeill, Member

June 10, 2021

Memo To: GUSD Board of Trustees  
From: David Rose, Superintendent  
Subject: GUSD District Office Space

The Facilities Committee began meeting in the Fall of 2019 to discuss action steps for updating the GUSD Master Plan as well as addressing the Williams Settlement Complaints received in August of 2019. The committee determined that the heat mitigation issue at Hillcrest needed immediate attention, so as GUSD began the process of selecting a project manager to assist in the Master Plan update process, planning for the Hillcrest Heat Mitigation Project also became part of the project manager selection process. During the initial Facilities Committee meetings several other potential Master Plan items were discussed and included in the meeting notes, including the need for district office space, and shared with the Board (October 10, 2019). Since that time, the prospect of alternate office space for GUSD district staff has been considered and discussed in a variety of formats and settings. The suspension of in-person instruction has interrupted progress on the development of the initial action plan for Master Plan development, but work on the heat mitigation issue has continued.

A variety of other options for additional space have been considered, including adding space at Gravenstein Elementary, determining if there is available unused space currently at Hillcrest, and even considering local vacant office space. Of those options, the addition of a portable located near current portables at Hillcrest is the quickest and most cost effective solution to this challenge.

Facility space is at a premium on both of our campuses, and our enrollment projections for next year forecasts an increase in enrollment of 47 students. After the unprecedented events of the last 15 months, GUSD is taking strategic steps to be prepared for students that will bring a variety of emotional and mental health challenges with them as we plan our return to full day in-person instruction in August of 2021. We have added additional support staff and student support protocols that will be hindered without a confidential office space with a desk, files, and access to a landline phone at Gravenstein Elementary for these staff. The staff impacted include: Mental Health Coordinator, EL Support Teacher, Academic Counselor, School Nurse, School Psychologist, and CBO (HR functions).

For clerical staffing, the GUSD Board has approved a 1.0 School Secretary for Gravenstein Elementary, and the current School/District Secretary position is vacant. Our plan would be to maintain 0.75 FTE of that position to work in the Gravenstein Office, and to assign the remaining 0.25 FTE to clerical staff at Hillcrest, either through an expansion of a current position or in recruiting a part time position.

The portable that is currently available to us has multiple features that make it a good fit for our needs:

- 1) The used portable in Healdsburg is a steel framed style that is built better than the typical portables.
- 2) The steel frame construction allows for flexibility in the new interior design without compromising the structure.
- 3) The cost to remodel this unit is far less than the cost to purchase a new or customized refurbished unit of the same dimensions.
- 4) A factory refurbished unit would use the same type of unit that is available from Healdsburg.
- 5) The time frame for commissioning the building is shorter if we use the Healdsburg unit.
- 6) The unit from Healdsburg will only cost the amount to prep and relocate.
- 7) The unit from Healdsburg has restrooms, AC, and heat.
- 8) This portable, will have a lifespan going forward of at least 20 years with regular maintenance and upkeep.

GUSD staff and Tenaya Dale from Counterpoint will be viewing the unit in person on Monday, June 14, and will have more information to share with the Board during the June 15 Board Meeting.

2021-22 Certification of Assurances


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancestoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

Consolidated Application Certification Statement

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

Authorized Representative's Full Name	David Rose
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	06/10/2021

\*\*\*Warning\*\*\*

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

### 2021-22 Protected Prayer Certification

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

**CDE Program Contact:**

Carrie Lopes, Title I Policy, Program, and Support Office, [CLopes@cde.ca.gov](mailto:CLopes@cde.ca.gov), 916-319-0126

### Protected Prayer Certification Statement

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

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

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Dave Rose
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	06/11/2021
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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**2021-22 LCAP Federal Addendum Certification**

**CDE Program Contact:**

Local Agency Systems Support Office, [LCAPAddendum@cde.ca.gov](mailto:LCAPAddendum@cde.ca.gov), 916-323-5233

**Initial Application**

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

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

**Returning Application**

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

<b>County Office of Education (COE) or District</b>	06/08/2021
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
<b>Direct Funded Charter</b>	
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Dave Rose
Authorized Representative's Title	Superintendent

**\*\*\*Warning\*\*\***

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## 2021-22 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

### Local Governing Board Approval

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

Date of approval by local governing board	06/15/2021
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### District English Learner Advisory Committee Review

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

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	Does not apply - 59 EL students in the district

### Application for Categorical Programs

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

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

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### 2021-22 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

<b>Title IV, Part A (Student and School Support)</b> ESSA Sec. 4101 SACS 4127	Yes
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**2021-22 Title III English Learner Student Program Subgrant Budget**

The purpose of this data collection form is to provide a proposed budget for 2021-22 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [GNdirang@cde.ca.gov](mailto:GNdirang@cde.ca.gov), 916-323-5831  
 Caroline Takahashi, Language Policy and Leadership Office, [CTakahashi@cde.ca.gov](mailto:CTakahashi@cde.ca.gov), 916-323-5739

**Estimated Allocation Calculation**

Estimated English learner per student allocation	\$126.25
Estimated English learner student count	59
Estimated English learner student program allocation	\$7,449

**Note: \$10,000 minimum program eligibility criteria**

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

**Budget**

Professional development activities	\$2,458
Program and other authorized activities	\$2,421
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$2,421
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$149
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
<b>Total budget</b>	<b>\$7,449</b>

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**2021-22 Title III Immigrant Student Program Subgrant Budget**

The purpose of this data collection form is to provide a proposed budget for 2021-22 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [GNdirang@cde.ca.gov](mailto:GNdirang@cde.ca.gov), 916-323-5831  
 Caroline Takahashi, Language Policy and Leadership Office, [CTakahashi@cde.ca.gov](mailto:CTakahashi@cde.ca.gov), 916-323-5739

**Estimated Allocation Calculation**

Estimated immigrant per student allocation	\$157.20
Estimated immigrant student count	1
Estimated immigrant student program allocation	\$157

**Note: Eligibility criteria**

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

**Budget**

Authorized activities	\$157
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$157

**\*\*\*Warning\*\*\***

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### 2021-22 Substitute System for Time Accounting

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

**CDE Program Contact:**

Hilary Thomson, Fiscal Oversight and Support Office, [HThomson@cde.ca.gov](mailto:HThomson@cde.ca.gov), 916-323-0765

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

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

2021-22 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies at this time.

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### 2021-22 Nonprofit Private School Consultation

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

**CDE Program Contact:**

Sylvia Hanna, Title I Policy, Program, and Support Office, [SHanna@cde.ca.gov](mailto:SHanna@cde.ca.gov), 916-319-0948  
Rina DeRose, Title I Policy, Program, and Support Office, [RDerose@cde.ca.gov](mailto:RDerose@cde.ca.gov), 916-323-0472

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

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

**Private School's Believed Results of Consultation Allowable Codes**

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

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

Add non-attendance area school(s) No

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

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**2021-22 Nonprofit Private School Consultation**

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

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

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**GRAVENSTEIN UNION SCHOOL DISTRICT  
RESOLUTION 210615-01  
CORE SUBJECT TEACHER AUTHORIZATION  
FOR THE 2021/2022 SCHOOL YEAR**

WHEREAS, Education Code 44258.2 authorizes the Governing Board to assign an employee holding a Single Subject or a Standard Secondary teaching credential to teach with his or her consent, any class in grades 5 to 8 inclusive, in a middle school, provided that the teacher has completed at least 12 semester units or 6 upper division or graduate units of coursework in that subject.

THEREFORE, be it resolved that the following teacher meetS the above qualifications and are being authorized to teach in a middle school in the subject(s) in which they hold 12 semester units or 6 upper division or graduate units for the current school year in the Gravenstein Union School District.

Linda Helton- 6th Grade Science

Passed and adopted by the Governing Board of the Gravenstein Union School District on June 15, 2021 by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Gregory Appling, President, Board of Trustees

**GRAVENSTEIN UNION SCHOOL DISTRICT  
RESOLUTION 210615-02  
CORE SUBJECT TEACHER AUTHORIZATION  
FOR THE 2021/2022 SCHOOL YEAR**

WHEREAS, Education Code Section 44258.3 authorizes the Governing Board to allow the holder of a teaching credential, with the consent of the teacher, to teach any subjects in departmentalized classes provided verification is made that the teacher has adequate knowledge of each subject to be taught and the teacher consents to the assignment.

RESOLVED, that the Governing Board of the Gravenstein Union School District authorizes the following assignment for the named certificated employees in the 2021-2022 school year:

Kelly Sporrer- 8th Grade English Language Arts, 8th Grade Math & 7th Grade Science  
Allison Rich- 6th Grade Math  
Dan Dexter- 6th Grade ELA & 6th Grade Social Studies  
Elizabeth Baird- 6th Grade ELA & 6th Grade Social Studies

Passed and adopted by the Governing Board of the Gravenstein Union School District on June 15, 2021 by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Gregory Appling, President, Board of Trustees

**GRAVENSTEIN UNION SCHOOL DISTRICT  
RESOLUTION #210615-03  
REGARDING THE EDUCATION PROTECTION ACCOUNT**

**WHEREAS**, the voters approved proposition 30 on November 6, 2012;

**WHEREAS**, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

**WHEREAS**, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, section 36(f);

**WHEREAS**, before June 30th each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

**WHEREAS**, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account with ten days preceding the end of the fiscal year;

**WHEREAS**, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

**WHEREAS**, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of the state government;

**WHEREAS**, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

**WHEREAS**, the Governing Board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

**WHEREAS**, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

**WHEREAS**, each community college district, county office of education, school district, and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

**WHEREAS**, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

**WHEREAS**, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

**NOW, THEREFORE, IT IS HEREBY RESOLVED:**

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the Governing Board of Gravenstein Union School District;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the Governing Board of Gravenstein Union School District has determined to spend the monies received from the Education Protection Act for the 2020-21 school year and 2021-22 school year for General Education salaries and benefits.

**APPROVED, PASSED AND ADOPTED** this 15th day of June 2021, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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Gregory Appling, Board President  
Gravenstein Union School District

**BEFORE THE BOARD OF EDUCATION  
GRAVENSTEIN UNION SCHOOL DISTRICT  
SONOMA COUNTY, CALIFORNIA  
RESOLUTION #210615-4  
ONGOING MAJOR MAINTENANCE PLAN**

**WHEREAS**, Education Code 17070.75 and Education Code 17070.77 requires School District Governing Boards ("School Board") applying for funds through the State's Facility Bond Program to certify, as part of the School District (the "District") annual budget process, that it is in compliance with completing ongoing and major maintenance plan requirements; and

**WHEREAS**, the School Board desires to maintain a plan for major maintenance to include all actions necessary to keep roofing, siding, painting, floor and window coverings, fixtures, cabinets, heating and cooling systems, landscaping, fences, and other items designated in good Repair;

**NOW THEREFORE**, be it resolved that the School Board of the Gravenstein Union School District hereby certify that the plan includes and is being implemented with all of the following Components:

- (1) Be it resolved that the District will identify the major maintenance needs for the projects; and,
- (2) Be it resolved that the District will provide a schedule for completing the major maintenance needs; and,
- (3) Be it resolved that the District will provides an estimated cost for completing scheduled major maintenance needs; and,
- (4) Be it resolved that the District will establish a restricted fund within the General Fund that is funded at a minimum of 3% of the total general fund's annual expenditures for each fiscal year with the District not needing to expend all of its annual allocation for ongoing and major maintenance in the year in which it is deposited if the cost of major maintenance requires that the allocation be carried over into another fiscal year. However, any state funds carried over into a subsequent year may not be counted toward the annual minimum contribution by the school district.; and,
- (5) Be it resolved that the District will review the plan annually as part of the district's annual budget process, and update, as needed, the major maintenance needs, the estimates of expected costs, and any adjustments in funding the fund; and,
- (6) Be it resolved that the District will make the plan available for public inspection at the office of superintendent of the District during the work hours of the District; and,
- (7) Be it resolved that provisions will be provided in the District's annual budget for the reserve that contains the total funding available for scheduled major maintenance needs as specified in the plan, and an explanation if this amount of the reserve is less than that specified in the plan.



**PASSED AND ADOPTED** by the Board of Trustees of the Gravenstein Union School District  
on June 15, 2021, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

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Gregory Appling, President  
Gravenstein Union School Board

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Jennifer Koelemeijer, Clerk  
Gravenstein Union School Board