

Board of Education

Regular Meeting Agenda

DATE: Thursday, January 14, 2021
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

Gregory Appling, President
Joyce Eichelberger, Trustee
Alexander Kahn, Trustee
Jennifer Koelemeijer, Clerk
Patrick Lei, Trustee

[Zoom Link](#)

- I. **CALL TO ORDER AT 5:00 PM**
- II. **ADOPTION AND APPROVAL OF THE AGENDA**
Approval of the agenda for January 14, 2021 (2 min.)

Action taken/comments:

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JE: _____

- III. **PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**
- IV. **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 (See GUSD Website to review the agreement) Conference with Negotiations team:
2017-2020 Collective Bargaining Agreement
- V. **RECONVENE TO OPEN SESSION**
- VI. **PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION**
- VII. **REPORTS, AND ORAL COMMUNICATIONS**
 - A. **(p.1) Gravenstein Principal (10 min.)**
 - B. **(p.2) Hillcrest Principal (10 min.)**
 - C. **Gravenstein Union Teachers' Association (5 min.)**
 - D. **District Site Council (0 min.)**

- E. (p.5) Gravenstein Parent Association, GPA (5 min.)
 - 1. Minutes from November 17, 2020
 - 2. Agenda for December 15, 2020
- F. Trustee Reports (5 min.)
- G. Racial Justice Committee (5min.)
- H. Master Plan Committee (5 min.)
- I. (p.17) Facilities Report (5 min.)
- J. CBO Report (5 min.)
- K. Superintendent Report/District Correspondence (15 min.)
 - 1. Questions from the December Board Meeting
 - 2. (p.18) 20/21 Mid-Year Report
 - 3. Review of Emergency Powers

VIII. 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.

- IX. **CONSENT AGENDA** (2 min.) **ACTION ITEM**
 - A. (p.25) Warrants
 - B. (p.32) Payroll
 - C. (p.33) Minutes from the Regular Board Meeting of December 10, 2020
 - D. (p.49) Quarterly Williams Report

Action taken/comments:

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JE: _____

- X. **GENERAL ACTION ITEMS**
 - A. (p.52) Facility Inspection Tool (FIT) Reports (5 min.)

Situation: The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in “good repair” as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the

School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

Plan: To review the FIT Reports as prepared by Brian Sposato, GUSD Director of Maintenance.

Recommended motion: For the Board to approve the FIT Reports.

Action taken/comments:

Motion _____ Second _____

Vote: SDS: _____ GA: _____ PL: _____ JK: _____ AK: _____

B. (posted on GUSD website) School Accountability Report Cards (SARCs)
(5 min)

Situation: The Board is asked to approve the School Accountability Report Cards for the District's schools: Gravenstein Elementary, Gravenstein First, Hillcrest Middle School, and Community Day. State law requires that schools that receive state funding prepare and distribute a SARC. The purpose of the report card is to provide parents and the community with important information about each school. The SARC contains a variety of information including a profile that provides background information about the school and its students, the school's mission, goals, and accomplishments, and a variety of state law required information including: demographics, school safety and climate for learning information, academic data, school completion rates, class sizes, teacher and staff information, curriculum and instruction descriptions, and fiscal and expenditure data. School report cards must be updated annually and published by February 1.

Plan: To present the draft SARCs to the Board, and then, pending approval, posting the information for public viewing by both the district and CDE.

Recommended motion: For the Board to approve the SARCs.

Action taken/comments:

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JE: _____

C. (posted on GUSD website) GUSD Fiscal Year Financial Audit for the 2019-20 School Year (15 min.)

Situation: Preparation, review, and submission of the Financial Audit is the fifth and final step in a five step process of our annual budget process. Local educational agencies (LEAs) are required to file an end of the year financial audit that summarizes

the fiscal transactions of the district for the preceding year and reports the financial status of the district at the close of the previous school year. This report, following Board approval, is submitted to the county superintendent for review and then submitted to the state superintendent of public instruction.

Plan: To complete step five of the annual budget process by presenting the GUSD 2019-20 Fiscal Year Financial Audit to the Board, and then, pending approval, providing the report to the required agencies.

Recommended Motion: For the Board to approve the 2019/2020 Fiscal Year Financial Audit.

Action taken/comments

Nomination _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JE: _____

D. (p.84) 2019-20 Certification of Corrective Action (5 min.)

Situation: Part of the process for final approval of the annual budget is the identification of any items for corrective action as well as the documentation of how the corrective action will be implemented.

Plan: Pending Board certification, to implement the corrective actions.

Recommended Motion: For the Board to certify the 2019/2020 Corrective Actions based on the 2019/2020 Financial Audit.

Action taken/comments

Nomination _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JE: _____

E. (Posted on GUSD website) Collective Bargaining Agreement between the Gravenstein Union Teachers Association (GUTA) and GUSD for 2017-2020 (5 min.)

Situation: Annually, the GUSD and GUTA negotiation teams meet to discuss, update, and edit contract language. The draft submitted here represents the work done by these groups during the 2020-2021 school year which will be the basis of negotiation discussions beginning in the spring of 2021.

Plan: Pending Board and GUTA approval, this document will guide employer-employee relations from this date forward and will serve as a starting point for upcoming negotiations.

Recommended Motion: For the Board to approve the revisions to the 2017-2020 Collective Bargaining Agreement.

Action taken/comments

Nomination _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JE: _____

F. GUSD Actions to Support Distance Learning and Other Related Essential Services (5 min.)

Situation: With the constant changes in guidelines and mandates related to the suspension of in-person instruction due to the Coronavirus for GUSD students, this item is a placeholder in the event that any action items arise between the time this agenda is posted and the time of the meeting, as well as serving as a potential action item that arises based on Board discussion during the meeting.

Plan: For the Board to consider any new action item based on new or additional mandates as well as any action item put forth by the Board during the meeting.

Recommended motion: None at this time.

Action taken/comments

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JE: _____

XI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

XII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

- 1.0 Student Discipline**
- 2.0 Pending litigation**
- 3.0 Administrator Performance Updates**
- 4.0 Conference with Negotiations team:
GUTA negotiations update**

XIII. RECONVENE TO OPEN SESSION

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

Action taken/comments

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JE: _____

XV. FUTURE BOARD MEETINGS

- A. February 11, 2021 at 5pm**
- B. March 11, 2021 at 5pm**
- C. April 8, 2021 at 5pm**

XVI. ADJOURNMENT

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



Gravenstein Elementary School Principal's Report-January 2021

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
Enrollment for 2020-2021 (as of 1/8/2021)	13	76	74	82	77	72	80	472 (-2 from last month)
End-of Year 2019-2020	18	73	80	76	79	81	86	493

Attendance and Engagement Tracking

Month 1 Total: 98.97%

Month 2 Total: 99.07%

Month 3 Total: 98.98%

Month 4 Total: 98.6%

Month 5 Total: 98.5%

TK: 97%

Grade K: 99.2%

Grade 1: 97.5%

Grade 2: 99%

Grade 3: 97.6%

Grade 4: 96.8%

Grade 5: 99.9%





CHOICE board RESPONSE

(OPTIONAL: On separate slide add pictures of your activities)

Record yourself answering these 2 questions:

1. What did you do in the enrichment class?
2. What was your favorite?

Circle which Enrichment you completed:



Wednesday Schedule Adjustment

On January 6, Gravenstein students began a slightly modified Wednesday schedule. This has already generated positive feedback from many teachers, allowing them increased time for lesson preparation, video filming, 1:1 student support, and grade level collaboration. Many students were excited to explore enrichment classes for the first time.



Registration for 2021-2022 Has Begun!

- New registration form available online
- Projected enrollment numbers for the 2021-2022 school year to be included in Principal's Report beginning in March (after Intent-to-Return forms are returned)





GUSD January Board Report

Enrollment- as of 1/8/2021:

	6th	7th	8th	Total
2020/2021	93	109	81	283
2019/2020	113	81	86	281

Attendance Report for December

95.49 Attendance Rate

Outreach to Students -December

80 individual phone calls/Zooms were made by our Instructional Aides to students that our teaching staff was having concerns over their progress and engagement.

Hillcrest News and Updates:

Parenting Through COVID- Parent Education Seminars

Hillcrest parents and guardians, starting January 29th with Parent Coach, Positive Discipline Parent Educator, and Hillcrest mom, Rhona Berens, PhD, PCC. In "Parenting Through Covid" Zooms, we'll discuss the twists and turns of parenting tweens and teens—and younger kids, too—during this pandemic. Topics TBD by attendees, e.g., screen-time, motivating kids, effective communication, etc. Five 90-minute biweekly Zooms begin Friday, January 29 at 5 pm. Zooms sponsored by GUSD.

New Staff

Hillcrest is happy to announce the hiring of two new Instructional Assistants - Will Rose and Shannon Divine. Both have already started working contacting struggling students and their families. We are also planning on utilizing these Instructional Assistants to work with small groups of our most needy students on campus. Welcome Will and Shannon!

Attendance

Following California state guidelines for students attendance, the Hillcrest Office staff has been notifying parents and students when their attendance has been affecting their educational performance in the classroom. At the start of December, with the assistance of Superintendent Rose, we held a number of meetings with the students and families of the students whose truancy was most affecting their performance in the classroom. Over the course of a day we met with 5 students and their families. We worked together to create an action plan for both their attendance and to improve their grades. Since those meetings took place, we are happy to report that the students have had a 99% attendance rate in their classes and have all improved their grades.

Canned Food Drive

From November 30 to December 16, Hillcrest Middle School held its annual canned food drive benefiting the Hessel Church food pantry. Hessel Church typically prepares 40-50 boxes of food for the holiday season.

Over the course of the canned food drive, our families donated almost 600 food items!

Rotary Grant

Spanish Teacher Patty Hurtado was awarded a grant from the Sebastopol Rotary for the sum of \$591 to purchase novels for her classroom! Thank you Rotary!

Update on Wednesdays at Hillcrest

Starting on Wednesday January 4th, Hillcrest 6th graders will attend their 1st period classes at 8:30 as they always do. During 1st period, the teacher will review a list of asynchronous assignments to be completed for the day for ALL classes. Students will be assigned foundational IXL skills, in addition to, completing ongoing assignments, projects, and any missing assignments. Students will write all of these assignments in their planners. Students will work independently through the list of assignments and adhere to all deadlines.

Students will not attend Zoom meetings for 2nd, 3rd, or 4th period classes. Students may be invited to small group Zoom meetings or private Zooms meetings to receive additional support from one or more teachers.

During these asynchronous Wednesdays, the teachers will meet as a grade level team to discuss student progress; grade and plan for upcoming assignments; and schedule Zoom meetings with individual students, groups of students, or with parents as needed.

After a great deal of discussion, the 7th and 8th grade team at Hillcrest Middle School has made the decision to not make any changes to the current learning format. Our 7th and 8th grade teachers felt that with High School rapidly approaching for these students that losing any instructional time would be detrimental to their learning.



Mission and Vision Statement:

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

**GPA Meeting Minutes
November 17, 2020 6:00 pm Online Zoom Meeting**

Meeting called to order at 6:05 pm.

Board members present:

Erin Hillmer
Beth Dawson
Sarah Tendall
Ana Horta
Maggie Zavala
Ben Kaun
Allison Herman
Tiffany Melville
Mike Bollinger

Faculty present:

David Rose
William Deeths
Keri Pugno

A. Secretary's Report

1. Approval of 10-20-20 board minutes.

Erin Hillmer – I only want to add the adjourning time, meeting was adjourned at 6:48?. No

No additional comments, all in favor, minutes approved.

2. Upcoming GPA meetings through December: 12/15.

B. Public Comment on Non-Agenda Matters

Erin Hillmer – do we have any ice cream certificates left? Eli Barerra did not get hers and I would like to re-send them.

Keri Pugno – She moved. We might have some Screaming Mimi's certificates in the office.

Erin Hillmer – we sent them 3 certificates because she won 3 different things. I want to let her know that know we did not forget about her. If Keri cannot find Screaming Mimi's certificate, can the board approve 3 buying certificates? I want to move a motion to approve 3 certificates for \$5 each, total of \$15.

Beth Dawson – I second

All in agreement.

C. Updates from Subcommittees

1. Special Events/Fundraising (Sarah Tendall, Maggie Zavala, Tiffany Melville): Do we need one more promotion?

Erin Hillmer - how is Charleston wraps going?

Maggie Zavala - It is going really well, we have 3 days left. The retail total is \$9,166 dollars, the combined profit is \$3,458.66. A couple of the teachers were able to take pictures, the teacher have really helped out to get that out. We will send out one more e-mail reminder and another one for picture day. I think we might accept orders the day after just in case. Cristina sent me an e-mail from Smokehouse; everything is good, they will hold the voucher for us to use it when we are ready. We have a credit of \$9,000.

Sarah Tendall - they said no expiration, when things get better, you guys can plan another event.

Erin Hillmer - I am going to go in FB and make you Maggie of the admins so you can remind people about the fundraiser.

Maggie Zavala - Are in admin for both the Gravenstein and Hillcrest FB page?

Erin Hillmer – I just dot the GPA FB page. Mrs. Deeth, I know you are active in Hillcrest FB page, do we want to remind people?

Beth Dawson - I think it's nice to remind people.

William Deeths - I can do that, please send me 2 sentences.

Maggie Zavala - will send the sentences.

1. Finance (Ben Kaun, Mike Bollinger):

Ben Kaun - budget update. It is fairly fresh, I did it this weekend, I used the financials up through October as a basis for it. It follows the same line items as the financial reports. Some lines are hidden because there are things we are not doing this year. Let's start at the top and we will work our way down. Revenue 1st, fundraiser rev, income categories, expenses, enrichment expenses, school support expenses, fundraising expenses, net

income and loss. This shows a net loss for the year but we will talk about what that means. I am looking for help from you all for some of the gaps I have, I can take feedback to see what is missing.

Parent donations: there is a steep drop off in parents donations, we had \$7,000 in August; \$9,000 in September, and \$2,000 in October. This is mostly due to some people giving all their donations at once. I have not seen how many people pledge and did not donate. We might want to remind them that they pledge but they have not donated. For the budget, I projected what we had in October to continue for the rest of the year.

Fundraisers: the big one in the books is the readathon. I had no idea how much to expect on Charleston wrap, we can update that. I put about \$2,000 but it looks like it could be about \$4,000. Also, anyone knows about the FB Network for good, anyone know how this came to us? It is \$170, it was sent through Network for good.

Erin Hillmer – I have no idea what this is. Someone started a FB fundraiser; was it an employee match, maybe someone did a birthday kind of donation?

Ben Kaun – Are we going to readathon?

Maggie Zavala – Yes, we are doing it in the spring

Sarah Tendall - that makes sense

Ben Kaun - do we agree that having the equivalent expectations of revenue as of last year?

Beth Dawson - I think it will go up, we can up it up. I think people are reading more since they are stuck at home. We can sale it as this will be the only fundraising for the year and we hope for 100% participation. Then again, there is the other mindset of why are pushing fundraising when we are not providing much enrichment.

Ben Kaun - it is good to have targets.

Beth – I think it will be good to push it a little higher.

Sarah Tendall – I will keep it the same.

Erin Hillmer - I agree to keep it the same. We can tie it together with a virtual book fair. Does scholastic make it easy to do that?

Allison Herman - I was told scholastic is doing everything online.

Ben Kaun – what is the revenue we get out of the bookfair?

Erin Hillmer - I think we do not get cash, money to be use with scholastic products

Keri Pugno - we get scholastic dollars.

Ben Kaun – ok, I won't add ay money from he book fair in the budget.

Beth Dawson - I wonder if Amazon does anything like that, like a specific purchase day where some of the profits go to a given organization.

Ben Kaun - like Amazon smile special?

Beth Dawson - what if we talk to Copperfield, like we have 3 buying days?

Erin Hillmer - I like that.

Beth Dawson - I can take that on the early spring and talk to Copperfield's. Ask them 3-4 month in advance.

Erin Hillmer – I think they just did that for another school.

Sarah Tendall - I say we still go to scholastics since the teachers like that for their classroom libraries. I can look into that.

Allison Herman - I can contact See's candies, they do things for eastern since we are talking about spring fundraisers.

Erin Hillmer – I do not want people to feel like we are constantly hitting them with fundraisers, that is why we ask for monthly donations. I do not want to overdo it. I feel the Charleston wrap is the far I want to push this specially this year. I feel like the readathon is tie to education.

Ben Kaun – I will keep the readathon the same what I came away I will keep the same. Spirit wear, I have nothing now, are we doing something? Should it be a budget item for it?

Erin Hillmer - no, we put it all online and I do not think it generates as much excitement. When we go back to school next year we can solicit a volunteer to help with this. My experiment of moving it online was a failed experiment.

Ben Kaun - has anyone order something?

Erin Hillmer – people order but we make a small amount per shirt, we made about \$300, we earned such a small amount per shirt.

Ben Kaun - we made \$600 last year, I do not think it is a failed experiment.

Erin Hiller – yes, but part of those \$300 is from sales at back to school nights.

Ben Kaun - Charleston wrap, I think we are at \$3,500. Should I make it \$4,000?

Erin Hillmer - \$4,000.

Ben Kaun – Ok, I will make that change. Corporate matching donations: we got a big one in August, is that Macy's? I am not sure where this one came from, I can check with the bookkeeping

Erin Hillmer – I can tell you that Macy's was \$2500. The other I do not know

Ben Kaun - I made a guess that it will be doubled. I can eliminate that if we think or leave it like that.

Erin Hillmer - do we normally get corporate matches?

Ben Kaun – we did last year, it was about this amount.

Erin Hillmer - I think it will be less because if parents are not donated the corporations won't be matching it.

Ben Kaun – How about I will add \$1000 to what we got so far; I will make it \$3,800. I do not have anything else. Line 27 was the reimbursement from the Spring that came in this fiscal year. Are there any kinds of donations/fundraising that I am forgetting?

Erin Hillmer – Nothing else I can think off.

Ben Kaun – Bookkeeping, it is less because there is less to do we are at about 20% of what we did last year. Keep in mind that we add more fundraising activities, the cost will also go up. Liability insurance, do we know about this Erin? Do we have to pay the same? Did we buy any supplemental policies?

Erin Hillmer - I do not know. That seems high. I do not even know who we have.

Ben Kaun - I will look into that.

Beth Dawson - is this the insurance as an organization?

Erin Hillmer – I imagine, it is for events in case somebody gets injures doing events.

Ben Kaun - Lawyers' fees, I do not think we will have anything this year. We had stuff for the merger, but I do not project any this year. Website, do we have any expenses?

Erin Hillmer – Yes, we need to pay for the hosting, about \$120 per year. We also need to pay is we want to continue to take payments in the website, that is about \$95.

Ben Kaun – right now we have 0 for enrichment, except for Mr. Burrow. Do we know about coach Paige, do we know when he might start contracting with us, can we have an update?

David Rose – just as a FYI, we are in discussion with staff about adding more focus on enrichment for Wednesday. We are talking about increasing focus on enrichment to relief stress on teachers.

Keri Pugno - we are only receiving independent contract service with Mr. Burrow right now. Coach Paige has had 2 daughters, born earlier plus life adjusting to 3 little kids. He has lots of interested, but it has not happened yet. Our teachers are trying to implement PE into their classes. I know in the middle school, Mr. Satires is providing that. I wanted to get a sense from GPA, are parents feeling overwhelmed? Is it a gap that people are missing? I can reach back to coach Page if you would like me.

Sarah Tendall - I do not think it is urgent. Let's wait until the Wednesday schedule gets flush put. We can start then.

Beth Dawson – Mr. Rose, do you anticipate it will be survey send out to parent interested, which enrichments, for how long, etc?

David Rose - we will work with the enrichments we have. I do not think we can implement a new set of enrichments. Spanish and band will need an ongoing commitment and enrollment, so that transition will be easy. The challenge will be a new list and what is the level of commitment.

Beth Dawson - my questions is along those lines. Keri, is Coach Page interest or he is happy to wait?

Keri Pugno - videos are not that easy for him, he is happy staying at home with his kids, but he does not want to let us down. I think he is happy to wait.

Beth Dawson - Let's get to the holiday season and then reassess.

Ben Kaun - what should I put in the budget, should I budget any classes for Coach Page starting in January?

Keri Pugno – it will be comparable to Spencer Burrow, about 3 lessons.

Erin Hillmer - if people are not missing this and he is not eager about making videos, we can let him off the hook and call him back when school is back.

Sarah Tendall - I agree with that.

Beth Dawson - I am concerned about the kids that are not getting much exercise. During COVID-19 only core academics are mandate, so enrichment are optional, right? In Harmony PE is part of their core curriculum. In one hand I do not overwhelm people, on the other hand I am concerned about kids that are sitting and sitting for many hours. I think it will be good to get the parents input.

David Rose - clarification about the requirements, the state has been silent on that. It is up to us as a district to determine what is required. Some districts have been adding their electives as PE as a requirement. We decide to focus on the 4 core subjects. Changing the Wednesday schedule will mean that we will have to make some of those electives mandatory.

Beth Dawson - I like that, I consider education more than just 4 core subjects.

David Rose – Many parents will like that and many parent won't. I think we need to address the stress level on our teachers.

Mike Bollinger - people can find exercise at home. People can find ways to have their kids to exercise without paying for that.

Ana Horta - exercise is huge for mental health and even though we can find things online, but I think it will be different if the kids can get together with their class mate and a teacher they know and have a connection.

Beth Dawson - Creating the curriculum and sending the link, it is easier.

Allison Herman - every morning we start with 15 minutes mindful meditation, and then at 9 am they do 15 minutes of cardio, they take turns counting and leading the stretches. In the lower grades we have seen movement.

Keri Pugno – thank you for sharing Allison, our teachers at all the grades levels have made time not just for brain break but also for mindful, to combine both mental and social emotional with physical health. I will talk with Coach Page and have a frank conversation with him, he might have some great ideas. He would love to do anything in-person, maybe as we transition back, maybe during material exchange day he can have a 10 minute exercise station. I will reach out to him and get back to GPA.

Sarah Tendall – please share with him that nobody has been hounding us, I do not want him to feel that pressure

Keri Pugno - I hear Mike's comments on that, there are a lot of resources on the internet, and it might not be fiscally responsible to create our own.

Erin Hillmer – Ben, from the budget stand of pint, from January on let's add something like \$1,000.

Ben Kaun - from Jan to May I will put a \$1,000 placeholder for Coach Page. Is there anything else we need to think of with the revisioning of Wednesday. Any other contractors or do we just wait and see?

Keri Pugno - I recommend waiting and seeing.

Ben Kaun - next and last area is school support expenses, he former GFS role. Water delivery ended up in office supplies. We already pay teacher's support, we will pay it for this year next year at the end of the year, if is going to come earlier than June we should account for it. We paid last year late but we paid it. Mini-grants, last year was \$4,000-5,000, what are we thinking for that one?

Erin Hillmer – I think historically has been that. Keri, what do you think about that?

Keri Pugno – I thought we discussed not doing the teacher's mini-grants this year. William, do you remember?

William Deeths - I think we talked about that. I think we should bank than money for this year, specially with donations being low, I believe that was the discussion we had.

Erin Hillmer - we are keeping the \$350 for the supplies account but we are closing the mini0grant account just for this year and saving \$4,000-5,000

Ben Kaun – the next 2-3 are in a similar category: teacher staff appreciation week, staff appreciation luncheon, and 8th grade dinner. I suspect this made more sense in person,

but maybe less sense remotely, and wanted to see what your think. They serve a function, so I did not want to just put 0s. Should we put a budget in, I think cut it by a third from the previous year thinking that maybe there is an opportunity to do something else and still get the purpose of these events.

Beth Dawson - when is staff appreciation day?

William Deeths - 2nd week of May.

Ben Kaun – what do we usually do there, what is the activity and cost?

Beth Dawson - breakfast and food trucks?

Keri Pugno - I believe the luncheon is the food truck and the staff appreciation is a treat each day in each of the classrooms, a variety of things.

Beth Dawson - we will have to get created this year; I think it is important to keep it. In fact I think it should be increased, they are working so hard this year. How about the 8th grade dinner?

William Deeths - 8th grade dinner, I do not see a situation like that happening, I do not see having 300-400 people in the gym by May. I think it is safe to remove it.

Ben Kaun - can we replace it with something else?

William Deeths - yard signs and distance graduation, socially distanced drive up graduation, let's keep that line item under virtual graduation.

Beth Dawson – You did a beautiful job in that virtual ceremony.

William Deeths - I think it was almost better than a regular graduation, I loved it because the kids got more time for themselves.

Mike Bollinger – May I recommend we leave it as it is and change the name, things are changing very rapidly, vaccines are coming along faster, we might not be fully open but we might be more open than we thinks.

Ben Kaun - should I go back into the budget because I cut it?

Mike Bollinger – I think the amount are appropriated, I think is best to leave it as it was, we can change it later too.

Keri Pugno - teachers are working so hard, fatigue has set in, if there is a way to spread out the staff appreciation, can we do it once a month? The more we can tell them they are appreciated the better.

Sarah Tendall - I like that idea, I always thought it should be spread out throughout the year.

Erin Hillmer - are we talking gift of certificates kind of thing or people coming not campus?

William Deeths - gift certificate, bottles of somethings. The idea of personalizing is good but general is better.

Sarah Tendall - that is what I was thinking, a goody bag with gift certificates, something like that.

Beth Dawson - can we use smoke house for staff appreciation?

Sarah Tendall – In my opinion, I am not sure all teacher will be excited about that. Since there is no expiration on that, I think we can save it for another event.

Allison Herman - rename the teacher appreciation and personalize that and keep the amounts, maybe make it one line with more money in it. I will love to work with Sarah on that.

Erin Hillmer – I do not think is a bad idea to combine the \$10,000 into one line item. I have no idea of the cost of it. Allison and Sarah, do you have an idea, can you bring a couple proposal forward for the next meeting?

Allison Herman - yes, I have time,

Sarah Tendall - I will love to bring Jeri in, sha has always been good at that. I will reach out to her.

Ben Kaun - I will make it teacher/staff appreciation and strike luncheon. I may not change names because they are coded specially within the bookkeeping. One last question, f Charleston wrap, we do not have any expenses, correct?

Maggie Zavala - Yes, that is correct.

Ben Kaun - last discussion item is the last line item for a grant to a GUSD for the enrichment program. Lats year we decided we will grant over whatever we make in excess to GUSD. Due to the situation last year we decided not to do that and hold the money. This year the reality will have a net loss, we will have a substantial reserve of about half a million dollars. Should we plan on granting something back to the district this year Mr. Rose or is it too early to tell?

David Rose - I think it is too early to tell, my instinct is that we hold another year and hope for a normal year in the future.

Ben Kaun – we will plan that if we have an excess we will granted, if not we will keep it and we will keep evaluating based on the broader district budget.

David Rose - sounds like a plan.

Ben Kaun - any other questions?

Erin Hillmer - in the years moving forward, I do think we will have problems fundraising if people see we have half a million in reserve. I think this needs to get sorted out, I am just saying this as a president of a board and as a parent

Ben Kaun - the reality is that we can burn that in a year. The funds that exist within this organization go to support the enrichment and school expenditures and the parents have a say on that program. Once is in the district bank account it gets more complicated and there are more restrictions, there are other kinds of drivers. Running the program cost more than what we are bringing in. I will make edits and sign this over. Thank you all!

Beth Dawson and Erin Hillmer - thank you Ben!

1. Governance (Mike Bollinger, Ana Horta)

Erin Hillmer – anything to report?

Mike Bollinger - no updates.

1. Communications (Erin Hillmer, Tiffany Melville, Beth Dawson):

Erin Hillmer – Beth do you have suggestions regarding Monday messages?

Beth Dawson – it is just getting repetitive.

Erin Hillmer – I There are passive ways of donating, we want to remind parents of that. I think reminding people that they can donate through Amazon Smile, etc. And reminding people that we do not only pay for enrichment, but we support the teachers and the school in many ways.

Beth Dawson – that sounds good. We used to have a connection with sports basement connection, do we still have that? I know I am jumping to fundraiser.

Erin Hillmer - I can look into the email.

Sarah Tendall – I thin it is like Oliver's, I think once is set is set.

Beth Dawson – true, I just think to remind people that is an option.

Erin Hillmer – a weekly reminder of that until the Holidays will be good. I am working with Molly to do a newsletter with reminders like this. Mr. Rose and Mrs. Pugno, if we are doing the Wednesday staff we can, do you want to highlight enrichment on Wednesday let's know.

Keri Pugno – thank you, we are still working on finalizing that.

1. School Liaison (Allison Herman)

Erin Hillmer – Allison, any updates?

Allison Herman - I have not been by ither campus. The 1st time was very impressive and the 2nd time there was not much. I will stop by next week.

E. Principal's Reports

Keri Pugno – Allison, I think there are checks there in both boxes. I do not have anything additional. We talked about it already. It is not business as usual; our teachers are doing a great job and I am proud of them and what we have offered. Our enrichments are wonderful. I am proud to be part of this.

William Deeths - I agree with what Keri said. Our teachers are doing a phenomenal job, all the planning they have done during the summer and all they have learned from the dry run in the spring is showing. They are surprised to see how many students excelling. The Halloween event was a huge amount of fun; we are in the middle of another spirit week, we are trying to do little things like that.

Beth Dawson: thank you

F. Superintendent's Report

David Rose - briefs comments, I just shared last MOUS to move onto the Governance Committee and I will be happy to work with them directly to create a draft for GPA consideration. I want to echo what Mr. Deeths and Mrs. Pugno said about the incredible work of our teachers. I continue to be amazed by the resiliency students and families to stay with this crazy format, the level of engagement on an ongoing basis. I am immensely proud of the teachers, the students and the families.

Allison Herman - what do you think the teachers need?

Keri Pugno - they need to know they are being appreciate. It is wonderful to work wit staff that is o dedicated. It is not business as usual, but in a sense the teachers have not change their expectations and that is truly remarkable. I will say that Starbucks gift cards always go first.

David Rose – how about having a menu of items for teacher to chose from? If they have a choice, it might be good.

Beth Dawson - it might be fun to do like a card brigade, appreciation parade, something that warms the spirits.

Keri Pugni - luncheon 6 feet apart by grade, something like that?

Allison Herman - if we make a gratitude menu will be beautiful. Sarah and I will work on it.

Erin Hillmer – Unless anyone else has any has last minute staff, let's end the meeting.

Allison Herman - I make a motion to call the meeting

Erin Hillmer – I second that.

All in favor, meeting adjourn at 7:28 pm.



Mission and Vision Statement:

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

**GPA Board Meeting Agenda
12-15-20 6:00 pm Online Zoom Meeting**

A. Secretary's Report

1. Approval of 11-17-20 board minutes.
2. Upcoming GPA meetings to be scheduled in new year: 1/19/21, 2/16/21, 3/16/21, 4/20/21, 5/18/21, (June meeting?)

B. Public Comment on Non-Agenda Matters

C. Updates from Subcommittees

1. Special Events/Fundraising Outcomes and Planning (Sarah Tendall, Maggie Zavala, Tiffany Melville): Teacher appreciation roll out, spring read-a-thon/ Copperfields, pancake breakfast possible cancel?
2. Finance (Ben Kaun, Mike Bollinger)
3. Governance (Mike Bollinger, Ana Horta)
4. Communications (Erin Hillmer, Tiffany Melville, Beth Dawson):
5. School Liaison (Alison Herman)

E. Principal's Reports:

F.. Superintendent's Report

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

Heat Mitigation Project Hillcrest: The district facilities team met with QKA and Counterpoint during Winter Break to discuss options moving forward and defining the project scope and next steps. We looked at the multiple improvement measures we wanted to move forward with as we were interested in many of the options QKA came up with. As we discussed further, we found that our timeframe for this large construction scope would be very difficult to achieve in a summer time window, as plans need to be developed, and then go through a DSA (Division of State Architect) approval process which can be lengthy. As a result, we have prioritized that the roofing should be done first as well the mechanical improvements as a project. We feel that these two measures would have the biggest impact on the comfort of buildings A and B. We would then assess the other building measures and evaluate, research, and plan a phase two project, where we would then be able incorporate other possible improvements, as we develop the Master Plan and we could then evaluate future scopes based on the needs of the campus. We feel that phasing projects gives us time to better examine our needs based on master planning, and would also better work within time frames, and to minimize construction activities during school instructional time.

F.I.T. Reports: F.I.T. (Facility Inspection Tool) reports have been prepared for the 2020-2021 school year. This report is then incorporated with the SARC. (School Accountability Report Card) This tool is used to evaluate classrooms, restrooms, and playgrounds into 15 categories for upkeep and observing facility conditions and identify what is maintained and working and to identify deficiencies of areas that may need repair or mitigation. This report is essentially a snapshot at the time of evaluation and may not mean that an item is not going to be mitigated or may be in process of being mitigated. It is a tool that helps determine areas that may need bigger repair measures to understand and observe the condition of a facility. Another aspect that we add is to highlight larger improvements of what has been done and when, so we can help keep track of when was the last time an instructional space was modernized or improved, or help prioritize what buildings are due for upgrades.



GRAVENSTEIN UNION SCHOOL DISTRICT

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Board of Trustees
Gregory Appling, Board President
Jennifer Koelemeijer, Board Clerk
Joyce Eichelberger, Member
Alexander Kahn, Member
Patrick Lei, Member

January 14, 2021

Memo To: Gravenstein Union School District Board of Trustees
From: David Rose, Superintendent
Subject: 2020/2021 Mid-Year Report

The first half of the 2020/2021 school year has presented many challenges and opportunities for the GUSD staff! Fortunately, the talented, skilled, and dedicated staff has answered the call, and are currently providing a first class learning experience for our students despite the limitations of a distance learning format and the myriad other potential barriers that are part of our current reality. Below is a brief summary of staff activities during the opening months of this school year: some routine requirements, and many new undertakings designed and implemented to ensure the best learning opportunities possible for our students.

Enrollment - Enrollment for GUSD for 20/21 as of 1/8/21 is 754, 2.6% or 20 fewer students than at the close of the 19/20 school year. The impact of COVID-19 is the main factor for the decline, whether it be families deciding not to start their student in K or TK this year or families that have moved out of the state due to economic concerns. We are optimistic that we will see an increase in enrollment for 21/22 as we increase and perfect our safety precautions and vaccinations are administered.

Attendance - Attendance during the first half of the 20/21 school year has been phenomenal, nearly 99%. The biggest reason the rate is this high is due to the incredible work of our teachers and the engaging, dynamic platforms that they have created. For any student facing barriers to daily engagement, our teachers, support staff, and administrators have implemented Tier I and Tier II interventions to address and remove challenges, which has resulted in almost every student attending every day.

Discipline - There have been no suspensions or expulsions during the first half of this school year. This can also be attributed to the planning and engaging lessons being provided by our teachers, during which there have been minimal incidents of student misbehavior.

Academic Progress - This is a very challenging year in terms of gathering valid assessment data. CAASPP testing did not take place last year and student assessments and work are impacted by varying degrees of parent support and other factors. The two main indicators we currently have that reflect academic progress are attendance/engagement rates (which are incredibly strong), and subjective teacher judgement of grade level achievement for students. Based on the perspective of our teachers, our students are doing incredibly well given the current circumstances. District-wide, based on teacher concerns, we are currently providing Tier II and Tier III interventions (in-person support, modified schedule or assignments, case manager support (Counselor or EL Teacher) for approximately 5% of our population, roughly 40 students.

Specific Activities and Accomplishments

The activities below are categorized pursuant to the focus areas of Governance from the California School Boards Association (CSBA).

A. Setting Direction for the District - *Mission, vision, goals, objectives, activities, evaluation and reporting of progress, LCAP, Annual Board Organizational Meeting, Board Study Sessions and Retreats*

Annual Activities:

- 1) Annual Board Organizational Meeting held, successful election of President and Clerk, adoption of 2021 Board Meeting Calendar
- 2) Draft and conduct Public Hearing on the 20/21 LCAP (Learning Continuity and Attendance Plan)
- 3) 2020/2021 LCAP (Learning Continuity and Attendance Plan) approved by Board and SCOE

New or Additional Activities for 20/21:

- 4) Superintendent Goals and action items to support mission/vision statements drafted
- 5) Masters in Governance
- 6) One-on-one Board Agenda Review Sessions
- 7) Drafted, adopted, and received approval of the 20/21 CDE COVID-19 Operations Written Report
- 8) Creation and guidance of Reopening Committee and Subcommittees
- 9) Board Bylaw revisions for BB9220 (Trustee Election Ballot Fees) and BB9121 (Duties of the Board President)
- 10) Board Study Session (October 1, In-Person Instruction Waiver)
- 11) Election and Appointment of Trustees to fill three vacancies
- 12) Investigate and report on progress of district unification efforts in Sonoma County
- 13) Draft multiple COVID-19 and Distance Learning compliance and planning documents including: GUSD Waiver Application, Sonoma County Schools Reopening Checklist, Small Cohort Plan, GUSD COVID-19 Testing Protocol, GUSD Reopening Committee, Cal/OSHA COVID Prevention Plan

B. Student Learning and Achievement - *Identify needed data points, gather and analyze data, use data for goal setting(Direction) and budget development(Finance), summer school, CALPADS enrollment data, instructional materials sufficiency and adoption, Certification of Compliance with Standards-Aligned Instructional Materials, Site Plans for Student Achievement, ELPAC and CAASPP, progress reports, Site Council, Williams Reports (sufficiency of materials/supplies), alignment with Common Core Standards, MTSS, mental health, District Calendar, Student Information System*

Annual Activities:

- 1) Adoption of Special Education Local Area Plan for 20/21
- 2) Adoption of 20/21 Sufficiency of Textbooks/Materials Resolution
- 3) Adoption of 20/21 Certification of Compliance with Standards Aligned Materials Resolution
- 4) Completion of English Language Proficiency Assessments for California (ELPAC, in-person)
- 5) Ongoing in-person assessment of students for Special Education Needs
- 6) Ongoing in-person vision/hearing screenings

7) Approval of Special Education Monitoring Activities Plan

New or Additional Activities for 20/21:

- 8) Revised and updated registration forms, on-line and hard copy access
- 9) Teachers and administrators spent tremendous amounts of time over the summer creating a distance learning platform that minimizes reliance on parent oversight and maximizes focus on student learning in the four core subjects, accounting for 2020 spring learning loss
- 10) Teachers continuously refine and upgrade virtual learning techniques and strategies, acquire new technology skills and abilities, and spend extra time lesson planning for the new format, recording lessons, and consulting with peers to identify and implement best practices
- 11) To ensure access to distance learning, 470 devices checked out, 55 hot spots purchased and maintained, and one-on-one training and troubleshooting with parents
- 12) Developed system for monitoring student engagement, work completion, and application of Tier I and Tier II student support interventions
- 13) Creation of on-site support for highest need students as a Tier III intervention
- 14) Creation and implementation of a MTSS mental health program with a menu of Tier I and Tier II interventions, assessment, signs and indicators of anxiety/trauma/depression/ACEs, case use and development of Tier III referral resources in the district and in the community
- 15) Established support and intervention for high needs students including: EL Support (Translation and Family Outreach), operating ELD support classes, Academic Intervention through SIPPS Reading Intervention Program, Learning Lab 1 :1 or small group support in afternoons, daily live instruction from Special Education Team, Speech Services provided virtually through Presence Learning and OT Services provided through Redwood Pediatrics
- 16) Provide parent/guardian of students with an IEP a written update of distance learning service plans
- 17) Maintain access for all students to Enrich!, elective, and physical education instruction and activities
- 18) Virtual Field Trips
- 19) Modify special events and activities to be implemented virtually
- 20) Virtual Lunch Time Clubs and House/Spirit Activities at Hillcrest
- 21) Self Care Challenge Series implemented at Hillcrest
- 22) MOU with Sonoma County Library for Student One cards to increase access to library collection, supports, and services

C. Finance/Collective Bargaining - *Reserve strategies, food services, budget, interim reports, audit, LCFF calculator and revenue projections, staffing levels, negotiations, Education Protection Account Resolution, Consolidated Application, Gann Limit, Accounting of Developer Fees*

Annual Activities:

- 1) State Controller approval of 18/19 Audit
- 2) Budget development with alignment to the LCAPs
- 3) Public Hearing on the 20/21 Budget
- 4) Adoption of 20/21 Budget
- 5) Adoption of 20/21 Education Protection Account Resolution
- 6) Approval and submission of the Consolidated Application and Reporting System report
- 7) Approval of the 45-day revised 20/21 budget
- 8) Submission and approval of the 20/21 LCAP Federal Addendum

- 9) Approval of 19/20 Unaudited Actuals
- 10) 2019-20 Audit Report
- 11) Established a revised Gann Limit for the 2019/2020 school year and adopted a Gann Limit for the 2020/2021 school year
- 12) SCOE approval of 20/21 Budget
- 13) Submission of 20/21 Mandate Block Grant Applications
- 14) CBEDS staff reporting certified
- 15) LCAP Overview for Parents drafted, adopted, approved by SCOE and posted on GUSD website
- 16) Approval of Acceptance and Certification of Governmental Accounting Standards Board (GASB) Number 75 for 19/20
- 17) Approval of First Interim Report for 20/21
- 18) Approval of Resolution for Accounting of Development Fees for 19/20 for fund 25, Capital Facilities Fund
- 19) Service Contracts: WCTA, SRCS Food Services, WCUSD Nurse, School Psychologist, Speech and Language, SELPA, Title III Consortium
- 20) Safety and compliance approval for on-site food services operations
- 21) Ongoing public information requests
- 22) Food Service monthly claims, weekly orders, revenue & expense reconciliation, staff training
- 23) Period Attendance Reporting to CDE: P-1, P-2, Annual
- 24) Special Education Maintenance of Effort and Subsequent Year Tracking Report
- 25) Special Education Excess Cost Calculation Reporting

New or Additional Activities for 20/21:

- 26) Certification of Application for Elementary and Secondary School Emergency Relief (ESSER) Funds
- 27) Certification of Application for Learning Loss Mitigation Funds
- 28) Created, installed, and implemented new attendance and synchronous/asynchronous instruction tracking system in SchoolWise pursuant to AB 77 guidelines
- 29) CARES Act expenditure reporting submitted
- 30) Hillcrest Middle & Gravenstein Elementary Modernization Eligibility Updates for Modernization Funding submitted
- 31) Received confirmation from The Office of Public School Construction (OPSC) of the GUSD School Facility Program (SFP) application for modernization funds eligibility for Hillcrest Middle
- 32) Secured \$5,000 tech grant for connectivity for high need students
- 33) Secured \$8,000 grant for air purifiers
- 34) Additional cash reporting to SCOE

D. Facilities - *Facilities Master Plan, FIT Report, construction, Deferred Maintenance Plan, Summer Maintenance Plans, ongoing maintenance*

Annual Activities:

- 1) Adoption of 20/21 Ongoing Major Maintenance Plan
- 2) Ongoing maintenance, repairs, cleaning
- 3) Inspections and upkeep for alarm systems, water systems, solar panel monitoring

New or Additional Activities for 20/21:

- 4) 2012 Master Plan Review
- 5) Interview and Select Heat Mitigation Project/Master Plan Project Manager (Counterpoint)

- 6) Interview and Select Heat Mitigation Project/Master Plan Architect (QKA)
- 7) Review and acquire Board approval of Heat Mitigation Project Plan
- 8) Inventory, monitor, distribute, and maintain stock of disinfecting and cleaning products, PPE, and all associated COVID-19 safety products
- 9) Plan and install COVID-19 facility safety measures and actions including plexiglass shields, portable air purifiers, maximizing ventilation, hand washing and hand sanitizer stations, touchless paper towel dispensers, signage, and work space disinfection protocols
- 10) Draft and File Williams Settlement Complaint Response
- 11) Installation of new marquee at Hillcrest Middle School
- 12) Upgrade of cabling and connectivity capabilities for Hillcrest Middle School
- 13) Purchase and use of Electrostatic Sprayers to increase efficiency of disinfection procedures

E. Policy/Judicial Review/Advocacy - *BP and AR review and updates, legislation and legal updates, student and employee discipline issues, advocacy for legislation and political items, Parent/student/staff handbooks, truancy prevention*

Annual Activities:

- 1) Ongoing review and application of BP and AR
- 2) Parent/Student/Staff Handbook update and distribution

New or Additional Activities for 20/21:

- 3) Board adoption of GUSD Resolution on Racial Justice, Equity and Inclusion
- 4) Formation of Racial Justice Committee
- 5) District video on Racial Justice, Equity and Inclusion
- 6) Established Truancy Prevention Team and the creation and implementation of truancy notifications letters, protocols, and Site Attendance Review Team (SART) meetings
- 7) Established District SARB Committee and held 5 SARB Hearings

F. Human Resources - *Position control, staffing projections, position descriptions, evaluation, recruitment/hiring/training, School Safety Plans, staff surveys, Educator Effectiveness Plans*

Annual Activities:

- 1) Collective Bargaining Agreement Negotiations and contract language updates
- 2) Initial conferences and observations for certificated evaluations
- 3) Ongoing staff demographic updates, health benefits, employment verifications, retirement, payroll
- 4) Ongoing new hire HR setup, employment documentation, payroll, retirement, fingerprinting, TB
- 5) Ongoing credential monitoring, reporting and updates
- 6) Annual benefits payroll system updates, open enrollment process
- 7) Annual W2 reporting
- 8) Annual 1099 reporting
- 9) Ongoing accounts payable/receivable & bank reconciliations
- 10) Quarterly payroll tax reporting
- 11) Quarterly multiple worksite reporting
- 12) Annual Governmental Compensation in California reporting
- 13) CALSAAS (reporting new last year)

New or Additional Activities for 20/21:

- 14) **Summer and Fall Staff Needs Assessment Surveys**
- 15) **Injury and Illness Prevention Plan (IIPP) updated with COVID-19 awareness and prevention section added**
- 16) **Plan, develop, and implement Distance Learning specific technology, lesson planning, instruction, assessment, and trauma awareness training provided by district staff and SSU School of Education**
- 17) **Superintendent, Principals, and Director of Maintenance participate in a variety of COVID-19 training and certification programs including: Contact Tracing, COVID-19 and OSHA Requirements, COVID-19 and OSHA Requirements for Private Schools, Reopen Confidently Webinar, Equipment & Technology for Workplace Disinfection, RESIG Health and Safety Webinar, COVID-19 and Employees Returning to Work, Trauma and COVID-19, Instructional Time and Attendance Webinar, Webinar Review of State Public Health Department Guidance, Matching Accessibility Resources to Students' Needs Virtual Training, RESIG Government Emergency Telecommunications Service Webinar, Quest Diagnostics Covid-19 Testing Program, SCOE/Sonoma County Department of Health Service Contact Tracing Training, Certificate of Contract Tracing Proficiency, Webinar: What Is Working--Return To School, Curative/SCOE Webinar on Testing and Tracing, COVID-19 Updates and Public Schools: A Conversation with State Public Health Leaders, Governor Newsom Safe Schools for All Program, ACSA Safe Schools for All Webinar**
- 18) **GUTA Reopening MOU**
- 19) **GUCE Reopening MOU**
- 20) **Review and implement new guidelines for employee leaves**
- 21) **Payroll adjustments and tracking of CARES Act leaves for several employees**
- 22) **Draft and secure approval of position descriptions for District Mental Health Coordinator, School Secretary, and Food Clerk positions**
- 23) **Recruit, hire and train District Mental Health Coordinator (LMFT), School Secretary, Food Clerk, EL Support Teacher, Fourth Grade Teacher, 6 new IAs**
- 24) **Establish service contract and implement services for Speech and Language Service students while teacher is on leave**
- 25) **Revision of Management Salary Schedules to facilitate consistency between positions and other GUSD employee group schedules**
- 26) **Establish and implement system of weekly COVID-19 Surveillance Testing for all staff and students on both campuses**
- 27) **Establish COVID-19 Hazards Inspection Team at each site with administration, maintenance, certified and classified representatives**
- 28) **Addition of COVID-19 specific modules to annual mandated training series**
- 29) **Creation and implementation of COVID-19 specific sources of trauma training for all staff**
- 30) **Four SSU Student Teacher placements, 2 in ELA, 1 in Music, 1 in Social Studies**

G. Community Relations - SARC, LCAP stakeholder/advisory group input, website, GPA MOU and liaison, community messaging, community events (Open House, BTSN, promotions, special events), parent surveys, Enrich! content, Trustee recruitment

Annual Activities:

- 1) **Draft and approval of 20/21 MOU with GPA**
- 2) **Shoobox Challenge at Hillcrest**
- 3) **Canned Food Drive at Hillcrest Middle**

- 4) Continue consultation and connection with community partner organizations including: SELPA, WCTA, West County Sups, Leadership 40, SSDA, ACSA, CSBA, CASBO, Title III Consortium

New or Additional Activities for 20/21:

- 5) Survey families prior to school opening to determine device needs and connectivity barriers
- 6) Establish Gravenstein Elementary Twitter and Facebook accounts
- 7) Socially Distanced Meet the Teacher Events including materials and supplies check-out process
- 8) Production and distribution of Hillcrest Welcome Back Video
- 9) Tech Support for parents including Classroom Teachers working with families to explain platforms, the establishment of a helpdesk managed by Matt McDowell, and Paul Carey providing outreach to meet with parents/grandparents to provide tech support
- 10) Virtual Back-To-School Nights
- 11) Virtual Parent/Teacher Conferences
- 12) Drive-Through Halloween Costume Parade
- 13) Drop-in student pictures
- 14) Drop-in materials exchanges
- 15) Revised and updated registration application, on-line and hard copy access
- 16) Allie Brown nominated for Sonoma County Teacher of the Year
- 17) Kathleen Byrne produces EL Program for Distance Learning that is recognized by the North Coast School of Education as best practice and will be used as a model for training new teachers
- 18) CDE recognition for Wanda Holden for accuracy of J-90 reporting
- 19) MOU with Tobacco-Free Sonoma County Coalition, teacher on assignment (50% funded)
- 20) George Sotiras becomes Sonoma County certificated teacher lead on project for creating TK-8 Youth Tobacco Use Prevention Curriculum
- 21) "Wonder" drive-in movie event for Gravenstein 4th graders
- 22) 10 GUSD teens (GUSD alumni) present "Teach Climate and Redefine It" lessons in Allison Rich's 6th grade math classes
- 23) Alexis Grimm and Megan Gorman secure donations from Sebastopol Rotary to purchase Night Vision Video Camera to observe Steelhead hatching activity
- 24) Patty Hurtado secured a grant for Spanish Novels
- 25) "Parenting Through COVID" Parent Education Series is organized and scheduled to begin in January of 2021
- 26) Superintendent is invited to serve as a Board Member for the Gravenstein Health Action Committee
- 27) Participate in the Sonoma County C&I Network addressing COVID-specific instructional practices
- 28) Summer and Fall Parent Surveys

ReqPay12c

Board Report

Checks Dated 12/01/2020 through 12/31/2020					Board Meeting Date January 14, 2021	
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1812921	12/03/2020	Rich, Allison T	04-4340	Reimb.Flocabulary		120.00
1812922	12/03/2020	AT&T Mobility	01-5840	Wireless Service - year 1	118.60	
			03-5840	Wireless Service - year 1	1,423.27	
			04-5840	Wireless Service - year 1	830.24	2,372.11
1812923	12/03/2020	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2020-21		135.00
1812924	12/03/2020	Fishman Supply Company	01-4400	Aeramax Professional Air Purifier-District	1,190.96	
			03-4400	Aeramax Professional Air Purifier-District	14,291.47	
			04-4400	Aeramax Professional Air Purifier-District	8,336.68	23,819.11
1812925	12/03/2020	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		600.00
1812926	12/03/2020	Jack Schreder & Associates, In c.	40-5830	October 2020 - School Facilities Program		4,331.25
1812927	12/03/2020	Office Depot	01-4310	Grav DL Supplies-Clasp	6.36	
				Envelopes+Paperclips		
			03-4310	Grav DL Supplies-Clasp	73.10	
				Envelopes+Paperclips		
			04-4350	District Office Supplies	159.08	
				Office Supplies/ Certificate Paper -HMS	127.23	365.77
1812928	12/03/2020	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2020-21	1.39	
			03-5520	Light Poles at Grav Elem 2020-21	15.91	17.30
1812929	12/03/2020	Redwood Pediatric Therapy Asso	03-5811	OT/Consult Svcs for Students RH and JZ		548.00
1812930	12/03/2020	Total Compensation Systems Inc	01-5830	GASB 75 Full Valuation	125.00	
			03-5830	GASB 75 Full Valuation	1,500.00	
			04-5830	GASB 75 Full Valuation	875.00	2,500.00
1812931	12/03/2020	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2020-21		1,944.80
1813579	12/10/2020	Sully, Petria	03-4310	Reimb. Xmas Gifts		29.53
1813580	12/10/2020	Espinosa, Jr, Salvador	01-5862	Reimb.Live Scan	2.00	
			03-5862	Reimb.Live Scan	23.00	25.00
1813581	12/10/2020	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2020-21		41,645.81
1813582	12/10/2020	Counterpoint Construction Services, Inc.	40-6200	Facilities Project Management Services	1,475.00	
				Hillcrest Temperature Mitigation	960.00	2,435.00
1813583	12/10/2020	Mary Tupa, dba Crown Trophy	01-4390	Engraved Plastic Signs	1.74	
			03-4390	Engraved Plastic Signs	20.78	
			04-4390	Engraved Plastic Signs	12.12	34.64
1813584	12/10/2020	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		900.00
1813585	12/10/2020	Pacific Gas & Electric	01-5520	Electric and Gas for 2020-21 @ Gravenstein	72.78	
			03-5520	Electric and Gas for 2020-21 @ Gravenstein	988.98	

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ESCAPE ONLINE

ReqPay12c

Board Report

Checks Dated 12/01/2020 through 12/31/2020

Board Meeting Date January 14, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1813585	12/10/2020	Pacific Gas & Electric	04-5520	Electric and Gas for 2020-21 @ Hillcrest	717.81	1,779.57
1813586	12/10/2020	Pitney Bowes Global Financial	01-5600	Postage Machine Lease Rental 2020-21	8.62	
			03-5600	Postage Machine Lease Rental 2020-21	103.44	
			04-5600	Postage Machine Lease Rental 2020-21	60.35	172.41
1813587	12/10/2020	Scholastic - The Teacher Store	04-4210	Books-Curriculum ELA 7th Grade		384.69
1813588	12/10/2020	Sonoma County Office Of Ed.	01-5812	GUSD Addressed Envelopes	31.10	
			03-5812	GUSD Addressed Envelopes	373.15	
			04-5812	GUSD Addressed Envelopes	217.65	621.90
1813589	12/10/2020	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
1814772	12/17/2020	Pitney Bowes Inc.	01-5950	Ink for Postage Meter	8.74	
			03-5950	Ink for Postage Meter	104.88	
			04-5950	Ink for Postage Meter	61.18	174.80
1814773	12/17/2020	Presence Learning, Inc.	01-5830	Flat Rate SLP Services Contract FY21	447.85	
			03-5830	Flat Rate SLP Services Contract FY21	5,374.16	
			04-5830	Flat Rate SLP Services Contract FY21	3,134.93	8,956.94
921814774	12/17/2020	U.S. Bank Corporate Payment	01-4310	DL Supplies-10x17 Envelopes	10.41	
			01-4400	Task Chair-Grav	8.69	
			01-5202	Mindfulness Course-Stein-Larsen	12.00	
				Super/Board Training Fees	12.57	
			03-4310	Amazon-Gloeckner (thermal sheets)	33.75	
				Amazon-Grimm/Gorman (Rotary Grant)	389.68	
				Cameras		
				Amazon-Labels for RC	121.35	
			03-4400	Amazon--Tomsy Chair	117.19	
				Task Chair-Grav	99.94	
			03-5202	Mindfulness Course-Stein-Larsen	143.99	
				Super/Board Training Fees	150.90	
			04-4210	Amazon-Johnson Books	350.46	
			04-4310	Voyager Sopris-SE	77.28	
			04-4400	Amazon-Labels for RC	22.53	
				Amazon-Wittenberg- Covid Comp.	309.68	
				Accessories		
			04-4440	Vocabulary/Chamber Theater-Sporrer	243.00	
			04-5202	Mindfulness Course-Stein-Larsen	84.00	
				Small School Super/Board training	88.03	
			13-4390	Amazon-Task Chair Kitchen	108.63	2,384.08

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Checks Dated 12/01/2020 through 12/31/2020

Board Meeting Date January 14, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1814775	12/17/2020	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2020-21	16.05	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2020-21	191.50	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2020-21	95.44	
				Hillcrest AT&T CALNET 3 Charges 2021-21	69.20	372.19
1814776	12/17/2020	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2020-21		117.00
1814777	12/17/2020	Juvo	04-5830	Autism and Behavioral Services		1,433.65
1814778	12/17/2020	Pitney Bowes	01-5950	Postage for Postage Meter	21.26	
			03-5950	Postage for Postage Meter	255.25	
			04-5950	Postage for Postage Meter	148.92	425.43
1814779	12/17/2020	Ray Morgan Company	01-5633	Copier Contract Charges 2020-21		951.14
1814780	12/17/2020	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
1814781	12/17/2020	Stephen Roatch Accountancy	01-5821	2019-2020 Audit Contract	111.00	
			03-5821	2019-2020 Audit Contract	1,332.00	
27			04-5821	2019-2020 Audit Contract	777.00	2,220.00
1814782	12/17/2020	SyTech Solutions	01-5830	Document Management Services 2020-21	12.52	
			03-5830	Document Management Services 2020-21	150.30	
			04-5830	Document Management Services 2020-21	87.68	250.50
1814783	12/17/2020	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2020-21	35.27	
			03-5631	Copier Lease for Schools and DO for 2020-21	423.38	
			04-5631	Copier Lease for Schools and DO for 2020-21	246.98	705.63
1814784	12/17/2020	Ally Technology Consulting LLC	01-4340	Technology Purchases for Grav and HMS	137.95	
			01-4440	Technology Purchases for Grav and HMS	1,568.11	
			01-5840	IT Consultant 2020-21	162.50	
				Technology Purchases for Grav and HMS	6.72	
			03-4340	Technology Purchases for Grav and HMS	1,586.36	
			03-4440	Technology Purchases for Grav and HMS	18,033.22	
			03-5840	IT Consultant 2020-21	1,950.00	
				Technology Purchases for Grav and HMS	77.38	
			04-4340	Technology Purchases for Grav and HMS	1,051.41	
			04-4440	Technology Purchases for Grav and HMS	12,647.76	

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ESCAPE ONLINE

Checks Dated 12/01/2020 through 12/31/2020

Board Meeting Date January 14, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1814784	12/17/2020	Ally Technology Consulting LLC	04-5840	IT Consultant 2020-21	1,137.50	
				Technology Purchases for Grav and HMS	68.82	38,427.73
1814785	12/17/2020	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2020-21		67.50
1814786	12/17/2020	Fishman Supply Company	01-4370	District Wide Custodial Supplies	36.78	
			03-4370	District Wide Custodial Supplies	441.32	
			04-4370	District Wide Custodial Supplies	257.44	735.54
1814787	12/17/2020	Juvo	04-5830	Autism and Behavioral Services		588.83
1814788	12/17/2020	MakeMusic, Inc.	04-4340	Music DL Accounts		1,120.00
1814789	12/17/2020	The Library Store	01-4390	Library Materials	11.82	
			03-4390	Library Materials	135.90	147.72
1814790	12/17/2020	Barrera, Alicia E	03-4310	Reimb. DL Stem Supplies		123.40
1814791	12/17/2020	Evans Camahan, Gail S	01-5830	Reimb. Covid Test Bags	.46	
			03-5830	Reimb. Covid Test Bags	5.30	5.76
1814792	12/17/2020	All-Guard Alarm Systems, Inc	03-5800	Alarms-Hillcrest & Gravenstein 2020-21 SY	38.04	
			04-5800	Alarms-Hillcrest & Gravenstein 2020-21 SY	26.96	65.00
1814793	12/17/2020	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	2.56	
			03-5830	Water testing for Gravenstein	29.44	
			04-5830	Water testing for Hillcrest	32.00	64.00
1814794	12/17/2020	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2020-21		42.00
1814795	12/17/2020	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2020-21	4.80	
			03-5862	Fingerprinting for staff 2020-21	57.60	
			04-5862	Fingerprinting for staff 2020-21	33.60	96.00
1814796	12/17/2020	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		150.00
1814797	12/17/2020	Jack Schreder & Associates, In c.	40-5830	November 2020 - School Facilities Program		1,443.75
1814798	12/17/2020	Office Depot	01-4310	Class Supplies- Team 1	31.47	
			03-4310	Class Supplies- Team 1	31.45	62.92
1814799	12/17/2020	Redwood Pediatric Therapy Asso	03-5811	OT/Consult Svcs for Students RH and JZ		461.48
1814800	12/17/2020	T-Mobile USA, Inc.	01-5840	T-Mobile Hotspots	1.50	
			03-5840	T-Mobile Hotspots	18.00	
			04-5840	T-Mobile Hotspots	10.50	30.00
1814801	12/17/2020	The Library Store	01-4390	Library Materials	7.03	
			03-4390	Library Materials	80.76	87.79
1814802	12/17/2020	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	475.00	950.00

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Checks Dated 12/01/2020 through 12/31/2020

Board Meeting Date January 14, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1815815	12/22/2020	Business Card	01-4362	Dist. Fuel	2.31	
			01-4370	Maint./Custodial	14.86	
			01-4380	Maint. Supplies	45.20	
			01-4400	Atlas	32.72	
			01-5869	Finance Charge	1.00	
			03-4362	Dist Fuel	27.71	
			03-4370	Maint. Supplies	170.85	
			03-4380	Maint. Supplies	526.72	
			03-4400	Atlas	376.22	
			04-4362	Dist. Fuel	16.17	
			04-4380	Maint. Supplies	289.37	1,503.13
1815816	12/22/2020	Trivunovic, Beth	03-4310	Class Supplies		130.72
1815817	12/22/2020	Haas, Elsbeth B	03-4310	Class Supplies		42.57
1815818	12/22/2020	Barrera, Alicia E	03-4310	Class Supplies		27.06
1815819	12/22/2020	CASBO	01-5200	CASBO- HR Summit-Melacha	4.45	
			03-5200	CASBO- HR Summit-Melacha	53.40	
			04-5200	CASBO- HR Summit-Melacha	31.15	89.00
			01-4310	Toner for Printer-Staff rm and Students	13.86	
29 1815820	12/22/2020	Office Depot	01-4350	District Office Supplies	34.59	
				School Secretary Supplies- Grav	4.49	
			01-4390	Toner for Printer-Staff rm and Students	13.86	
			03-4310	Toner for Printer-Staff rm and Students	89.53-	
			03-4350	District Office Supplies	414.95	
				School Secretary Supplies- Grav	51.65	
			03-4390	Toner for Printer-Staff rm and Students	159.33	
			04-4350	District Office Supplies	37.57	
				Office Supplies/ Cerificate Paper -HMS	15.82	
				School Secretary Supplies-Hillcrest	195.64	852.23
1815821	12/22/2020	Reid - Tomsky, Stephanie L	03-4310	Reimb. Class Supplies		70.01
1815822	12/22/2020	Deeths, William H	01-4310	Reimb. Bags for student Supplies- Covid	2.73	
			03-4310	Reimb. Bags for student Supplies- Covid	32.83	
			04-4310	Reimb. Bags for student Supplies- Covid	19.15	
			04-4390	Reimb. Snacks	33.07	
			04-4440	Reimb. Lap Top for Principal-Deeths	647.05	734.83
1815823	12/22/2020	Ally Technology Consulting LLC	01-4340	Technology Purchases for Grav and HMS	47.96	
			01-4440	Technology Purchases for Grav and HMS	545.23	
			01-5840	Technology Purchases for Grav and HMS	2.34	

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Checks Dated 12/01/2020 through 12/31/2020

Board Meeting Date January 14, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1815823	12/22/2020	Ally Technology Consulting LLC	03-4340	Technology Purchases for Grav and HMS	551.58	
			03-4440	Technology Purchases for Grav and HMS	6,270.15	
			03-5840	Technology Purchases for Grav and HMS	26.91	
			04-4340	Technology Purchases for Grav and HMS	365.57	
			04-4440	Technology Purchases for Grav and HMS	4,397.63	
			04-5840	Technology Purchases for Grav and HMS	23.93	12,231.30
1815824	12/22/2020	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2020-21		47,236.90
1815825	12/22/2020	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		283.20
1815826	12/22/2020	Gravenstein Revolving Fund	03-5826	Repay Revolving Account-City of RP		159.00
1815827	12/22/2020	Gravenstein School District	03-5826	Repay Clearing Account- Party Jump		1,470.00
1815828	12/22/2020	School and College Legal	01-5202	Workshop- Confidentiality and Record Ret/Dest.	1.50	
			03-5202	Workshop- Confidentiality and Record Ret/Dest.	18.00	
			04-5202	Workshop- Confidentiality and Record Ret/Dest.	10.50	30.00
			01-4362	Dist. Fuel	5.48	
1816566	12/29/2020	Business Card	01-4370	Custodial Supplies	4.50	
			01-4380	Maint. Supplies	91.47	
			01-5869	Fees/Finance Charge	81.93	
			03-4362	Dist Fuel	65.75	
			03-4370	Custodial Grav	51.69	
			03-4380	Maint. Supplies	1,091.43	
			04-4362	Dist. Fuel	38.35	
			04-4380	Maint. Supplies	615.02	2,045.62
			04-5830	Autism and Behavioral Services		1,895.66
			12-5911	Daycare Phone Line for 2020-21		14.47
1816567	12/29/2020	Juvo	01-5830	Coordinate and Execute Covid -19 Site Testing	173.00	
			03-5840	Coordinate and Execute Covid -19 Site Testing	2,076.00	
			04-5840	Coordinate and Execute Covid -19 Site Testing	1,211.00	3,460.00
1816570	12/29/2020	ACSIG	01-9573	Employee's Dental Plan Coverage 2020-21		18,889.50
1816571	12/29/2020	Office Depot	04-4350	School Secretary Supplies-Hillcrest		61.49
1816572	12/29/2020	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2020-21		2,002.00

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ESCAPE ONLINE

Checks Dated 12/01/2020 through 12/31/2020

Board Meeting Date January 14, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
Total Number of Checks					74	<u>242,357.65</u>

Fund Summary

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	General Fund	44	118,137.76
03	Gravenstein Elementary Chart	49	66,477.91
04	Hillcrest Middle Charter	44	49,047.38
12	Child Development Fund	1	14.47
13	Cafeteria Fund	5	470.13
40	Special Reserve-capital Proj	3	8,210.00
Total Number of Checks		74	242,357.65
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u>242,357.65</u>

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Gravenstein Union School District
December Payroll Report

January, 2021 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 530,516.17

Supplemental: \$ 4,179.59

Classified Salary & Benefits

Regular: \$ 171,488.56

Supplemental: \$ 4,919.75

Total Salary & Benefits

\$ 711,104.07

Board of Education Regular Meeting Minutes

DATE: Thursday, December 10, 2020
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

[Zoom Link](#)

I. CALL TO ORDER AT 5:00 PM

Meeting called to order at 5:02. In attendance are Steve Schwartz (SDS), Gregory Appling (GA), Alexander Kahn (AK), Jennifer Koelemeijer (JK), and Patrick Lei (PL).

II. ADOPTION AND APPROVAL OF THE AGENDA Approval of the agenda for December 10, 2020 (2 min.)

No changes to the Agenda

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

Keri Pugno (KP) - Report in packet. Welcomed new employees. Gail Carnahan, Christine Sheehan, Amber Rose, Patty Dominguez, and Salvador Espinosa. Working on school tours and registration for next year. Two teachers received Rotary Grants, Grimm and Gorman. Money used to purchase night vision cameras so that they can watch the salmon at night for their salmon project.

B. (p.2) Hillcrest Principal (10 min.)

Will Deeths (WD) Report in packet. Noted the high numbers of students making trimester one honor roll. Noted teachers going the extra mile to support their students using the example of an eighth grade teacher scanning a book for a student who was unable to get the book.

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

Beth Trivunovic (BT) - Huge appreciation for all that is taking place behind the scenes and in the classrooms as well as the instructional aides and custodial staff. Really appreciate that Hillcrest Staff participating in what turned out to be Gravenstein Staff meeting. Members are

put at ease with the testing on campus now. Thank you, Happy Holidays wishing you a safe holiday.

D. District Site Council (0 min.)

No report at this time.

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

Erin Hillmer (EH) – Report included in packet. Things are proceeding and we are receiving lower amounts of monthly pledges, which was expected. Fundraising letter has been sent and we had a successful fundraiser, raised around \$6,000, with little work involved. Have a great new board and excited board members looking forward to eventually getting back to school and full fundraising.

1. **Annual Budget - In packet**
2. **October Financials - In packet**
3. **Minutes from October 20, 2020 - In packet**
4. **Agenda for November 17, 2020 - In packet**

F. Trustee Reports (5 min.)

SDS - Last meeting as a trustee, but will say a few words about that later on.

GA - JK and I attended the facilities meeting and will talk about it later. Part of meeting with Dave and GUTA following up contract issues from last year that needed to be finalized.

JK - Been a busy month. Worked on the Master Plan Committee and Reserve Committee and met Joyce, our new board member. Welcome Joyce.

AK - nothing to report at this time.

PL - Nothing to report. Welcome Joyce good to see you.

G. Reserve Strategy Committee (5 min.)

Will talk about this in general during Action Item C

H. Racial Justice Committee (5min.)

WD - Want to report that in the next few days the Racial Justice Committee will distribute a survey that will be sent out to Gravenstein and Hillcrest staff to see what they feel comfortable adding to their curriculum. Want to thank Heather and Julia for running the meeting last time. Before Thanksgiving they were able to publish the video. Video shown is posted on the GUSD website. Quick thanks to Matt McDowell for helping in the editing and thank you to staff and families and board members for helping to pass the resolution and create the video. Don't want to make token changes, we want to make real changes. Possibility of hiring and outside consultant was mentioned. Thank you to SDS for helping to move this process along.

I. Master Plan Committee (5 min.)

[Current Master Plan](#)

We have a consultant waiting to speak with us in a few minutes. Will table for now.

J. (p.20) Facilities Report (5 min.)

Facilities report in packet prepared by Brian Sposato. DR noted we will discuss this more under Action Item A. The report addresses the HVAC systems; in the permanent buildings they have a filter process. In the portables we have purchased filters with the help of a grant from the Graton Rancheria.

K. CBO Report (5 min.)

Nothing to report at this time. More to come during the Action Item F.

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

Dave Rose (DR) we applied for another mini grant from SCOE to help defray some of our tech costs. We had to purchased hotspots for a few of our families and ongoing cost for continued usage. Matt McDowell is working on streamlining some of the cost. We are getting \$5,000 from the Sonoma County Vintners. We had our first COVID saliva tests on Monday and we received the results on Thursday. All tests were negative. 95 tests were done.

1. Questions from the November Board Meeting

Question from the Board about adjusting the weekly schedule.

Staff have been meeting to discuss a “teacher workday”. Teachers are working in grade level teams to see what would work for each group as the issue cannot be addressed with a “one size fits all” approach. Multiple solutions are being discussed and multiple solutions are expected. Focus is to make schedule adjustments in January.

2. GUSD Mental Health Program Update, Rosie Steen-Larsen and Sam Cole

Introduced Rosie Steen-Larsen (RSL), LMFT and Sam Cole (SC) – DR gave an overview of their positions and work. Presentation was given and is posted on the GUSD website. RSL and SC provided SEL training for all the teachers at the beginning of the year. Most teachers are already trained in trauma-informed care and ACEs, which is very unusual for most school districts. Emphasis on minimizing mental load and stress during Zoom time while providing opportunities for connectivity, community, support system, building and awareness.

Talked about red flags and whether action should or should not be taken. Showed a flowchart, then discussed Tier 1 - Universal Prevention Strategies. At Gravenstein we are introducing an SEL page for parents on the website. Also have one for teachers. A lot of these things are also going on at Hillcrest. They have also been having Guest Stars show up in classes so the kids can still see and be connected to those adults that they would connect with at school. They have wellness activities. Many of the teachers are holding Zoom office hours so that students can come in and ask for help.

(Below notes are highlights form the presentation and not a word for word discussion)

DR talked about how excited the students are when they do materials exchange. He gets to see them from his office on the Gravenstein campus.

Talked about the clubs - Video Game Club and GSA club. Still have electives so that the kids who still have a passion for those electives can participate.

Hillcrest has made a sheet that is available to all the teachers so that they can keep track of red flags for all students.

SDS - 6 months ago we didn't have the position that RSL has and it is clear she has done a lot of work. How much time has been spent in different areas?

RSL - Direct Tier II about 30 hours a week. Seeing about 28 kids individually each week. As well as parent meetings and teachers.

SC - Having a lot of meetings with students and consulting with teachers. So thankful for all the teachers and parents and their hard work.

PL - Thank you for all the work that you two are putting in and for all the work the teachers are putting into this. We can tell the staff and teachers really care about our kids. Happy to hear that they are sharing community resources.

DR - Just to add to that, the community partners, I am on the board of Gravenstein Health Action Committee and they are now aware of what we are doing and so we will have more resources.

Kim Bernardi - Thank you Sam and Rosie for presenting. I was not aware that all this was going on. Would like to share her experience with how things have been going. Want to express how grateful we are for all that the staff and teachers have done. She says they are doing a wonderful job despite the circumstances. Her personal thoughts, what she is seeing, the impact of all this on her children. They are coping but by no means thriving. Hoping to have scheduled time led by an adult to share their experiences. At this point it seems most appropriate to have someone trained to come in and talk about how they are doing...not about academics.

DR - thank you for your comments. That is actually something that he and Keri Pugno were talking about today. It won't be Sam and Rosie, they are booked, but we are discussing a plan and looking into ways this could happen.

JK would like to see the school provide something if possible for the parents who are also struggling with school and their students during this time.

WD - back last February we were able to hold a parent education night regarding consent. Had a parent reach out about having a 5 session education series for parents addressing COVID challenges. Would like to split it up between the elementary parents vs middle school parents.

Erin Hilmer - great presentation RSL and SC. I have a 6th and 3rd grader, both of them would probably not raise any red flags, they are getting good grades, but they aren't doing well. My 3rd grader is getting some great SEL from his teacher, but my 6th grader probably wouldn't elect to be a part of something. Would love to see a weekly meet up for socializing time. Would also like it to be adult led. Would like to see something more mandatory as she doesn't believe students would elect into something like that. Deeply grateful for all the staff and teachers and board members.

Sarah Tendall - would love to echo what the other parents have said...how grateful they are. So evident the teachers love our kids so much. Probably none of my kids would raise red flags, but like you were saying we are with them 24/7. They really want to show a good face for their teachers, but then we see the real story. Would like to see a list of red flags that parents should be looking for and what they should do when seeing them. I think lots of parents would love to see that.

Louise - psychiatrist/parent - Thank you for all the work you are doing. Probably my kids are in the same boat...wouldn't raise red flags, but even with all my resources, they are struggling...they don't want to hear from me. Thinks hearing from another adult would be helpful and agrees probably shouldn't be an opt it type of program.

Erin Hanauer – read an email from a parent who couldn't attend (complete statement available upon request) - our kids at Gravenstein are not okay. Their grades might be okay, but they are struggling emotionally. Already reached out to both mental health coordinators. So grateful for you. Still concerned about her students. The breakout rooms aren't enough. Is there anything more the district can do to offer SEL? Basically wants more help for all students, not just those that are showing red flags in school. Feels all students are currently in need of SEL support. Not trying to diminish what is being done by our teachers and mental health coordinator, just feels we need more. (complete statement available upon request)

SDS - thank you. I don't know of a more important topic. We are kind of at the end of time for this section of the agenda.

Joyce - I strongly agree with the several parents that have spoken about the live interaction. It is so important right now. As a former teacher I know how important it was to have class meetings. To express how they felt, it was so important and to hear how others were feeling as well.

JK -Asked if admin could look into providing these small groups for students.

DR - yes we can look into doing that.

3. Review of Emergency Powers

Have not used this authority during the last month, would like to keep this order in place as we have just gotten another order for shelter in place.

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.

No public comments

- V. CONSENT AGENDA (2 min.) ACTION ITEM
- A. (p.21) Warrants
 - B. (p.26) Payroll
 - C. (p.27) Minutes from the Regular Board Meeting of November 12, 2020
 - D. (p.36) Acceptance and Certification of Governmental Accounting Standards Board(GASB) Number 75 for fiscal year ending on June 30
 - E. (p.64) Memorandum of Understanding with the Gravenstein Parent Association

Action taken/comments:

Motion to approve the consent agenda as written.

Motion: AK Second: PL

Vote: SDS: aye GA: aye PL: aye JK : aye AK: aye

VI. GENERAL ACTION ITEMS

- A. (See GUSD [website](#) for background information) Hillcrest Heat Mitigation Project (30 min.)

Situation: GUSD received two Williams complaints and several reports of concern regarding the elevated temperatures in many Hillcrest classrooms in August of 2019. Since that time, multiple temporary measures have been put in place to reduce classroom temperatures on hot days while more permanent measures were explored. Elevated classroom temperatures were not an issue for the Summer/Fall of 2020 due to the suspension of in-person instruction. In the meantime, the GUSD Master Plan and Facilities Committees have been working with our project management firm, Counterpoint, and our architects, Quattrocchi Kwok (QKA) to research and review heat mitigation solutions for the Hillcrest campus.

Plan: To review the three options presented by Counterpoint and QKA, as well as the option recommendation from the Master Plan and Facilities Committees and select a heat mitigation plan.

Recommended motion: For the Board to approve the selection of heat mitigation project option 3, removing the heat reflective coating for AC paving, and requesting more information on the level 3 and level 4 mechanical system options including COVID-19 mitigation strategies and potential for offsetting long-term costs related to the current solar panel system.

Action taken/comments:

Eddie Van Slambrouch from QKA provided a brief PowerPoint presentation.

GA – The committee recommends we go with option 3 but remove the reflective asphalt coating. BS noted that there is considerable up keep with painting the asphalt we don't wish to incur.

JK - This has been a really great process; everyone has been very informative. Making the same recommendation for option 3. Would like to discuss more about the long term costs? How can we

best implement this filtration system so that our kids can be on campus even during smoke filled days and flu season.

GA - JK brings up a good point. If we have the filtration system, our kids can be on campus even during smoke filled days. But there are still questions about long term costs before making a final recommendation.

AK - agrees that option 3 makes the most sense. As we move forward it is going to get hotter and we should be proactive.

PL - thank you for your presentation and the work you have put into this.

GA noted that this is not the final approval but an approval for the committee to continue working on the project. Final design and cost will come back to the board for final approval.

Motion to proceed with Option 3 pending final design and final numbers to be approved at a later date.

Motion: __ GA _____ Second: __ JK _____

Vote: SDS: _aye___ GA: _aye__ PL: __aye__ JK :_aye__ AK: _aye__

B. (p.66) Resolution to extend the Declared Instructional Method for 2020-2021 School Year, Resolution #201210-02 (5 min)

Situation: Sonoma County is currently in the “purple tier (widespread)” according to the state’s *Blueprint for a Safer Economy* due to COVID-19 case and positivity rates. Additionally, on July 17, 2020, Governor Gavin Newsom declared that full time in-person instruction would not be allowed in California schools until further notice.

Plan: To continue with a distance learning program as the primary instructional strategy through February 26, 2021 pursuant to the resolution language.

Recommended motion: For the Board to approve Resolution #201210-02.

Action taken/comments:

DR - current resolution expires December 18th. It is the staff’s recommendation that we should continue through Feb 26th, 2021.

GA - this is the same resolution we have passed before just updating dates. This right now sets a date so that teachers and admin can plan to that date.

SDS - if we don’t pass what is the situation?

DR - right now we have guidance from the state we need to have a resolution in place now.

PL - I think the two months going into the next year sounds reasonable.

Motion to approve Resolution #21210-02

Motion: __Ga____ Second: __JK____

Vote: SDS: _aye__ GA: _aye__ PL: _aye__ JK : _aye__ AK: _aye__

C. (p.68) Reserve Policy (5 min.)

Situation: In order to assign district reserves in a strategic manner and include a more “user friendly” format in the reporting of account assignments of reserve funds, members of the Board have discussed drafting and adopting a Reserve Policy.

Plan: For the Board to consider the draft policy submitted by the Reserve Policy Committee.

Recommended Motion: For the Board to table this item.

Action taken/comments

(Below are brief comments from the discussion. More details on the discussion can be provided upon request.)

SDS presented document included in the packet. Provided background regarding this discussion started in 2018. Appreciates everyone's time that helped work on this. We did not come up with anything we can nail down right now. But we did come up with a draft policy.

JK - wants to agree with what you outlined. There were a lot of good ideas about how to craft this to benefit the district. Would like some guidance from the board about whether these 5 items are the ones we should be working on. One of the goals of the draft policy is to provide more transparency around the reserves. Feels this will make things more clear about what funds we have and what they can be used for. It will give the board more transparency. As a board member, I feel we're approving expenditures as they come up instead of planning for them. Trying to create a more strategic way of spending.

GA – Raised questions about the process and what the problem is that the draft policy is hoping to solve. Concerned that the draft policy looks less like a reserve strategy and more like a spending plan as it requires spending down to set reserve levels. With the plan to do heat mitigation projects at Hillcrest there is a concern that this proposal would limit the Board's ability to do work.

SDS - this says we are going to come back with a proposal that the board can vote on. This locks us into us committing more time in researching what we should be doing. In the last few days this has all become more clear to me. Part of what this policy would do is make things more transparent to Board members and stakeholders. This doesn't lock the board into anything tangible.

SDS - move to approve (no second at this time)

PL - I do think it is prudent to set aside a certain percentage and feel it should be more than the recommended amount. I am not sure about setting aside money in hopes of good ideas coming to us. Not necessarily fond of the idea that these funds are set aside for this, please come bring us ideas. Having said that I do feel we should look at having a reserve strategy.

JK - I want to clarify, we weren't proposing to set aside money and ask for ideas. We want to set aside rainy day fund and then set up buckets and come up with a process to engage stakeholders to help make decisions. Feels we have been more reactive.

GA - reads part of the plan and says it is a spending plan not a reserve plan.

SDS - well you could say it is both. Once you have the reserves set aside, if there is excess then we would set a spending plan.

GA - would like to hear from Admin

DR - that \$2.8 million will be gone in 3 years if we continue our current deficit spending. If we plan to spend it now, we will not maintain our budget. The reserves need to be a function of the Master Plan process.

AK - I think I am very much on the fence. I am wondering if it is an issue of semantics or philosophy. I don't think we lack in good ideas, I think we have good ideas that come to us all the time. I worry that there might be a disincentive if we have buckets. Someone might have a good idea, but think well there is not a bucket for this idea. I am more inclined right now to see what GA and PL are saying.

SDS - maybe we need to remove II and III, but I do feel we need to have V. Feels we need to have notes about monies we have applied for and will be coming to us, but can't be put on the financials at this time. Concerned about having money in an "Unassigned Account".

Wanda - I understand what JK is saying. We can change the name of unassigned funds. I wish we could have had the interim report before this discussion. Having people come to us with ideas could easily be put out there by asking them in Monday Messages or ... then we can look at it for the coming year. Remember that whatever you are looking at has to be looked at in a multi-year view. We currently can't afford to put 30% into the rainy day fund. We decided some time last year that \$2,000,000 was what we would shoot for, but if we don't get the basic aid supplemental, we will not get there. We are currently in a great position that other schools are not, but we do not have an abundance of extra money.

JK - again we are just looking for guidance, if we were to remove II, III, and IV would that allay some concerns and allow us to continue to work on this.

AK - I would support this.

PL - I do think we should move on, however, I do think we could look at items 1 and 5, unless admin is already doing this. I don't want to see a lot of duplicated effort. As Wanda just pointed out she is transparent.

Motion to approve items I and V of the draft policy to be brought to the Board to consider by July 2021.

Motion: __SDS____ Second: __JK____

Vote: SDS: _aye__ GA: _nay__ PL: __aye__ JK :_aye__ AK: _aye__

D. (p.69) Gravenstein Elementary Parking (5 min.)

Situation: A possible aid to the traffic congestion at Gravenstein Elementary is the addition of parking spaces. “Green” parking spaces are a new concept that could be considered for this project.

Plan: For the Board to consider adding “green” parking spaces to the southeast corner of the Gravenstein Campus parking lot.

Recommended Motion: For the Board to refer this item to the Master Plan Committee for inclusion in the Master Plan.

Action taken/comments

SDS - brought in Supervisor Rabbitt to look at our traffic problem. Most think this is an ongoing problem. Keri and staff have done some things to help, but we have looked at things to help move us further. Also brought out the head traffic planner for the county, he said “I can’t give you formal advice beyond that, you need to get an architect for that”. We’ve talked about turning the Southeast corner of Gravenstein into a staff parking lot.

AK - in terms of comprehensiveness we talked about many different solutions to the traffic problem. Parking is one very small piece of this problem. The addition of that parking lot, which I support, is one very small piece to the solution of the traffic issue.

GA - 2 questions, what is the proposal? I looked on page 69 and 70 and I don’t see the wording that you just used. There is nothing in writing that says this will solve our problem and how much it will cost?

SDS - At the bottom of page 70 is the motion. If approved the architect would come back, with cost and benefits.

DR - wants to be clear this was not included in the 2012 Master Plan. My recommendation to the board is that we table this item until it can be added to the current Master Plan.

GA – reads motion as he understand what SDS wants “motion to consider including parking options, including green options, in the master plan at Gravenstein”

Motion: __SDS____ Second: __JK____

Vote: SDS: _aye__ GA: _aye__ PL: __aye__ JK :_aye__ AK: _aye__

E. (p.71) Annual Organizational Meeting (25 min.)

Situation: During the Annual Organizational Meeting, the Board shall elect a president a clerk, consider appointing a representative and alternate for the Sonoma County Committee of School District Organization, set a schedule of meeting dates for the following year, and consider scheduling a Board Retreat during this meeting.

Plan: For the Board to address each of the following components of the Annual Organizational Meeting topics.

Recommended Motion: None at this time.

1. The Board shall elect a trustee for the position of Board President for the upcoming year.

Action taken/comments

JK moves to consider GA for Board president

GA accepts

AK 2nds

Triv - Welcome GA, thank you SDS for all your service. We greatly appreciate you.

DR - thanks Steve for his service and lets him know about fingerling lime tree and gift card.

Nomination: JK Second: AK

Vote: SDS: aye GA: Abstain PL: aye JK: aye AK: aye

Following vote SDS left the meeting. GA takes over leadership of the meeting

2. The Board shall elect a trustee for the position of Board Clerk for the upcoming year.

Action taken/comments

PL nominates JK

AK 2nds

JK accepts

Nomination: PL Second: AK

Vote: SDS: GA: aye PL: aye JK: aye AK: aye

3. The Board will consider appointing a Voting Representative on the Sonoma County Committee on School District Organization.

Action taken/comments:

JK wishes to continue

GA appoints JK to Voting Representative to Sonoma County Committee on School District Organization.

4. The Board will consider appointing an Alternate Representative on the Sonoma County Committee on School District Organization.

Action taken/comments

GA appoints AK to Alternate Representative to Sonoma County Committee on School District Organization.

5. The Board will adopt a calendar of dates for Board Meetings for the upcoming calendar year.

Action taken/comments

DR (calendar included in the packet) presented the calendar to the board. Calendar includes second meeting in June to address the LCAP.

Discussion was had about moving the December meeting but that will not need to happen until 2022 so no changes to the calendar.

Motion to approve the calendar as written and presented by DR

Motion: __ GA _____ Second: __ PL _____

Vote: SDS: ____ GA: _aye__ PL: __aye__ JK :_aye__ AK: _aye__

6. The Board will consider setting a date, time, location and agenda for a Board Retreat.

Action taken/comments

GA - would like us to look at our calendars and talk with Dave before setting a date.

JK - could we talk about general guidelines.

GA - my thinking is we would do it sometime in Jan or Feb at the latest.

PL - would the format be the same as now; meeting remotely?

GA - We would continue with the current remote meeting format.

No action taken at this time.

Adjournment to break at 8:20 pm Back at 8:26pm

F. (document posted on GUSD [website](#)) First Interim Report for 2019-20 School Year (15 min.)

Situation: Preparation, review, and submission of the First Interim Report is the second step in a five step process of our annual budget process. Local educational agencies (LEAs)

are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The first interim reports must include a certification of whether or not the LEA is able to meet its financial obligations. This report, following Board approval, is submitted to the county superintendent for review and then submitted to the state superintendent of public instruction.

Plan: To complete step two of the annual budget process by presenting the GUSD's First Interim Report to the Board, and then, pending approval, providing the report to the required agencies.

Recommended motion: For the Board to approve the 2020/2021 First Interim Report.

Action taken/comments

Wanda Holden (WH) presented PowerPoint presentation on the budget. Presentation will be posted on the GUSD website.

JK - you created the page with the supplemental aid listed, are there any additional funds we may receive?

WH - any large offsets...not at this time. The modernization piece should still come in... we have been jumping through all the hoops.

GA - one question in the actual budget reports you gave us. On page 13 we are deficit spending, \$1,754,816.84 is our projected deficit spending. Basic aid supplement is projected around \$2 million. we would have an excess of \$266,000. We are getting pretty close to living off the basic aid supplement.

WH - yes.

JK - all the deficit spending is reflective of ongoing expenses not one-time expense.

WH - no we have a lot of one-time expenses because of the pandemic.

JK - is there any way you can give us a breakdown, maybe as a percentage, of how much are ongoing vs one-time expenses?

WH - I can bring that to the next meeting.

JK - when talking about the change is that because it wasn't what you projected.

WH - yes because of the extra safety measures and staff increase couldn't have been projected.

GA - what we are trying to track is ongoing expenses. We don't want to get to a point where basic aid supplement is covering all ongoing expenses.

JK - if we are deficit spending \$1.7 mill per year and we lose basic aid supplemental, we are going to have to lay people off?

WH - yes

PL - it looks like our deficit spending will exceed basic aid supplemental in three years.

JK - asks about enrollment numbers, did you take that into consideration when projecting those numbers.

WH - I did not, because I think we will bounce back after COVID.

Motion to approve the 2020/2021 First Interim Report

Motion: JK Second: PL

Vote: SDS: GA: aye PL: aye JK : aye AK: aye

G. (p.74) Resolution #201210-01, Accounting of Development Fees for 2019-2020 Fiscal Year for Fund 25, Capital Facilities Fund (2 min.)

Situation: Fund 25, the Capital Facilities Fund, is used primarily to account separately for monies received as mitigation/developer fees or interest. Capital Facilities Funds are restricted to school facilities construction or improvement pursuant to Government Code sections 65970–65981 and Government Code Section 65995 et seq. This resolution specifies the required protocols for accounting of Fund 25 transactions and has been reviewed and approved by our auditor.

Plan: To follow the accounting protocols contained in this resolution.

Recommended motion: For the Board to approve Resolution #201210-01.

Action taken/comments

Motion to approve Resolution #201210-01

Motion: JK Second: PL

Vote: SDS: GA: aye PL: aye JK : aye AK: aye

H. (documents posted on GUSD [website](#)) 20/21 GUSD Budget Overview for Parents (2 min.)

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. Senate Bill (SB) 98 added EC Section 43509, which changed the adoption deadline for the Budget Overview for Parents for the 2020–21 school year to December 15, 2020, in conjunction with the LEA’s first interim budget report. The Overview includes: the specific amount of federal funds allocated to the LEA under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, total budgeted expenditures in the Learning Continuity and Attendance Plan (LCAP), and total budgeted expenditures that contribute to increasing or improving services for unduplicated pupils. GUSD is required to submit three separate overviews, one for each charter school and one for the District.

Plan: If approved, the plans will be submitted to the Sonoma County Office of Education along with our First Interim Report and will also be posted on our district website.

Recommended motion: Approve the Budget Overviews for Parents.

Action taken/comments

Motion to approve the Budget Overviews for Parents

Motion: __ GA _____ Second: __ JK _____

Vote: SDS: _____ GA: _aye_ PL: _aye_ JK :_aye_ AK: _aye_

I. GUSD Actions to Support Distance Learning and Other Related Essential Services (5 min.)

Situation: With the constant changes in guidelines and mandates related to the suspension of in-person instruction due to the Coronavirus for GUSD students, this item is a placeholder in the event that any action items arise between the time this agenda is posted and the time of the meeting, as well as serving as a potential action item that arises based on Board discussion during the meeting.

Plan: For the Board to consider any new action item based on new or additional mandates as well as any action item put forth by the Board during the meeting.

Recommended motion: None at this time.

Action taken/comments

Placeholder item and happy to report nothing has come up...no action

No action taken at this time.

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No comment

Adjournment to close session at 9:12pm

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

1.0 Student Discipline

2.0 Pending litigation

3.0 Administrator Performance Updates

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

IX. RECONVENE TO OPEN SESSION

Returned to open session at 9:23pm

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

Action taken/comments

No actions taken, nothing to report.

XI. FUTURE BOARD MEETINGS

- A. January 14, 2021 at 5pm**
- B. February 11, 2021 at 5pm**
- C. March 11, 2021 at 5pm**

XII. ADJOURNMENT

Meeting adjourned at 9:25pm

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.

Williams Settlement Quarterly Uniform Complaint Report - October 1, 2020 - December 31, 2020

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

* Required

Name of District *

Gravenstein Union School District

Name and Title of Person Reporting *

David Rose, Superintendent

Phone Number *

707-823-7008

Email Address *

drose@grav.k12.ca.us



INSTRUCTIONAL MATERIALS *

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

TEACHER VACANCY AND/OR MISASSIGNMENT *

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

FACILITIES *

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

CAHSEE Intensive Instruction and Services *

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

INSTRUCTIONAL MATERIALS

Complaint Details

none

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

none

FACILITIES

Complaint Details

none

CAHSEE Intensive Instruction and Services

Complaint Details

none

Submit

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Gravenstein Elementary

GENERAL INFORMATION

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(I), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070.75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

USER INSTRUCTIONS

The FIT is comprised of three parts as follows:

Part I, Good Repair Standard outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as "other."

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an "X" on the Evaluation Detail) resulting in a "poor" rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

Part II, Evaluation Detail is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

✓	No Deficiency - Good Repair: Insert a check mark if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
D	Deficiency: Mark "D" if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
X	Extreme Deficiency: Indicate "X" if the area has a deficiency that is considered an "Extreme Deficiency" in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
NA	Not Applicable: If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark "NA".

25

Below are suggested methods for evaluating various systems and areas:

- **Gas and Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark "NA" and should instead include an evaluation of these systems in each building space.
- **Roofs** can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.
- **Overall Cleanliness** is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.
- The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked "NA."
- **Drinking fountains** can exist within individual classrooms or areas, right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked "NA."
- **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

Part III includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**.

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

*Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating's Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the instructor should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.

PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

Gas Leaks

Gas systems and pipes appear safe, functional, and free of leaks. Examples include but are not limited to the following:

- a. There is no odor that would indicate a gas leak. (X)
- b. Gas pipes are not broken and appear to be in good working order. (X)
- c. Other

Mechanical Systems

Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:

- a. The HVAC system is operable. (X)
- b. The facilities are ventilated (via mechanical or natural ventilation).
- c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
- d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
- e. Interior temperatures appear to be maintained within normally accepted ranges.
- f. The ventilation units are not generating any excessive noise or vibrations.
- g. Other

Sewer

Sewer line stoppage is not evident. Examples include but are not limited to the following:

- a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
- b. The sanitary system controls odors as designed.
- c. Other

Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)

Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Walls are free of hazards from tears and holes.
- b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
- c. Ceiling is free of hazards from missing ceiling tiles and holes.
- d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
- e. Other

Overall Cleanliness

School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:

- a. Area(s) evaluated is free of accumulated refuse, dirt, and grime.
- b. Area(s) evaluated is free of unabated graffiti.
- c. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.
- d. Other

Pest/Vermin Infestation

Pest or vermin infestation are not evident.

Examples include but are not limited to the following:

- a. There is no evidence of a major pest or vermin infestation. (X)
- b. There are no holes in the walls, floors, or ceilings.
- c. Rodent droppings or insect skins are not evident.
- d. Odor caused by a pest or vermin infestation is not evident.
- e. There are no live rodents observed.
- f. Other

Electrical (Interior and Exterior)

1. There is no evidence that any portion of the school has a power failure. (X)

2. *Electrical systems, components, and equipment appear to be working properly. Examples include but are not limited to the following:*

- a. There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
- b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
- c. Other

3. *Lighting appears to be adequate and working properly, including exterior lights. Examples include but are not limited to the following:*

- a. Lighting appears to be adequate.
- b. Lighting is not flickering.
- c. There is no unusual hum or noise from the light fixtures.
- d. Other

Restrooms

Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5). The following are examples of compliance with SB 892:

- a. Restrooms are maintained and cleaned regularly.
- b. Restrooms are fully operational.
- c. Restrooms are stocked with toilet paper, soap, and paper towels.
- d. Restrooms are open during school hours.
- e. Other

Sinks/Fountains (Inside and Outside)

Drinking fountains appear to be accessible and functioning as intended. Examples include but are not limited to the following:

- a. Drinking fountains are accessible.
- b. Water pressure is adequate.
- c. A leak is not evident.
- d. There is no moss, mold, or excessive staining on the fixtures.
- e. The water is clear and without unusual taste or odor.
- f. Other

Fire Safety

The fire equipment and emergency systems appear to be functioning properly. Examples include but are not limited to the following:

- a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
- b. Emergency alarms appear to be functional. (X)
- c. Emergency exit signs function as designed, exits are unobstructed. (X)
- d. Fire extinguishers are current and placed in all required areas.
- e. Fire alarms pull stations are clearly visible.
- f. Other

Hazardous Materials (Interior and Exterior)

There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:

- a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
- b. Paint is not peeling, chipping, or cracking.
- c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
- d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
- e. Other

Structural Damage

There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:

- a. Severe cracks are not evident. (X)
- b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
- c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
- d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
- e. Other

Roofs (observed from the ground, inside/outside the building)

Roof systems appear to be functioning properly. Examples include but are not limited to the following:

- a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
- b. Roofs, gutters, roof drains, and down spouts are intact.
- c. Other

Playground/School Grounds

The playground equipment and school grounds in the vicinity of the area being evaluated appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Significant cracks, trip hazards, holes and deterioration are not found.
- b. Open "S" hooks, protruding bolt ends, and sharp points/edges are not found in the playground equipment.
- c. Seating, tables, and equipment are functional and free of significant cracks.
- d. There are no signs of drainage problems, such as flooded areas, eroded soil, water damage to asphalt, or clogged storm drain inlets.
- e. Other

Windows/Doors/Gates/Fences (Interior and exterior)

Conditions that pose a safety and/or security risk are not evident. Examples include but are not limited to the following:

- a. There is no exposed broken glass accessible to pupils and staff. (X)
- b. Exterior doors and gates are functioning and do not pose a security risk. (X)
- c. Windows are intact and free of cracks.
- d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- e. Doors are intact.
- f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- g. Gates and fences appear to be functional.
- h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
- i. Other

PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Gravenstein Charter

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Room TK	NA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Built 2009. Received LED lighting retrofit in 2019. Play area received new poured in place playground surfacing in fall of 2019.														
Rm 1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D
COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization in 2016, included new restroom, Lighting, hvac, restrained casework, new entryway tile. Fire Alarm. New carpet added summer 2019. Cracked window. Being replaced. Needs to be painted on outside.														
Rm 2	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization in 2016. New restroom, roofing, Lighting, hvac, restrained casework, Fire Alarm. New carpet added 2019.														
Rm 3	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Roofing done phase 1 summer 2015 modernization. Part of modernization phase II in 2016 included lighting, roofing, hvac, new sink, refinished cabinets, fire alarm. New carpet added 2019.														
Rm 4	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization phase II in 2016 included lighting, roofing, hvac, new sink, refinished cabinets, fire alarm. New carpet added 2019.														
Rm 5	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Roofing done phase 1 modernization summer 2015. Last full modernization 2007. Fire alarm updated 2016. Received new LED lighting in phase 3 modernization in summer 2018. Rear door replaced summer 2019.														
Rm 6	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Roofing done phase 1 modernization in summer 2015. Modernization phase II in 2016, included new lighting, roofing, hvac, new sink, refinished cabinets, fire alarm														
Rm 7	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization phase II in 2016, included new lighting, roofing, hvac, new sink, refinished cabinets, fire alarm														
Rm 8	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization in 2016 phase II new LED Lighting, hvac, new sink, refinished cabinets, fire alarm														
Rm 9	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Roofing done phase 1 summer 2015. Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm. Rear door replaced summer 2019.														
Rm 10	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	D
COMMENTS:	Part of phase II modernization in 2016 including new LED Lighting, roof, hvac, new sink, refinished cabinets, fire alarm. New carpet installed summer 2018. Window trim rot being repaired.														
Rm 11	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Part of phase II modernization in 2016 including new Lighting, roofing, hvac, sink, refinished cabinets, fire alarm,														
Rm 12	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Part of phase II modernization in 2016 including new lighting, roofing, hvac, sink, refinished cabinets, fire alarm,														

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PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Gravenstein Charter

AREA	PART II: EVALUATION DETAIL														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CATEGORY	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Rm 13	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Part of phase II modernization in 2016, included new lighting, roofing, hvac, new sink, refinished cabinets, fire alarm													
Rm 14	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for modernization. Last full modernization in 2007. New carpet installed summer 2017. New LED lighting installed summer 2018 PHASE 3 modernization. New gutters installed summer 2020.													
Rm 15	✓	✓	✓	D	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received new carpet in 2016. New LED Lighting installed summer 2018. Interior door frames could use painting. New gutters installed summer 2020.													
Rm 16	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for phase II modernization. Last modernized in 2007. Received carpet in 2016. New LED lighting installed summer 2018 PHASE III													
Rm 17	✓	✓	✓	D	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received new carpet in 2016. New LED Lighting installed summer 2018 Phase III. New rear door replaced summer 2019. Needs some interior painting. New gutters installed summer 2020.													
Rm 18	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. New carpet installed summer 2017. New siding added to exterior summer 2018. Back door replaced 2019. New gutters installed summer 2020.													
Rm 19	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular dated 2011. Received new fire alarm for modernization in 2016. Received new LED lighting in 2019. part of prop 39.													
Rm 20	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular dated 2011. Received new fire alarm for modernization in 2016. Received LED lighting part of prop 39 in 2019.													
Rm 21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular dated 2013. Received new fire alarm for modernization in 2016. Received new LED lighting part of prop 39 project													
Rm 22	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular dated 2013. Received new fire alarm for modernization in 2016. Received new LED lighting part of prop 39 project.													
Rm 23	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular built in 2016. Received new LED lighting part of prop 39 project 2019.													
Rm 24	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular built in 2016. Received new LED lighting part of prop 39 project 2019.													
Rm 25	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	D	✓	✓
	COMMENTS:	Modular built in 2016. Received new LED lighting part of prop 39 project 2019. Roof leak at seam. To repair													

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PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Gravenstein Charter

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Primary Restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Restrooms completely remodeled in 2016 with new fixtures, tile, partitions, lighting, paint													
Intermediate Restrooms and ballshed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Restrooms completely remodeled in 2016 with new fixtures, tile, partitions, lighting, paint. New door for PE shed installed													
MPR	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received modernization including new roof, windows, flooring, pocket tables, lighting, paint, insulation in walls, new HVAC, new wheelchair lift. Exterior hardie panel siding done in 2019.													
Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Admin Building Remodel completed in 2017. New lighting, HVAC, Windows, Fire Alarm, Flooring, Paint, restrooms													
Learning Lab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	2018, part of phase III modernization new roof, new, carpet, staff restrooms, lighting, paint, HVAC, new windows, ceiling grid, and fire alarm. New exterior hardie panel siding added 2019.													
Primary Playground	NA	NA	NA	NA	✓	✓	NA	NA	✓	✓	✓	✓	NA	✓	✓
	COMMENTS:	Playground equipment updated in 2014, and poured in place surfacing, by classrooms 19 and 20.													
Intemediate Playground	NA	NA	NA	NA	✓	✓	NA	NA	✓	✓	✓	✓	NA	✓	✓
	COMMENTS:	New shade structure for outdoor eating area added 2017. Swingset assemblies replaced 2019. Add additional playground bark yearly. New climber added in summer 2019.													
Rm K	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Part of phase II modernization in 2016, including new lighting, new sink, new hvac, fire alarm, remodeled restroom.													
Kitchen	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received complete remodel summer 2018 part of phase III. New HVAC, flooring, casework, paint, lighting, sinks, fire alarm. Roofing.													

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION Gravenstein Union School District		COUNTY Sonoma	
SCHOOL SITE Gravenstein Charter		SCHOOL TYPE (GRADE LEVELS) Tk-5th grade	NUMBER OF CLASSROOMS ON SITE 27
INSPECTOR'S NAME Brian Sposato	INSPECTOR'S TITLE Facilities Manager	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)	
TIME OF INSPECTION 12/28/2020	WEATHER CONDITION AT TIME OF INSPECTION clear 50 degrees		

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
35	Number of "✓'s:	32	33	33	31	35	35	33	10	35	35	35	35	32	35	33
	Number of "D's:	0	0	0	2	0	0	0	0	0	0	0	0	1	0	2
	Number of "X's:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of N/A's:	3	2	2	2	0	0	2	25	0	0	0	0	2	0	0
Percent of System in Good Repair Number of "✓'s" divided by (Total Areas - "NA's")		100.00%	100.00%	100.00%	93.94%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.97%	100.00%	94.29%
Total Percent per Category (average of above)*		100.00%			93.94%	100.00%		100.00%	100.00%		100.00%		98.49%		97.15%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	GOOD		GOOD	GOOD		GOOD		GOOD		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:	DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE	→	98.70%	SCHOOL RATING**	→	GOOD
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**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION: Much of the campus received a modernization in 2016. This is noted as Phase 2 and includes new HVAC systems, new lightning, roofing, remodeled restrooms, new fire alarm and accessibility improvements.

Phase III modernization 2018/2019, included remodel of kitchen, mpr, learning lab, and new led lighting for six classrooms (5,14-18). Work order system in place to fix items as needed.

Solar has been added in 2019 over buildings A and B. LED lighting added to rooms not already with LED lighting. Rollershades installed at all classrooms.

Items marked for repair are planned to be remedied. Master Plan will be getting redeveloped with future facilities needs.

Gravenstein First

GENERAL INFORMATION

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(l), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070.75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

USER INSTRUCTIONS

The FIT is comprised of three parts as follows:

Part I, Good Repair Standard outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as "other."

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an "X" on the Evaluation Detail) resulting in a "poor" rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

Part II, Evaluation Detail is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

✓	No Deficiency - Good Repair: Insert a check mark if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
D	Deficiency: Mark "D" if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
X	Extreme Deficiency: Indicate "X" if the area has a deficiency that is considered an "Extreme Deficiency" in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
NA	Not Applicable: If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark "NA".

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Below are suggested methods for evaluating various systems and areas:

- **Gas and Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark "NA" and should instead include an evaluation of these systems in each building space.
- **Roofs** can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.
- **Overall Cleanliness** is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.
- The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked "NA."
- **Drinking fountains** can exist within individual classrooms or areas, right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked "NA."
- **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

Part III includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**.

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

*Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating's Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the instructor should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.

PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

Gas Leaks

Gas systems and pipes appear safe, functional, and free of leaks. Examples include but are not limited to the following:

- a. There is no odor that would indicate a gas leak. (X)
- b. Gas pipes are not broken and appear to be in good working order. (X)
- c. Other

Mechanical Systems

Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:

- a. The HVAC system is operable. (X)
- b. The facilities are ventilated (via mechanical or natural ventilation).
- c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
- d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
- e. Interior temperatures appear to be maintained within normally accepted ranges.
- f. The ventilation units are not generating any excessive noise or vibrations.
- g. Other

Sewer

Sewer line stoppage is not evident. Examples include but are not limited to the following:

- a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
- b. The sanitary system controls odors as designed.
- c. Other

Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)

Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Walls are free of hazards from tears and holes.
- b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
- c. Ceiling is free of hazards from missing ceiling tiles and holes.
- d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
- e. Other

Overall Cleanliness

School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:

- a. Area(s) evaluated is free of accumulated refuse, dirt, and grime.
- b. Area(s) evaluated is free of unabated graffiti.
- c. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.
- d. Other

Pest/Vermin Infestation

Pest or vermin infestation are not evident. Examples include but are not limited to the following:

- a. There is no evidence of a major pest or vermin infestation. (X)
- b. There are no holes in the walls, floors, or ceilings.
- c. Rodent droppings or insect skins are not evident.
- d. Odor caused by a pest or vermin infestation is not evident.
- e. There are no live rodents observed.
- f. Other

Electrical (Interior and Exterior)

1. There is no evidence that any portion of the school has a power failure. (X)
2. *Electrical systems, components, and equipment appear to be working properly. Examples include but are not limited to the following:*

- a. There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
- b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
- c. Other

3. *Lighting appears to be adequate and working properly, including exterior lights. Examples include but are not limited to the following:*

- a. Lighting appears to be adequate.
- b. Lighting is not flickering.
- c. There is no unusual hum or noise from the light fixtures.
- d. Other

Restrooms

Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5). The following are examples of compliance with SB 892:

- a. Restrooms are maintained and cleaned regularly.
- b. Restrooms are fully operational.
- c. Restrooms are stocked with toilet paper, soap, and paper towels.
- d. Restrooms are open during school hours.
- e. Other

Sinks/Fountains (Inside and Outside)

Drinking fountains appear to be accessible and functioning as intended. Examples include but are not limited to the following:

- a. Drinking fountains are accessible.
- b. Water pressure is adequate.
- c. A leak is not evident.
- d. There is no moss, mold, or excessive staining on the fixtures.
- e. The water is clear and without unusual taste or odor.
- f. Other

Fire Safety

The fire equipment and emergency systems appear to be functioning properly. Examples include but are not limited to the following:

- a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
- b. Emergency alarms appear to be functional. (X)
- c. Emergency exit signs function as designed, exits are unobstructed. (X)
- d. Fire extinguishers are current and placed in all required areas.
- e. Fire alarms pull stations are clearly visible.
- f. Other

Hazardous Materials (Interior and Exterior)

There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:

- a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
- b. Paint is not peeling, chipping, or cracking.
- c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
- d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
- e. Other

Structural Damage

There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:

- a. Severe cracks are not evident. (X)
- b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
- c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
- d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
- e. Other

Roofs (observed from the ground, inside/outside the building)

Roof systems appear to be functioning properly. Examples include but are not limited to the following:

- a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
- b. Roofs, gutters, roof drains, and down spouts are intact.
- c. Other

Playground/School Grounds

The playground equipment and school grounds in the vicinity of the area being evaluated appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Significant cracks, trip hazards, holes and deterioration are not found.
- b. Open "S" hooks, protruding bolt ends, and sharp points/edges are not found in the playground equipment.
- c. Seating, tables, and equipment are functional and free of significant cracks.
- d. There are no signs of drainage problems, such as flooded areas, eroded soil, water damage to asphalt, or clogged storm drain inlets.
- e. Other

Windows/Doors/Gates/Fences (Interior and exterior)

Conditions that pose a safety and/or security risk are not evident. Examples include but are not limited to the following:

- a. There is no exposed broken glass accessible to pupils and staff. (X)
- b. Exterior doors and gates are functioning and do not pose a security risk. (X)
- c. Windows are intact and free of cracks.
- d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- e. Doors are intact.
- f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- g. Gates and fences appear to be functional.
- h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
- i. Other

PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Gravenstein First

AREA	CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Room TK		NA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Built 2009. Received LED lighting retrofit in 2019. Play area received new poured in place playground surfacing in fall of 2019.														
Rm 1		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D
	COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization in 2016, included new restroom, Lighting, hvac, restrained casework, new entryway tile. Fire Alarm. New carpet added summer 2019. Cracked window. Being replaced. Needs to be painted on outside.														
Rm 2		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization in 2016. New restroom, roofing, Lighting, hvac, restrained casework, Fire Alarm. New carpet added 2019.														
Rm 3		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Roofing done phase 1 summer 2015 modernization. Part of modernization phase II in 2016 included lighting, roofing, hvac, new sink, refinished cabinets, fire alarm. New carpet added 2019.														
Rm 4		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization phase II in 2016 included lighting, roofing, hvac, new sink, refinished cabinets, fire alarm. New carpet added 2019.														
Rm 5		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Roofing done phase 1 modernization summer 2015. Last full modernization 2007. Fire alarm updated 2016. Received new LED lighting in phase 3 modernization in summer 2018. Rear door replaced summer 2019.														
Rm 6		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Roofing done phase 1 modernization in summer 2015. Modernization phase II in 2016, included new lighting, roofing, hvac, new sink, refinished cabinets, fire alarm														
Rm 7		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization phase II in 2016, included new lighting, roofing, hvac, new sink, refinished cabinets, fire alarm														
Rm 8		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Roofing done phase 1 modernization summer 2015. Part of modernization in 2016 phase II new LED Lighting, hvac, new sink, refinished cabinets, fire alarm														
Rm 9		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Roofing done phase 1 summer 2015. Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm. Rear door replaced summer 2019.														
Rm 10		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	D
	COMMENTS:	Part of phase II modernization in 2016 including new LED Lighting, roof, hvac, new sink, refinished cabinets, fire alarm. New carpet installed summer 2018. Window trim rot being repaired.														
Rm 11		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Part of phase II modernization in 2016 including new Lighting, roofing, hvac, sink, refinished cabinets, fire alarm,														
Rm 12		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Part of phase II modernization in 2016 including new lighting, roofing, hvac, sink, refinished cabinets, fire alarm,														

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PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Gravenstein First

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Rm 13	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Part of phase II modernization in 2016, included new lighting, roofing, hvac, new sink, refinished cabinets, fire alarm														
Rm 14	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received new fire alarm for modernization. Last full modernization in 2007. New carpet installed summer 2017. New LED lighting installed summer 2018 PHASE 3 modernization. New gutters installed summer 2020.														
Rm 15	✓	✓	✓	D	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received new carpet in 2016. New LED Lighting installed summer 2018. Interior door frames could use painting. New gutters installed summer 2020.														
Rm 16	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received new fire alarm for phase II modernization. Last modernized in 2007. Received carpet in 2016. New LED lighting installed summer 2018 PHASE III														
Rm 17	✓	✓	✓	D	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received new carpet in 2016. New LED Lighting installed summer 2018 Phase III. New rear door replaced summer 2019. Needs some interior painting. New gutters installed summer 2020.														
Rm 18	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. New carpet installed summer 2017. New siding added to exterior summer 2018. Back door replaced 2019. New gutters installed summer 2020.														
Rm 19	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Modular dated 2011. Received new fire alarm for modernization in 2016. Received new LED lighting in 2019. part of prop 39.														
Rm 20	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Modular dated 2011. Received new fire alarm for modernization in 2016. Received LED lighting part of prop 39 in 2019.														
Rm 21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Modular dated 2013. Received new fire alarm for modernization in 2016. Received new LED lighting part of prop 39 project														
Rm 22	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Modular dated 2013. Received new fire alarm for modernization in 2016. Received new LED lighting part of prop 39 project.														
Rm 23	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Modular built in 2016. Received new LED lighting part of prop 39 project 2019.														
Rm 24	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Modular built in 2016. Received new LED lighting part of prop 39 project 2019.														
Rm 25	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	D	✓	✓
COMMENTS:	Modular built in 2016. Received new LED lighting part of prop 39 project 2019. Roof leak at seam. To repair														

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PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Gravenstein First

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Primary Restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Restrooms completely remodeled in 2016 with new fixtures, tile, partitions, lighting, paint														
Intermediate Restrooms and ballshed	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Restrooms completely remodeled in 2016 with new fixtures, tile, partitions, lighting, paint. New door for PE shed installed														
MPR	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received modernization including new roof, windows, flooring, pocket tables, lighting, paint, insulation in walls, new HVAC, new wheelchair lift. Exterior hardie panel siding done in 2019.														
Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Admin Building Remodel completed in 2017. New lighting, HVAC, Windows, Fire Alarm, Flooring, Paint, restrooms														
Learning Lab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	2018, part of phase III modernization new roof, new, carpet, staff restrooms, lighting, paint, HVAC, new windows, ceiling grid, and fire alarm. New exterior hardie panel siding added 2019.														
Primary Playground	NA	NA	NA	NA	✓	✓	NA	NA	✓	✓	✓	✓	NA	✓	✓
COMMENTS:	Playground equipment updated in 2014, and poured in place surfacing, by classrooms 19 and 20.														
IntemEDIATE Playground	NA	NA	NA	NA	✓	✓	NA	NA	✓	✓	✓	✓	NA	✓	✓
COMMENTS:	New shade structure for outdoor eating area added 2017. Swingset assemblies replaced 2019. Add additional playground bark yearly. New climber added in summer 2019.														
Rm K	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Part of phase II modernization in 2016, including new lighting, new sink, new hvac, fire alarm, remodeled restroom.														
Kitchen	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received complete remodel summer 2018 part of phase III. New HVAC, flooring, casework, paint, lighting, sinks, fire alarm. Roofing.														

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION Gravenstein Union School District		COUNTY Sonoma	
SCHOOL SITE Gravenstein First		SCHOOL TYPE (GRADE LEVELS) Tk-5th grade	NUMBER OF CLASSROOMS ON SITE 27
INSPECTOR'S NAME Brian Sposato	INSPECTOR'S TITLE Facilities Manager	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)	
TIME OF INSPECTION 12/28/2020	WEATHER CONDITION AT TIME OF INSPECTION clear 50 degrees		

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
35	Number of "✓'s:	32	33	33	31	35	35	33	10	35	35	35	35	32	35	33
	Number of "D's:	0	0	0	2	0	0	0	0	0	0	0	0	1	0	2
	Number of "X's:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of N/As:	3	2	2	2	0	0	2	25	0	0	0	0	2	0	0
Percent of System in Good Repair Number of "✓'s" divided by (Total Areas - "NA's")*		100.00%	100.00%	100.00%	93.94%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.97%	100.00%	94.29%
Total Percent per Category (average of above)*		100.00%			93.94%	100.00%		100.00%	100.00%		100.00%		98.49%		97.15%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	GOOD		GOOD	GOOD		GOOD		GOOD		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE	→	98.70%	→	SCHOOL RATING**	→	GOOD
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**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION: Much of the campus received a modernization in 2016. This is noted as Phase 2 and includes new HVAC systems, new lightning, roofing, remodeled restrooms, new fire alarm and accessibility improvements.

Phase III modernization 2018/2019, included remodel of kitchen, mpr, learning lab, and new led lighting for six classrooms (5,14-18). Work order system in place to fix items as needed.

Solar has been added in 2019 over buildings A and B. LED lighting added to rooms not already with LED lighting. Rollershades installed at all classrooms.

Items marked for repair are planned to be remedied. Master Plan will be getting redeveloped with future facilities needs.

Hillcrest Middle School

GENERAL INFORMATION

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(l), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070.75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

USER INSTRUCTIONS

The FIT is comprised of three parts as follows:

Part I, Good Repair Standard outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as "other."

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an "X" on the Evaluation Detail) resulting in a "poor" rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

Part II, Evaluation Detail is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

✓	No Deficiency - Good Repair: Insert a check mark if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
D	Deficiency: Mark "D" if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
X	Extreme Deficiency: Indicate "X" if the area has a deficiency that is considered an "Extreme Deficiency" in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
NA	Not Applicable: If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark "NA".

Below are suggested methods for evaluating various systems and areas:

- **Gas and Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark "NA" and should instead include an evaluation of these systems in each building space.
- **Roofs** can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.
- **Overall Cleanliness** is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.
- The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked "NA."
- **Drinking fountains** can exist within individual classrooms or areas, right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked "NA."
- **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

Part III includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**.

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

*Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating's Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the instructor should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.

PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

Gas Leaks

Gas systems and pipes appear safe, functional, and free of leaks. Examples include but are not limited to the following:

- a. There is no odor that would indicate a gas leak. (X)
- b. Gas pipes are not broken and appear to be in good working order. (X)
- c. Other

Mechanical Systems

Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:

- a. The HVAC system is operable. (X)
- b. The facilities are ventilated (via mechanical or natural ventilation).
- c. The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
- d. There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
- e. Interior temperatures appear to be maintained within normally accepted ranges.
- f. The ventilation units are not generating any excessive noise or vibrations.
- g. Other

Sewer

Sewer line stoppage is not evident. Examples include but are not limited to the following:

- a. There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
- b. The sanitary system controls odors as designed.
- c. Other

Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)

Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Walls are free of hazards from tears and holes.
- b. Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
- c. Ceiling is free of hazards from missing ceiling tiles and holes.
- d. There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
- e. Other

Overall Cleanliness

School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:

- a. Area(s) evaluated is free of accumulated refuse, dirt, and grime.
- b. Area(s) evaluated is free of unabated graffiti.
- c. Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.
- d. Other

Pest/Vermin Infestation

Pest or vermin infestation are not evident. Examples include but are not limited to the following:

- a. There is no evidence of a major pest or vermin infestation. (X)
- b. There are no holes in the walls, floors, or ceilings.
- c. Rodent droppings or insect skins are not evident.
- d. Odor caused by a pest or vermin infestation is not evident.
- e. There are no live rodents observed.
- f. Other

Electrical (Interior and Exterior)

- 1. There is no evidence that any portion of the school has a power failure. (X)
- 2. *Electrical systems, components, and equipment appear to be working properly. Examples include but are not limited to the following:*

- a. There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
- b. Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
- c. Other

- 3. *Lighting appears to be adequate and working properly, including exterior lights. Examples include but are not limited to the following:*

- a. Lighting appears to be adequate.
- b. Lighting is not flickering.
- c. There is no unusual hum or noise from the light fixtures.
- d. Other

Restrooms

Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5). The following are examples of compliance with SB 892:

- a. Restrooms are maintained and cleaned regularly.
- b. Restrooms are fully operational.
- c. Restrooms are stocked with toilet paper, soap, and paper towels.
- d. Restrooms are open during school hours.
- e. Other

Sinks/Fountains (Inside and Outside)

Drinking fountains appear to be accessible and functioning as intended. Examples include but are not limited to the following:

- a. Drinking fountains are accessible.
- b. Water pressure is adequate.
- c. A leak is not evident.
- d. There is no moss, mold, or excessive staining on the fixtures.
- e. The water is clear and without unusual taste or odor.
- f. Other

Fire Safety

The fire equipment and emergency systems appear to be functioning properly. Examples include but are not limited to the following:

- a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
- b. Emergency alarms appear to be functional. (X)
- c. Emergency exit signs function as designed, exits are unobstructed. (X)
- d. Fire extinguishers are current and placed in all required areas.
- e. Fire alarms pull stations are clearly visible.
- f. Other

Hazardous Materials (Interior and Exterior)

There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:

- a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
- b. Paint is not peeling, chipping, or cracking.
- c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
- d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
- e. Other

Structural Damage

There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:

- a. Severe cracks are not evident. (X)
- b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
- c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
- d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
- e. Other

Roofs (observed from the ground, inside/outside the building)

Roof systems appear to be functioning properly. Examples include but are not limited to the following:

- a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
- b. Roofs, gutters, roof drains, and down spouts are intact.
- c. Other

Playground/School Grounds

The playground equipment and school grounds in the vicinity of the area being evaluated appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Significant cracks, trip hazards, holes and deterioration are not found.
- b. Open "S" hooks, protruding bolt ends, and sharp points/edges are not found in the playground equipment.
- c. Seating, tables, and equipment are functional and free of significant cracks.
- d. There are no signs of drainage problems, such as flooded areas, eroded soil, water damage to asphalt, or clogged storm drain inlets.
- e. Other

Windows/Doors/Gates/Fences (Interior and exterior)

Conditions that pose a safety and/or security risk are not evident. Examples include but are not limited to the following:

- a. There is no exposed broken glass accessible to pupils and staff. (X)
- b. Exterior doors and gates are functioning and do not pose a security risk. (X)
- c. Windows are intact and free of cracks.
- d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- e. Doors are intact.
- f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- g. Gates and fences appear to be functional.
- h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
- i. Other

PART II: EVALUATION DETAIL

Date of Inspection: 12/28/20

School Name: Hillcrest Middle School Charter

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Room 1	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received LED lighting part of prop 39 in 2019														
Room 2	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received LED lighting in 2019 part of prop 39 in 2019														
Room 3	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last Modernized in 2007 with heater system with economizer, casework, windows sink. Received new LED lighting through prop 39 in 2019.														
Room 4	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last Modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 5 Stream Lab	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Receive new LED lighting through prop 39 in 2019														
Room 6 Stream Lab/Library	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 7	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last Modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 8	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 9	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019. New door installed 2020.														
Room 10	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	D	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019. Concrete by exterior classroom is uneven from redwood tree roots to be repaired.														
Room 11	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Las modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 12	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Receive new LED lighting through prop 39 in 2019														
Room 15 Staff Room	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received new LED lighting in summer 2016.														

PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Hillcrest Middle School Charter

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
A-wing work room /school office	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received new LED Lighting and ceiling grid part of Hillcrest School Improvements summer 2018. New paint in school office summer 2019.														
B-wing locker room hallway end office	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	D	✓	✓
COMMENTS:	Received new LED Lighting and ceiling grid part of Hillcrest School Improvements summer 2018.. Roof leak observed. To patch														
C-wing, locker hallway and Community Day	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007, with windows, sink. Received new LED Lighting and ceiling grid part of Hillcrest School Improvements summer 2018														
Principal's Office	✓	D	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received new LED lighting in summer 2017. No hardwired heater in room														
Gym	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Gym constructed in 2000. Received new LED lighting both inside and outside part of prop 39 improvements. Fascia needs to be painted on west side.														
Kitchen	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Kitchen constructed in 2000. Received LED lighting part of prop 39 in 2019.														
P1	✓	✓	✓	D	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Modular built 2012. Received new LED lighting part of prop 39 improvements. New carpet needed, tears in carpet seams.														
P2	✓	✓	✓	D	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Modular built 2012. Received new LED lighting part of prop 39 improvements. New carpet needed, tears in carpet seams.														
Room 16 Science Room	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Built in 2015. Received new LED lighting part of prop 39. Roots removed from slow draining drain inlet summer 2019.														
Room 17 Music Room	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Built in 2015. Received new LED lighting part of prop 39 improvements.														
Portable Classroom Rm 18	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Built in 1997. Received new led lighting retrofit prop 39. New TPO roof and new gutter and downspouts in summer 2019.														
A building restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last Modernized in 2007, with new tile and fixtures, ADA compliance. New LED lighting to be added part of prop 39. New exterior drinking fountains installed 2018														
B building restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with new tile fixtures, ADA compliance. New LED lighting added part of prop 39 in 2019.														

PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Hillcrest Middle School Charter

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Playground	NA	NA	NA	NA	✓	✓	NA	NA	NA	✓	✓	✓	NA	D	✓
COMMENTS:	New accessible pathway constructed in summer 2018. Playground could use updating. Border on playground has become seperated.														

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION Gravenstein Union School District		COUNTY Sonoma	
SCHOOL SITE Hillcrest Middle School Charter		SCHOOL TYPE (GRADE LEVELS) 6-8th	NUMBER OF CLASSROOMS ON SITE 18
INSPECTOR'S NAME Brian Sposato	INSPECTOR'S TITLE Facilities Manager	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)	
TIME OF INSPECTION 12/28/2020	WEATHER CONDITION AT TIME OF INSPECTION overcast 50 degrees		

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
27	Number of "✓'s":	26	25	26	24	27	27	26	3	26	27	27	27	25	25	26
	Number of "D's":	0	1	0	2	0	0	0	0	0	0	0	1	2	1	
	Number of "X's":	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Number of N/As:	1	1	1	1	0	0	1	24	1	0	0	0	1	0	0
Percent of System in Good Repair Number of "✓'s" divided by (Total Areas - "NA's")*		100.00%	96.15%	100.00%	92.31%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.15%	92.59%	96.30%
Total Percent per Category (average of above)*		98.72%			92.31%	100.00%		100.00%	100.00%		100.00%		98.08%		94.45%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	GOOD		GOOD	GOOD		GOOD		GOOD		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE	→	97.94%	→	SCHOOL RATING**	→	GOOD
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**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION: Much of the campus was last modernized in 2007, which included new windows, heaters, sinks and casework. Campus wide Fire alarm upgraded in 2015 in conjunction with the construction of the science and performing arts building.

New main electrical switchgear, new led lighting in hallways and accessibility improvements to soccerfield done in summer 2018. New fence enclosures for utility mains.

Prop 39 project to incorporate new LED in all classrooms. New Solar parking structure constructed in summer 2019. Rollershades installed at all classrooms.

Planning for future improv at buildings A and B. Other plans are to improve mechanical systems, look at energy efficient windows and overall building envelope at Buildings A and B. Campus received new data fiber and cat 6 wiring throughout campus to upgrade technology needs in summer 2020 with Erate funding.

Community Day

GENERAL INFORMATION

The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in "good repair" as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. In addition, the EC specifies the tool should not be used to require capital enhancements beyond the standards to which the facility was designed and constructed.

Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, beginning with the 2005/2006 fiscal year, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

County superintendents are required to annually visit the schools in the county of his or her office as determined by EC Section 1240. Further, EC Section 1240(c)(2)(I), states the priority objective of the visits made shall be to determine the status of the condition of a facility that poses an emergency or urgent threat to the health or safety of pupils or staff as defined in district policy, or as defined by EC Section 17592.72(c) and the accuracy of data reported on the school accountability report card with the respect to the safety, cleanliness, and adequacy of school facilities, including good repair as required by EC Sections 17014, 17032.5, 17070.75, and 17089. This tool is also intended to assist county offices of education in performing these functions.

The EC also allows individual entities to adopt a local evaluation instrument to be used in lieu of the FIT provided the local instrument meets the criteria specified in EC Section 17002(d) and as implemented in the FIT. Any evaluation instrument adopted by the local educational agency for purpose of determining whether a school facility is maintained in good repair may include any number of additional items but must minimally include the criteria and rating scheme contained in the FIT.

USER INSTRUCTIONS

The FIT is comprised of three parts as follows:

Part I, Good Repair Standard outlines the school facility systems and components, as specified in EC Section 17002(d)(1), that should be considered in the inspection of a school facility to ensure it is maintained in a manner that assures it is clean, safe and functional. Each of the 15 sections in the Good Repair Standard provides a description of a minimum standard of good repair for various school facility categories. Each section also provides examples of clean, safe and functional conditions. The list of examples is not exhaustive. If an evaluator notes a condition that is not mentioned in the examples but constitutes a deficiency, the evaluator can note such deficiency in the applicable category as "other."

Some of the conditions cited in the Good Repair Standard represent items that are critical to the health and safety of pupils and staff. Any deficiencies in these items require immediate attention and, if left unmitigated, could cause severe and immediate injury, illness or death of the occupants. They constitute extreme deficiencies and indicate that the particular building system evaluated failed to meet the standard of good repair at that school site. These critical conditions are identified with underlined text followed by an (X) on the Good Repair Standard. If the underlined statement is not true, then there is an extreme deficiency (to be marked as an "X" on the Evaluation Detail) resulting in a "poor" rating for the applicable category. It is important to note that the list of extreme deficiencies noted in the Good Repair Standard is not exhaustive. Any other deficiency not included in the criteria but meeting the definition above can be noted by the evaluator and generate a poor rating.

Part II, Evaluation Detail is a site inspection template to be used to evaluate the areas of a school on a category by category basis. The design of the inspection template allows for the determination of the scope of conditions across campus. In evaluating each area or space, the user should review each of the 15 categories identified in the Good Repair Standard and make a determination of whether a particular area is in good repair. Once the determination is made, it should be recorded on the Evaluation Detail, as follows:

✓	No Deficiency - Good Repair: Insert a check mark if all statements in the Good Repair Standard are true, and there is no indication of a deficiency in the specific category.
D	Deficiency: Mark "D" if one or more statement(s) in the Good Repair Standard for the specific category is not true, or if there is other clear evidence of the need for repair.
X	Extreme Deficiency: Indicate "X" if the area has a deficiency that is considered an "Extreme Deficiency" in the Good Repair Standard or there is a condition that qualifies as an extreme deficiency but is not noted in the Good Repair Standard.
NA	Not Applicable: If the Good Repair Standard category (building system or component) does not exist in the area evaluated, mark "NA".

Below are suggested methods for evaluating various systems and areas:

- **Gas and Sewer** are major building systems that may span the entire school campus but may not be evident as applicable building systems in each classroom or common areas. However, because a deficiency in either of these systems could become evident and present a health and safety threat anywhere on campus, the user should not mark "NA" and should instead include an evaluation of these systems in each building space.
- **Roofs** can be easily evaluated for stand alone areas, such as portable classrooms. For permanent buildings containing several areas to be evaluated, roofs should be considered as parts of individual areas in order to accurately account for a scope of any roofing deficiency. For example, a 10 classroom building contains damaged gutters on one side of the building, spanning across five classrooms. Therefore, an evaluator should mark five classrooms as deficient in the roof category and the other five classrooms as in good repair, assuming there are no other visible deficiencies related to roofing.
- **Overall Cleanliness** is intended to be used to evaluate the cleanliness of each space. For example, a user should note a deficiency due to dirty surfaces in Overall Cleanliness, rather than **Interior Surfaces**. At the same time, the user should note such deficiency only in Overall Cleanliness in order to avoid accounting for such deficiency twice, i.e. in two sections.
- The tool is designed to evaluate stand-alone restrooms as separate areas. However, restrooms contained within other spaces, such as a kindergarten classroom or a library, can be evaluated as part of that area under Restrooms. If the area evaluated does not contain a restroom, Restrooms should be marked "NA."
- **Drinking fountains** can exist within individual classrooms or areas, right outside of classrooms or restrooms or other areas, or as stand alone fixtures on playgrounds and sports fields. If a drinking fountain or a set of fountains is located inside a building or immediately outside the area being evaluated, it should be included in the evaluation of that area under Drinking Fountains. If a fountain is located on the school grounds, it should be evaluated as part of that outside space. If there is no drinking fountain in the area evaluated, Drinking Fountains should be marked "NA."
- **Playgrounds/School Grounds**, should be evaluated as separate areas by dividing a campus into sections with defined borders. In this case, several sections of the good repair criteria would not apply to the evaluation, as they do not exist outside of physical building areas, such as **Structural Damage** and **Fire Safety**, for example.

Part III includes the **Category Totals and Ranking**, the **Overall Rating**, and a section for **Comments and Rating Explanation**.

Once the inspector completes the site inspection, he or she must total the number of areas evaluated. The inspector must also count all of the spaces deemed in good repair, deficient, extremely deficient, or not applicable under each of the 15 sections. Next, the evaluator must determine the condition of each section by taking the ratio of the number of areas deemed in good repair to the number of areas being evaluated (after subtracting non-applicable spaces from the total number of areas evaluated). If any of the 15 sections received a rating of extreme deficiency, the ratio (i.e., the percentage of good repair) for that section and the category the section is in should default to zero. The total percent per category (A through H) is determined by the total of all percentages of systems in good repair divided by the number of sections in that category. For example, to determine the total percent for the Structural category, add the percentages for the Structural Damage and Roof sections and divide the result by two.

Next, the overall school site score is determined by computing the average percentage rating of the eight categories (i.e., the total of all percentages divided by eight). Finally, the rater should determine the overall School Rating by applying the Percentage Range in the table provided in Part III to the average percentage calculated and taking into consideration the Rating Description provided in the same table.

*Although the FIT is designed to evaluate each school site within a reasonable range of facility conditions, it is possible that an evaluator may identify critical facility conditions that result in an Overall School Rating that does not reflect the urgency and severity of those deficiencies and/or does not match the rating's Description in Part III. In such instances, the evaluator may reduce the resulting school score by one or more grade categories and describe the reasons for the reduction in the space provided for Comments and Rating Explanation.

When completing Part III of the FIT, the instructor should note the date and time of the inspection as well as weather conditions and any other pertinent inspection information in the specific areas provided and utilize the Comments and Rating Explanation Section if needed.

PART I: GOOD REPAIR STANDARD

(X): If underlined statement is not true, then this is an extreme deficiency (marked as an "X") on the Evaluation Detail resulting in a "poor" rating for the applicable category.

Gas Leaks

Gas systems and pipes appear safe, functional, and free of leaks.
Examples include but are not limited to the following:

- There is no odor that would indicate a gas leak. (X)
- Gas pipes are not broken and appear to be in good working order. (X)
- Other

Mechanical Systems

Heating, ventilation, and air conditioning systems (HVAC) as applicable are functional and unobstructed. Examples include but are not limited to the following:

- The HVAC system is operable. (X)
- The facilities are ventilated (via mechanical or natural ventilation).
- The ventilation units are unobstructed and vents and grills are without evidence of excessive dirt or dust.
- There appears to be an adequate air supply to all classrooms, work spaces, and facilities (i.e. no strong odor is present, air is not stuffy)
- Interior temperatures appear to be maintained within normally accepted ranges.
- The ventilation units are not generating any excessive noise or vibrations.
- Other

Sewer

Sewer line stoppage is not evident. Examples include but are not limited to the following:

- There are no obvious signs of flooding caused by sewer line back-up in the facilities or on the school grounds. (X)
- The sanitary system controls odors as designed.
- Other

Interior Surfaces (Floors, Ceilings, Walls, and Window Casings)

Interior surfaces appear to be clean, safe, and functional. Examples include but are not limited to the following:

- Walls are free of hazards from tears and holes.
- Flooring is free of hazards from torn carpeting, missing floor tiles, holes.
- Ceiling is free of hazards from missing ceiling tiles and holes.
- There is no evidence of water damage (e.g. no condensation, dampness, staining, warping, peeling, mineral deposits, etc.)
- Other

Overall Cleanliness

School grounds, buildings, common areas, and individual rooms appear to have been cleaned regularly. Examples include but are not limited to the following:

- Area(s) evaluated is free of accumulated refuse, dirt, and grime.
- Area(s) evaluated is free of unabated graffiti.
- Restrooms, drinking fountains, and food preparation or serving areas appear to have been cleaned each day that school is in session.
- Other

Pest/Vermin Infestation

Pest or vermin infestation are not evident.

Examples include but are not limited to the following:

- There is no evidence of a major pest or vermin infestation. (X)
- There are no holes in the walls, floors, or ceilings.
- Rodent droppings or insect skins are not evident.
- Odor caused by a pest or vermin infestation is not evident.
- There are no live rodents observed.
- Other

Electrical (Interior and Exterior)

- There is no evidence that any portion of the school has a power failure. (X)

2. Electrical systems, components, and equipment appear to be working properly.
Examples include but are not limited to the following:

- There are no exposed electrical wires. Electrical equipment is properly covered and secured from pupil access. (X)
- Outlets, access panels, switch plates, junction boxes and fixtures are properly covered and secured from pupil access.
- Other

3. Lighting appears to be adequate and working properly, including exterior lights.
Examples include but are not limited to the following:

- Lighting appears to be adequate.
- Lighting is not flickering.
- There is no unusual hum or noise from the light fixtures.
- Other

Restrooms

Restrooms in the vicinity of the area being evaluated appear to be accessible during school hours, clean, functional and in compliance with SB 892 (EC Section 35292.5). The following are examples of compliance with SB 892:

- a. Restrooms are maintained and cleaned regularly.
- b. Restrooms are fully operational.
- c. Restrooms are stocked with toilet paper, soap, and paper towels.
- d. Restrooms are open during school hours.
- e. Other

Sinks/Fountains (Inside and Outside)

Drinking fountains appear to be accessible and functioning as intended. Examples include but are not limited to the following:

- a. Drinking fountains are accessible.
- b. Water pressure is adequate.
- c. A leak is not evident.
- d. There is no moss, mold, or excessive staining on the fixtures.
- e. The water is clear and without unusual taste or odor.
- f. Other

Fire Safety

The fire equipment and emergency systems appear to be functioning properly. Examples include but are not limited to the following:

- a. The fire sprinklers appear to be in working order (e.g., there are no missing or damaged sprinkler heads). (X)
- b. Emergency alarms appear to be functional. (X)
- c. Emergency exit signs function as designed, exits are unobstructed. (X)
- d. Fire extinguishers are current and placed in all required areas.
- e. Fire alarms pull stations are clearly visible.
- f. Other

Hazardous Materials (Interior and Exterior)

There does not appear to be evidence of hazardous materials that may pose a threat to pupils or staff. Examples include but are not limited to the following:

- a. Hazardous chemicals, chemical waste, and flammable materials are stored properly (e.g. locked and labeled properly). (X)
- b. Paint is not peeling, chipping, or cracking.
- c. There does not appear to be damaged tiles or other circumstances that may indicate asbestos exposure.
- d. Surfaces (including floors, ceilings, walls, window casings, HVAC grills) appear to be free of mildew, mold odor and visible mold.
- e. Other

Structural Damage

There does not appear to be structural damage that has created or could create hazardous or uninhabitable conditions. Examples include but are not limited to the following:

- a. Severe cracks are not evident. (X)
- b. Ceilings & floors are not sloping or sagging beyond their intended design. (X)
- c. Posts, beams, supports for portable classrooms, ramps, and other structural building members appear to be intact, secure and functional as designed. (X)
- d. There is no visible evidence of severe cracks, dry rot, mold, or damage that undermines the structural components. (X)
- e. Other

Roofs (observed from the ground, inside/outside the building)

Roof systems appear to be functioning properly. Examples include but are not limited to the following:

- a. Roofs, gutters, roof drains, and down spouts are free of visible damage.
- b. Roofs, gutters, roof drains, and down spouts are intact.
- c. Other

Playground/School Grounds

The playground equipment and school grounds in the vicinity of the area being evaluated appear to be clean, safe, and functional. Examples include but are not limited to the following:

- a. Significant cracks, trip hazards, holes and deterioration are not found.
- b. Open "S" hooks, protruding bolt ends, and sharp points/edges are not found in the playground equipment.
- c. Seating, tables, and equipment are functional and free of significant cracks.
- d. There are no signs of drainage problems, such as flooded areas, eroded soil, water damage to asphalt, or clogged storm drain inlets.
- e. Other

Windows/Doors/Gates/Fences (Interior and exterior)

Conditions that pose a safety and/or security risk are not evident. Examples include but are not limited to the following:

- a. There is no exposed broken glass accessible to pupils and staff. (X)
- b. Exterior doors and gates are functioning and do not pose a security risk. (X)
- c. Windows are intact and free of cracks.
- d. Windows are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- e. Doors are intact.
- f. Doors are functional and open, close, and lock as designed, unless there is a valid reason they should not function as designed.
- g. Gates and fences appear to be functional.
- h. Gates and fences are intact and free of holes and other conditions that could present a safety hazard to pupils, staff, or others.
- i. Other

PART II: EVALUATION DETAIL

Date of Inspection: 12/28/20

School Name: Gravenstein Community Day School

CATEGORY AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Room 1	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received LED lighting part of prop 39 in 2019														
Room 2	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received LED lighting in 2019 part of prop 39 in 2019														
Room 3	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last Modernized in 2007 with heater system with economizer, casework, windows sink. Received new LED lighting through prop 39 in 2019.														
Room 4	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last Modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 5 Stream Lab	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Receive new LED lighting through prop 39 in 2019														
Room 6 Stream Lab/Library	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 7	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last Modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 8	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 9	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019. New door installed 2020.														
Room 10	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	D	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019. Concrete by exterior classroom is uneven from redwood tree roots to be repaired.														
Room 11	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Las modernized in 2007 with heater system with economizer, casework, windows, sink. Received new LED lighting through prop 39 in 2019.														
Room 12	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Last modernized in 2007 with heater system with economizer, casework, windows, sink. Receive new LED lighting through prop 39 in 2019														
Room 15 Staff Room	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
COMMENTS:	Received new LED lighting in summer 2016.														

PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Gravenstein Community Day School

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	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
A-wing work room /school office	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new LED Lighting and ceiling grid part of Hillcrest School Improvements summer 2018. New paint in school office summer 2019.													
B-wing lockerroom hallway end office	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	D	✓	✓
	COMMENTS:	Received new LED Lighting and ceiling grid part of Hillcrest School Improvements summer 2018.. Roof leak observed. To patch													
C-wing, locker hallway and Community Day	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Last modernized in 2007, with windows, sink. Received new LED Lighting and ceiling grid part of Hillcrest School Improvements summer 2018													
Principal's Office	✓	D	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new LED lighting in summer 2017. No hardwired heater in room													
Gym	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Gym constructed in 2000. Received new LED lighting both inside and outside part of prop 39 improvements. Fascia needs to be painted on west side.													
Kitchen	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Kitchen constructed in 2000. Received LED lighting part of prop 39 in 2019.													
P1	✓	✓	✓	D	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular built 2012. Received new LED lighting part of prop 39 improvements. New carpet needed, tears in carpet seams.													
P2	✓	✓	✓	D	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular built 2012. Received new LED lighting part of prop 39 improvements. New carpet needed, tears in carpet seams.													
Room 16 Science Room	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Built in 2015. Received new LED lighting part of prop 39. Roots removed from slow draining drain inlet summer 2019.													
Room 17 Music Room	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Built in 2015. Received new LED lighting part of prop 39 improvements.													
Portable Classroom Rm 18	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Built in 1997. Received new led lighting retrofit prop 39. New TPO roof and new gutter and downspouts in summer 2019.													
A building restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Last Modernized in 2007, with new tile and fixtures, ADA compliance. New LED lighting to be added part of prop 39. New exterior drinking fountains installed 2018													
B building restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Last modernized in 2007 with new tile fixtures, ADA compliance. New LED lighting added part of prop 39 in 2019.													

PART II: EVALUATION DETAIL Date of Inspection: 12/28/20 School Name: Gravenstein Community Day School

AREA \ CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Playground	NA	NA	NA	NA	✓	✓	NA	NA	NA	✓	✓	✓	NA	D	✓
COMMENTS:	New accessible pathway constructed in summer 2018. Playground could use updating. Border on playground has become seperated.														

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION Gravenstein Union School District		COUNTY Sonoma
SCHOOL SITE Gravenstein Community Day School		SCHOOL TYPE (GRADE LEVELS) 6-8th
		NUMBER OF CLASSROOMS ON SITE 18
INSPECTOR'S NAME Brian Sposato	INSPECTOR'S TITLE Facilities Manager	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)
TIME OF INSPECTION 12/28/2020	WEATHER CONDITION AT TIME OF INSPECTION overcast 50 degrees	

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/DOORS/ GATES/FENCES
↓ 27	Number of "✓"'s:	26	25	26	24	27	27	26	3	26	27	27	27	25	25	26
	Number of "D"'s:	0	1	0	2	0	0	0	0	0	0	0	0	1	2	1
	Number of "X"'s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of N/As:	1	1	1	1	0	0	1	24	1	0	0	0	1	0	0
Percent of System in Good Repair Number of "✓"'s divided by (Total Areas - "NA"s)*		100.00%	96.15%	100.00%	92.31%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.15%	92.59%	96.30%
Total Percent per Category (average of above)*		98.72%			92.31%	100.00%		100.00%	100.00%		100.00%		98.08%		94.45%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	GOOD		GOOD	GOOD		GOOD		GOOD		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE	→	97.94%	→	SCHOOL RATING**	→	GOOD
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**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION: Much of the campus was last modernized in 2007, which included new windows, heaters, sinks and casework. Campus wide Fire alarm upgraded in 2015 in conjunction with the construction of the science and performing arts building.

New main electrical switchgear, new led lighting in hallways and accessibility improvements to soccerfield done in summer 2018. New fence enclosures for utility mains.

Prop 39 project to incorporate new LED in all classrooms. New Solar parking structure constructed in summer 2019. Rollershades installed at all classrooms.

Planning for future improv at buildings A and B. Other plans are to improve mechanical systems, look at energy efficient windows and overall building envelope at Buildings A and B. Campus received new data fiber and cat 6 wiring throughout campus to upgrade technology needs in summer 2020 with Erate funding.



CERTIFICATION OF CORRECTIVE ACTION

2019-20 AUDIT FINDINGS AND RECOMMENDATIONS

District Name Gravenstein Union School District
Sonoma County, California

- 2019-20 Certification of Corrective Action is hereby filed by the Governing Board of the school district.

Clerk/Secretary of the Governing Board

Date of Meeting

- 2019-20 Certification of Corrective Action

The Superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing Board and assures that corrective procedures have been implemented and will be used in the ensuing years.

District Superintendent

Date

For additional information

Contact: Wanda Holden, CBO

Phone: 707-823-7008

Submit original of the Certification of Corrective Action together with each Audit Finding Corrective Action form and corresponding documentation by **March 15, 2021, or immediately following board approval** to your **SCOE Advisor** at:
Sonoma County Office of Education
5340 Skylane Boulevard
Santa Rosa, CA 95403
SCOE Use only: reviewed by: _____ date reviewed: _____

2019-20 AUDIT FINDING CORRECTIVE ACTION
due to SCOE by March 15, 2021 or immediately following board approval

District: Gravenstein Union School District

Finding Category: 30000 (see list at bottom of page)

Finding Number: 2020-001 **Page Number:** 84

- A. Describe below specific corrective action(s) used in resolving the audit finding.
 B. Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

The current accounting controls over payroll transactions are inadequate and are not designed to detect and correct errors in a timely manner.

A. In 2019-20 the District did not have sufficient staffing to allow a detailed review to be performed by someone other than the person who processed the payroll. The District has since hired additional FTE to handle the necessary task of a detailed review for all payroll submissions.

B. One of the specific duties assigned to the Business/HR Clerk in the 2020-21 school year is to perform a monthly detailed review of the payroll so that errors can be corrected in a timely manner. Additionally, the supplemental time sheet has been revised to include a column specifically for overtime to lessen the chance that an error would be made going forward. This new time sheet was created in September of 2020, see attached.

C. Did this finding require a corrective report? _____ →

Yes

No

If yes, attach a copy of an acceptable plan of correction.

AB 3627 Finding Category Types

10000	Attendance
20000	Fixed Assets
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

SCOE Use only: reviewed by: _____ date reviewed: _____

**GRAVENSTEIN UNION SCHOOL DISTRICT
TIME SHEET**

NAME (Please print) _____

SCHOOL: _____

PAY PERIOD: _____

Employee Signature Date

Time sheets due to Business Office last day of the month

Superintendent Signature Date

Substitute _____ Certificated _____ Classified _____ Extra Hours _____

ANY ADDITIONAL HOURS BEYOND REGULAR HOURS MUST HAVE PRIOR APPROVAL FROM SUPERINTENDENT

DATE	Time Started	Time Ended	Unpaid Lunch	Regular Hours Total	Overtime Hours Total	Description of Work	Subbed For:
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTAL							

BUSINESS OFFICE USE ONLY:

TOTAL HOURS WORKED	RATE OF PAY	PAID TOTAL	ACCOUNT CODE
Total:			

2019-20 AUDIT FINDING CORRECTIVE ACTION
due to SCOE by March 15, 2021 or immediately following board approval

District: Gravenstein Union School District

Finding Category: 30000 (see list at bottom of page)

Finding Number: 2020-002 **Page Number:** 85

<p>A. Describe below specific corrective action(s) used in resolving the audit finding.</p> <p>B. Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide <u>all</u> documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.</p> <p>Clearing deposits from the clearing bank account to the county treasury was not a priority.</p> <p>A. In the 2019-20 school year the GUSD CBO was the only person in the Business Office trained to generate the deposits to the county treasury. More pressing priorities often occurred for the CBO who is responsible for a wide variety of other Business and HR functions. In November of 2020 the Board of Trustees wisely approved the increase in FTE for both the District Business/HR Clerk and the Gravenstein School Secretary. The reduction in School Secretary sub time and the increase in overall FTE for the Business/HR Clerk will allow her time to be trained to do the treasury deposits as well as take care of other important Business Office/HR priorities.</p> <p>B. Necessary training is currently underway for the clearing deposits to be deposited to the county treasury. The clearing deposits will be cleared to the county treasury on a monthly basis beginning in Dec of 2020. The CBO will review all treasury deposits for accuracy before submission to SCOE.</p>	
<p>C. Did this finding require a corrective report? →</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>If yes, attach a copy of an acceptable plan of correction.</p>	

AB 3627 Finding Category Types

10000	Attendance
20000	Fixed Assets
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

SCOE Use only: reviewed by: _____ date reviewed: _____

2019-20 AUDIT FINDING CORRECTIVE ACTION
due to SCOE by March 15, 2021 or immediately following board approval

District: Gravenstein Union School District

Finding Category: 10000 (see list at bottom of page)

Finding Number: 2020-003 **Page Number:** 86

- A. Describe below specific corrective action(s) used in resolving the audit finding.
 B. Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.

Teachers are not following established District attendance reporting procedures.

A. The District has informed all teachers about the importance of accurate attendance reporting.

B. School site Administrators have reviewed all attendance procedures with teachers on their campus and are checking daily to insure that all teachers are following District attendance procedures to allow for accurate attendance reporting.

C. Did this finding require a corrective report? → Yes
 No

If yes, attach a copy of an acceptable plan of correction.

AB 3627 Finding Category Types

10000	Attendance
20000	Fixed Assets
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

SCOE Use only: reviewed by: _____ date reviewed: _____