

Board of Education

Regular Meeting Agenda

[Zoom Link](#)

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

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

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

Action taken/comments:

Motion _____ Second _____

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

- III. REPORTS, AND ORAL COMMUNICATIONS**
- A. (p. 1) Gravenstein Principal (10 min.)**
 - B. (p. 3) Hillcrest Principal (10 min.)**
 - C. (p. 5) Gravenstein Union Teachers' Association (5 min.)**
 - D. District Site Council (0 min.)**
 - E. (p. 6) Gravenstein Parent Association, GPA (5 min.)**
 - 1. Minutes from June 15, 2021**
 - 2. Agenda from August 12, 2021**
 - F. Trustee Reports (10 min.)**
 - 1. Meeting Format**
 - G. Racial Justice Committee (5min.)**
 - H. Master Plan Committee (5 min.)**
 - 1. Facilities Assessment (available on GUSD website)**
 - I. (p. 9) Facilities Report (5 min.)**
 - J. CBO Report (5 min.)**
 - K. Superintendent Report/District Correspondence (15 min.)**
 - 1. Questions from the August Board Meeting**
 - 2. Independent Study Program Update**
 - 3. Final LCAP Approval**
 - 4. (p. 12) MTSS Grants**

IV. PUBLIC COMMENT (15 min.)

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

V. CONSENT AGENDA (2 min.)

ACTION ITEM

- A. (p. 14) Warrants**
- B. (p. 20) Payroll**
- C. (p. 21) Minutes from the Regular Board Meeting of August 10, 2021**
- D. (p. 29) Position Descriptions for Instructional Aide, Library Aide, Noon/Yard Duty Aide, Daycare Aide, School Office Clerk, Custodian, Daycare Director, Lead Custodian, and Account Clerk**

Action taken/comments:

Motion _____ Second _____

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

VI. GENERAL ACTION ITEMS

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

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

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

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

Motion _____ Second _____

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

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

Situation: The fundamental purpose of the Gann Limit is to limit the spending of state and local agencies, including school districts. The limit for an agency, intended to be

capped at per person expenditure levels from 1978/1979 (adjusted for inflation), is arrived at after a series of complex calculations involving the use of many factors.

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

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

Action taken/comments

Motion _____ Second _____

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

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

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

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

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

Action taken/comments

Motion _____ Second _____

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

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

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

conditions for teachers as they provide instruction for GUSD students to open the 2021/2022 school year.

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

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

Motion _____ Second _____

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

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

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

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

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

Motion _____ Second _____

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

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

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

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

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

Action taken/comments

Motion _____ Second _____

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

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

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

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

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

Action taken/comments

Motion _____ Second _____

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

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

Situation: A position description for the lead Food Services staff person (1.0 FTE position at this time) for GUSD does not currently exist. Staff has drafted a position description and added a column on the GUSD Classified Salary Schedule for the Nutritional Services Lead for Board consideration. In August of 2019, GUSD served 1,100 lunches (13 days, 85 lunches/day). Staff is recommending the increased compensation for this position to manage our expanded Food Service Program. In August of 2021, lunch service has increased to a total of 1,600 lunches (10 days, 160 lunches/day) almost a 100% increase. In addition, GUSD is now serving breakfast and snack: 667 breakfasts and 694 snacks were served during the 10 days of August, an average of 296 servings per day total.

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

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

Action taken/comments

Motion _____ Second _____

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

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

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

Plan: To use this position description to inform the person in this position of their expected duties and as a basis for annual evaluation of the person in this position. The proposed salary schedule addition does not affect the current rate of pay for planned budget allocations for the 21/22 school year. The increase in FTE to support the

additional meal and snack servings will result in an additional cost of approximately \$2,900 annually.

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

Action taken/comments

Motion _____ Second _____

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

J. (p. 75) Board Bylaw 9121

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

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

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

Action taken/comments

Motion _____ Second _____

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

K. Board Retreat

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

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

Recommended motion: None at this time.

Action taken/comments

Motion _____ Second _____

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

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

1.0 Student Discipline

2.0 Pending litigation

3.0 Administrator Performance Updates

4.0 Conference with Negotiations team:

a) GUTA/GUCE negotiations update

IX. RECONVENE TO OPEN SESSION

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

Action taken/comments

Motion _____ Second _____

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

XI. FUTURE BOARD MEETINGS

A. October 12, 2021 at 5pm

B. November 9, 2021 at 5pm

C. December 14, 2021 at 5pm

XII. ADJOURNMENT

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



Gravenstein Elementary School Principal's Report September 2021

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
Enrollment for 2021-2022 (as of 9/7/21)	17	80	73	75	81	74	74	477
End-of-year enrollment 20-21	13	75	71	83	72	72	78	464

COVID Update

We continue to implement our policies and practices to reduce contact opportunities

- Health, hygiene, masks, temperature checks
- Weekly COVID testing
 - 90% of students and 100% of staff (data represents the 9/7/21 sample)
- Snack and lunch time (distancing and seating charts)
- Single grade recess times
- Masks encouraged at outside play



Back-to-School Traffic

- lower playground as a second drop-off and pick-up area
- Increased staff presence at campus gate to control/direct traffic
- Increased staff presence at drop-off/pick-up times and use of walkie-talkies to assist with identifying students and getting them safely to cars
- Student Name Placards
- Increased daycare numbers!
- Bus Shuttle to HMS



Beyond-the-Bell

Participation has significantly grown in both AM and PM Beyond-the-Bell. Meggan Young hit the ground running as our new Daycare Director and immediately began preparing for activities for the 80 enrolled students for AM care and the 160 enrolled students for PM care. Some activities the students were able to enjoy the first few weeks of school include: playing with slime, making Perler Bead creations, building courses for Hot Wheels, getting some before-school energy out with indoor dodgeball, and even getting a jumpstart on homework in our grades 3-5 Homework Hall. A new feature for this year is the introduction of the drop-off and pick-up location at the yellow gate in the lower lot. This has made the drop-off/pick-up process more efficient for parents. Due to our high participation, we have had to place a temporary halt on enrollment and create a wait list.



Food Services

The Gravenstein Food Service Program has seen an incredible jump in participation this year. A recent average of students participating in the grab-n-go breakfast falls between 90-100 each day and the recent average for lunch is around 160. No surprise- pizza day is still a big favorite, with 160 students ordering this past Thursday. Salvador Espinosa has done a great job of adapting to these larger numbers.



Long-Term Independent Study

Debbie Candau has created a robust Long-Term ISP program for the students whose families opted for this program. Of the 20 students, the elementary students are at the following grades: Kindergarten (1), First Grade (1), Second Grade (1), Third grade (3), Fourth grade (4), Fifth grade (3).



HILLCREST

Middle School

GUSD August Board Report

Enrollment- as of 09/09/2021:

	6th	7th	8th	Total
2020/2021	93	112	81	286
2021/2022	76	99	106	281
Long Term IS	2	3	2	7

COVID Testing- The HMS campus has been averaging over 94% of our students and staff testing weekly. A huge thank you to Lisa Benz and Will Rose who have been helping to facilitate the testing process at HMS.

Suicide Prevention Month- September is Suicide Prevention month. In an effort to provide information and support for our school community, The Sage Casey Foundation (SCF) will be making presentations to students during their PE classes at the end of September. The SCF will also be offering Hillcrest families a parent education evening over Zoom. We will be sending home permission slips for the student presentations and information for parents about the Zoom event in the next week.

Back to School Night- In order to keep our staff and school community as safe as possible, this year we held our Back to School Night via recorded videos. The Hillcrest teaching staff created videos to share important information that parents need to know for the school year. Links to these videos were emailed to parents on September 9th, 2021. Parents as always feel free to contact your student's teachers via phone or email with any questions that you may have regarding your students.

9/11 Walk - A - Thon- On September 13th, 2021, Mr. Sotiras's PE class will be hosting a Walk-A-Thon in remembrance of the 20 year anniversary of September 11th. Mr. Sotiras is raising funds for the Tunnel to Towers foundation. Students will be given information during their PE classes.

The "Talk" Take 2- When, How & Why Middle School Parents Can Discuss Consent, Relationships, & Risky Digital Communication With Tweens/Teens. For Hillcrest parents & guardians: A FREE Zoom with Parent Coach, Positive Discipline Parent Educator, and Hillcrest mom, Rhona Berens, PhD, PCC. A Google Form sign up sheet will be emailed out in the next week.

Athletics- Sign ups Flag Football and Cross Country have begun and the numbers are gigantic! Students in all grades are signing up and getting ready for what we hope will be another championship season! Physicals are needed prior to participation. Watch the Monday Messages for more information.

ASB Elections- Last week, Hillcrest students learned the power of Democracy and voted for the Officers of the Hillcrest Student Council. The students created campaign posters and gave a speech to the entire student

body. The Hillcrest students voted and we wish to congratulate our 2021-2022 Student Body Officers: results will be announced at the Board Meeting.

Enrichments- Hillcrest's Wednesday Enrichments have begun and students are taking full advantage of all that we offer! Students were able to sign up for one of 11 Enrichments including- Crafting 101, Yoga, Dance and Dungeons and Dragons! Students will have the opportunity to choose a new Enrichment each Trimester!

Gravenstein Union Teachers' Association

Gravenstein Elementary School | Hillcrest Middle School
September 14, 2021

"The Gravenstein Union Teachers' Association was established to promote and protect the well-being of its members; to maintain and improve the conditions of teaching and learning; to advance the quality of public education; to ensure that the human dignity and civil rights of all youth and teachers are protected; and to secure a more just, equitable, and democratic society."

From GUTA Members:

Hillcrest Staff members wish to express their great appreciation for our wonderful air conditioning!! The heat wave last week made us appreciate it even more than on most days. Gravenstein teachers are hoping that some of the portable a/c units purchased two years ago for use at Hillcrest could be brought down and used in the rooms at Gravenstein that don't have air conditioning.

Athletics at Hillcrest:

Sports are starting up again at Hillcrest! Both indoor and outdoor sports are starting up - all with mask mandates and weekly testing by all participating schools.

GUTA Climate Resolution

In August, GUTA drafted and approved a Climate Resolution to join efforts in combating Climate Change. By doing this, GUTA joined Fossil Free California's efforts in urging CalPERS and CalSTRS to divest from fossil fuels.

GPA Board Meeting Minutes

June 15, 2021 Online Zoom Meeting

Meeting Called to order at 6:05pm

Members Present

Erin Hillmer
Ben Kaun
Amber Ray Hernandez
Vy Le-Morse
Christina Connelly
Allison Herman

Absent

Ana Horta
Maggie Zavala
Keri Pugno
William Deeths
Dave Rose

Agenda –Public Comments, none.

Secretary's Report

Approval of 05/18/2021 6pm online board meeting – All in favor

Special Events

Maggie Z will lead subcommittee next year. Christina Connelly, Vy Le Morse will serve on committee.

2021-22 Proposed Event Dates

- **08/27/21 Back to School Movie Night**
Discussed feasibility of doing this event. Will need to coordinate with administration to see if it's possible. We also need a parent to lead the event. Vy can talk to Boy Scouts about volunteering, if we do it
- **09/24, 11/19, 01/28 & 06/10 Skate Nights**
Board was in favor of doing this and locking in these dates, if they are not already reserved.
- **10/15 Jog-a-thon at Gravenstein**
Has this date been confirmed with school? Need 3-4 parents to run this event. Amber Ray-Hernandez offered to be the GPA volunteer. Amber will connect with Sarah Tendall and Beth Dawson to get info from the last Jogathon
- **12/11/21 Pancake Breakfast**
12/11 is the only date Christina, who leads this event, can do. Amber will assist. We need to find a volunteer to manage the kitchen portion of the event. Need to confirm with Will dates
- **02/21-25 Book Fair**
- **03/11-25 Read-a-thon**
Discussed wanting to have the book fair lead into the Read-a-thon.
- **May 13 or 20 Color Run @Hillcrest**

Need to confirm the date with Mr. Deeths. Lori Jone is potential volunteer to lead this event at Hillcrest

All dates need approval from school administrators (all were absent due to conflicting GUSD board meeting)

Erin H makes a motion to divide Scholastic 'dollars' in half and split between both schools. After discussion of donating book month to ELA 8th grade Library.
Ben K seconds and all approve.

Finance Report- Ben K. nothing to note.

Board discussed proper use of reserves for the upcoming year. Discussed when next year's budget will be ready for review.

Ben K. will lead Finance subcommittee next year

Governance Report- n/a

Erin will lead Governance subcommittee next year

Communications

Amber agrees to lead this subcommittee. Will likely not do a newsletter this year and will use MM to communicate.

Liaison- Allison H. nothing much to pick up. Allison will be Liaison again next year.

Zero Hour at Hillcrest

Mr Deeths and Erin Hillmer met before the meeting to review zero hour PE plan for 2021-22 school year. Hillcrest would like to offer zero hour PE to open up additional elective slot for students who don't have a "fun" elective (students with IEP and who take academic electives). Asking for \$17,000 in budget to be paid back to GUSD for a credentialed staff member to teach this zero hour class.

Ben K. makes a motion to support Zero Hour at Hillcrest 2021-22 school year by budgeting \$17,000.00 to be reimbursed to GUSD.

Vy L. Seconds and All approved.

GPA needs to be at the Kindergarten back to school event on Aug.4th, 5th and 6th. A GPA representative will be there from 8:30 - 9:30 to set up a table with information and any spirit wear we have left over. Christina to organize. Vy L.M. to coordinate with Ms. Pugno re: logistics

Summer Board Meeting

08/12/21 at 6pm via Zoom

Erin H. adjourned the meeting 7:30pm and Ben K. 2nds



Mission and Vision Statement:

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

**GPA Board Meeting Agenda
8-12-21 6:00 pm Online Zoom Meeting**

A. Public Comment on Non-Agenda Matters

B. Secretary's Report

1. Approval of board minutes from June 15, 2021

C. Subcommittees reports

1. Special Events/Fundraising Outcomes and Planning
 - a. 2021-22 Calendar of Events review/approval from school admin
2. Finance
 - a. Update from the administration on estimated 2021/22 Enrichment costs
3. Governance
 - a. Setting dates for remainder of the year GPA board meetings
4. Communications
 - a. Kinder Kickoff new parent volunteer
 - b. Updating website event dates/info
5. School Liaison

D. 2021-22 School year and Projection for Enrichments

1. Pledge packet update/review

E. Principal's Reports:

F. Superintendent's Report

**Gravenstein Union School District
Facilities Report
September 2021**

Phase 1 Heat Mitigation Project at Hillcrest: Work is wrapping up for the HVAC upgrades and improvements for Hillcrest. Units have been performing terrific and have really conditioned the learning spaces on the hot days that we have experienced to this point. We are also working on calibrating and programming our Pelican thermostats which are controlled via the cloud allowing us to examine performance of each HVAC unit from basic temperature setpoints, checking damper positions, and setting ventilation set points. We can also be notified if there is an issue in the system. These devices really allow not only to view the data but also to be able to make changes without having to go physically into each unit and manually set economizers which is a great time saver and much easier to manage. We can also see usage time between heating and cooling modes.

Work that still needs to occur is tying in new CO sensors to an additional fire alarm panel device that is on order. Additionally, we are also going to reroute our aging wire and underground fire alarm pathway to the ceiling pathway from buildings A + B to and run new wire to repair our chronic ground fault troubles. Also, the fence enclosures around the ac condenser units are being finished up as well.

District Office Portable Project: After examining the different floor layout designs prepared by QKA, the district has chosen a floor plan that best serves the needs of the district that creates both function and best use of the space to serve the needs of administration and business services. Details are now being drawn up based on this input, so it can be presented to DSA for approval.

District Masterplan: QKA and their consultants made several onsite visits to look at the conditions of the existing campuses and to evaluate the physical infrastructure from both the outside and inside to help incorporate future needs to the campuses. Based on these visits, QKA has developed a Facility Assessment that rates our existing facilities and points out existing areas that could be improved in the future. With this information it helps the district know where we stand with existing infrastructure and it helps focus on improvements for future projects. There is a meeting scheduled September 21st to further discuss the master plan with district stakeholders and the design team.

Co2 Monitoring: With us getting back into regular full days with students in the classrooms, we have been able to get better data on our ventilation in classrooms. With the devices in the classrooms we can track the carbon dioxide levels and observe levels that are under the 1100 ppm recommendation and targeted standard. We have gotten some alerts when the level exceeds 1100ppm and usually find that it is due to the ventilation system being turned off and when remedied goes down quickly and is not a prolonged event. Ventilation can also be aided by windows and or doors being open as well. While we are getting this relatively new data, we are learning about where we stand with ventilation, and also knowing the more air we can move from the outside the better ventilation we can create and keep the carbon dioxide at acceptable levels. Attached is a snapshot of levels for all classrooms at Hillcrest and Gravenstein. For reference, being outside an expected average would be around 400ppm. Also of note that levels below 5000ppm pose no serious health threat, and all data has been well below that. I have attached a summary report for co2 levels for Wednesday September 8th for both schools.

GS-RM 18	142	2.5lux	7lux	0lux
GS-RM 19	149	17.4lux	57lux	0lux
GS-RM 20	146	21.2lux	82lux	0lux
GS-RM 21	150	24.3lux	109lux	0lux
GS-RM 22	146	34lux	131lux	0lux
GS-RM 23	148	21.7lux	128lux	0lux
GS-RM 24	162	30.3lux	224lux	0lux
GS-RM 25	143	37lux	101lux	0lux
GS-MPR	144	38.1lux	159lux	0lux
GS-SPEECH RM	146	20.3lux	115lux	0lux
GS-OFFICE	147	36.5lux	62lux	7lux

Summary CO2

DEVICE	READINGS	AVG	MAX	MIN
GS-RM TK	145	448.6ppm	753ppm	406ppm
GS-RM K	137	374.1ppm	510ppm	338ppm
GS-RM 01	139	360ppm	524ppm	333ppm
GS-RM 02	144	146.7ppm	251ppm	128ppm
GS-RM 03	152	440.8ppm	698ppm	409ppm
GS-RM 04	145	427.2ppm	511ppm	404ppm
GS-RM 05	133	476.2ppm	559ppm	425ppm
GS-RM 06	147	208ppm	561ppm	158ppm
GS-RM 07	147	433.7ppm	593ppm	406ppm
GS-RM 08	146	449.2ppm	757ppm	407ppm
GS-RM 09	153	459ppm	727ppm	406ppm
GS-RM 10	153	505.1ppm	885ppm	406ppm
GS-RM 11	144	424.8ppm	514ppm	406ppm
GS-RM 12	144	430.6ppm	519ppm	412ppm
GS-RM 13	150	343.6ppm	457ppm	316ppm
GS-RM 14	144	418.7ppm	459ppm	399ppm
GS-RM 15	151	373.4ppm	494ppm	329ppm
GS-RM 16	153	529.6ppm	864ppm	411ppm
GS-RM 17	143	249.6ppm	353ppm	207ppm
GS-RM 18	142	481.6ppm	854ppm	407ppm
GS-RM 19	149	509.9ppm	949ppm	412ppm
GS-RM 20	146	521.5ppm	802ppm	414ppm
GS-RM 21	150	435.3ppm	666ppm	404ppm
GS-RM 22	146	439.3ppm	648ppm	404ppm
GS-RM 23	148	481.2ppm	792ppm	0ppm
GS-RM 24	162	459ppm	656ppm	408ppm
GS-RM 25	143	473.2ppm	743ppm	405ppm
GS-LEARNING LAB	144	457.5ppm	645ppm	408ppm
GS-MPR	144	417ppm	480ppm	403ppm

Greencastle
September
8th 2021
CO2
readings

HMS-ROOM 16	146	35
HMS-ROOM 17	144	44
HMS-ROOM 18	142	34
HMS-MPR	143	44
HMS-OFFICE WORK AREA	145	60
HMS-B END ROOM	144	38
HMS-C END ROOM	144	No Data
HMS-P1	142	29
HMS-P2	143	27

Summary CO2

DEVICE	READINGS	AVG	MAX	MIN
HMS-ROOM 01	147	441.1ppm	682ppm	408ppm
HMS-ROOM 02	148	463ppm	796ppm	405ppm
HMS-ROOM 03	148	539.6ppm	1200ppm	407ppm
HMS-ROOM 04	145	453.1ppm	644ppm	411ppm
HMS-ROOM 05/6	143	464.6ppm	842ppm	405ppm
HMS-ROOM 07	148	484.8ppm	1064ppm	403ppm
HMS-ROOM 08	144	467.8ppm	803ppm	402ppm
HMS-ROOM 09	144	459.7ppm	886ppm	406ppm
HMS-ROOM 10	143	452.2ppm	765ppm	405ppm
HMS-ROOM 11	154	542.3ppm	1102ppm	411ppm
HMS-ROOM 12	143	450.2ppm	678ppm	401ppm
HMS-ROOM 15	152	426.7ppm	536ppm	407ppm
HMS-ROOM 16	146	423ppm	583ppm	404ppm
HMS-ROOM 17	144	432.1ppm	584ppm	404ppm
HMS-ROOM 18	142	445.2ppm	748ppm	400ppm
HMS-MPR	143	421.1ppm	480ppm	405ppm
HMS-OFFICE WORK AREA	145	464ppm	686ppm	406ppm
HMS-B END ROOM	144	455.7ppm	683ppm	405ppm
HMS-C END ROOM	144	266.9ppm	301ppm	254ppm
HMS-P1	142	454.5ppm	743ppm	401ppm
HMS-P2	143	446.8ppm	747ppm	393ppm

Hillcrest
Middle
School
September
8th
2021
CO2
readings

Summary Illumination

DEVICE	READINGS	AVG	MAX	MIN
HMS-ROOM 01	147	12.5lux	76lux	0lux
HMS-ROOM 02	148	17.7lux	92lux	0lux
HMS-ROOM 03	148	11.4lux	47lux	0lux
HMS-ROOM 04	145	19.1lux	81lux	0lux
HMS-ROOM 05/6	143	28.8lux	114lux	0lux
HMS-ROOM 07	148	4.6lux	41lux	0lux
HMS-ROOM 08	144	20.6lux 1 1	91lux	0lux



Congratulations on Your Gravenstein Elementary School Seed Grant Funding!

1 message

lishwara Ryaru <iish@engagedadvisors.com>

Thu, Sep 9, 2021 at 4:49 PM

To: "drose@grav.k12.ca.us" <drose@grav.k12.ca.us>

Cc: "jbishop@gseis.ucla.edu" <jbishop@gseis.ucla.edu>, "sfountain@scoe.org" <sfountain@scoe.org>, Timea Farkas <farkas@gseis.ucla.edu>

Dear David Rose,

Congratulations! We are pleased to inform you that your CA MTSS School & Community Transformation Seed Grant proposal will be funded in the amount of \$27,200. Your proposal was selected from a large, high-quality pool of statewide applicants. We are incredibly enthusiastic about the work you are about to embark upon to test out innovative models, or to better understand the efficacy of existing efforts that align with the CA MTSS framework and the CA School Climate and Conditions Work Group.

CA MTSS School & Community Transformation Seed Grant funding will be distributed in a single lump sum payment by October 30, 2021 or sooner.

In addition to funding this critically important work, we look forward to supporting your efforts through a virtual network of all Seed Grantees that will be convened by Dr. lish Ryaru (iish@engagedadvisors.com). The network will meet approximately 4-5 times throughout the school year to provide an opportunity for the point person for each grant to connect with others across the state, share resources, and explore ways to learn from other school sites committed to student learning for historically marginalized student groups. We are scheduling a launch meeting to discuss next steps, including the plan for the virtual network, and answer questions. Given how busy schedules can be, we are providing two options for the launch meeting. Please note that you only need to participate during one of the following dates/times:

- Wednesday, September 15 from 12:00 - 12:45 PM
 - <https://ucla.zoom.us/j/95558547965?pwd=YXRudUozdTI5VDdHUHBPMIBNOEI1UT09>
 - Meeting ID: 955 5854 7965
 - Passcode: 993911
- Thursday, September 16 from 12:00 - 12:45 PM
 - <https://ucla.zoom.us/j/99091261460?pwd=KzA5MWIYZEkrcbCtQbGpvQ1JlK1F3QT09>
 - Meeting ID: 990 9126 1460
 - Passcode: 720508

A few weeks after the launch meeting, we will meet again to discuss building a research plan for your project with our team at UCLA. Until then, we offer our sincere appreciation for everything you have done and will continue to do to grow CA MTSS in California, and ensure that every student receives the support they need to be successful!

Warmly,

CA MTSS Leadership Team



Congratulations on Your Hillcrest Middle School Seed Grant Funding!

1 message

lishwara Ryaru <iish@engagedadvisors.com>

Thu, Sep 9, 2021 at 4:47 PM

To: "drose@grav.k12.ca.us" <drose@grav.k12.ca.us>

Cc: "jbishop@gseis.ucla.edu" <jbishop@gseis.ucla.edu>, "sfountain@scoe.org" <sfountain@scoe.org>, Timea Farkas <farkas@gseis.ucla.edu>

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Warmly,

CA MTSS Leadership Team

ReqPay12d

Board Report

Checks Dated 08/01/2021 through 08/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1848584	08/04/2021	MCI Comm Service	12-5911	Daycare Phone Line for 2021-2022		14.98
1848585	08/04/2021	Office Depot	01-4350	Counseling Program Supplies	4.26	
				District Office Supplies	4.63	
			03-4310	Class Supplies- Team 3	786.61	
				Class Supplies- Team 4	1,603.43	
			03-4350	Counseling Program Supplies	51.17	
				District Office Supplies	56.08	
			04-4310	Class Supplies HMS- Johnson	592.66	
				Class Supplies HMS- Sporrer	226.17	
				Hillcrest- Johnson	38.87	
				Hillcrest-6th Grade supplies	871.93	
				Hillcrest-Garson-Reed	279.26	
			04-4350	Counseling Program Supplies	29.84	
				District Office Supplies	32.68	
				School Secretary Supplies-Hillcrest	318.32	4,895.91
1848586	08/04/2021	School Nurse Supply, Inc	01-4390	School Nurse Supplies- Gravenstein	9.85	
			03-4390	School Nurse Supplies- Gravenstein	113.36	123.21
1848587	08/04/2021	McDowell, Matthew M	01-4310	Reimb. Water for JumpStart	.94	
			03-4310	Reimb. Water for JumpStart	13.16	
			04-4310	Reimb. Water for JumpStart	4.70	18.80
1848588	08/04/2021	Reed, Julia A	03-4310	Reimb. Incentives for JumpStart		142.88
1848589	08/04/2021	Byrne, Kathleen N	01-4310	Reimb. JPST Incentives	9.98	
			03-4310	Reimb. JPST Incentives	189.70	199.68
1848590	08/04/2021	Korreng, Kari L	01-4310	Water for JumpStart	1.67	
			03-4310	Reimb. Water JumpStart	23.44	
			04-4310	Reimb. Water JumpStart	8.38	33.49
1848591	08/04/2021	All County Flooring	14-5830	Flooring for HMS		11,355.18
1848592	08/04/2021	Apple Inc.	03-4340	Apple iPad -Lifetime Licenses		525.00
1848593	08/04/2021	Center for the Collaborative Classroom	03-4310	SIPPS Fluency Library		1,344.41
1848594	08/04/2021	Office Depot	03-4310	Learning Lab -Class Supplies-Oakley		111.82
1848595	08/04/2021	Teachers' Curriculum Institute	04-4110	History Alive:US through Industrialism		3,586.60
1848596	08/04/2021	Zaner-Blosser Inc.	03-4110	Handwriting Books-K		1,106.96
1849805	08/11/2021	FRC, Inc.	40-6200	Hillcrest Heat Mitigation, HVAC		586,499.57
1849806	08/11/2021	Pugno, Kerilee C	03-4390	Reimb. K Kick-off Nametags		21.69
1849807	08/11/2021	Oakley, Barbara A	03-4310	Reimb. Class Reward		30.36
1849808	08/11/2021	Trivunovic, Beth	03-4310	Reimb. Kinder Kick Off Supplies		9.78
1849809	08/11/2021	Haas, Elsbeth B	03-4310	Reimb. Classroom Cooling		355.88

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ESCAPE ONLINE

ReqPay12d

Board Report

Checks Dated 08/01/2021 through 08/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1849810	08/11/2021	All-Guard Alarm Systems, Inc	03-5800	Alarms-Hillcrest & Gravenstein 2021-22 SY	943.77	
1849811	08/11/2021	Ally Technology Consulting LLC	04-5800	Alarms-Hillcrest & Gravenstein 2021-22 SY	668.73	1,612.50
			01-5840	IT Consultant 2021-22	162.50	
			03-5840	IT Consultant 2021-22	1,950.00	
			04-5840	IT Consultant 2021-22	1,137.50	3,250.00
1849812	08/11/2021	American Storage LLC	01-5830	Storage Container for Gravenstein USD	12.00	
			03-5830	Storage Container for Gravenstein USD	138.00	150.00
1849813	08/11/2021	Apple Inc.	04-4310	Apple 21.5 inch i Mac		6,310.83
1849814	08/11/2021	Carolyn Bischof	01-5830	Contractor Providing Training for CBO	130.00	
			01-9510	Contractor Providing Training for CBO	1.25	
			03-5830	Contractor Providing Training for CBO	1,560.00	
			03-9510	Contractor Providing Training for CBO	15.00	
			04-5830	Contractor Providing Training for CBO	910.00	
			04-9510	Contractor Providing Training for CBO	8.75	2,625.00
1849815	08/11/2021	Fishman Supply Company	01-4370	Custodial Supplies	8.20	
			03-4370	Custodial Supplies	99.42	
			04-4370	Custodial Supplies	57.99	165.61
1849816	08/11/2021	Houghton Mifflin Harcourt	03-4110	Getting ready for SBAC		50.68
1849817	08/11/2021	Lakeshore Learning Materials	03-4310	Classroom Supplies-Basque		33.00
1849818	08/11/2021	Mystery Science Inc.	03-4340	Mystery Science School Membership-Grav		1,499.00
1849819	08/11/2021	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2021-22	1.39	
			03-5520	Light Poles at Grav Elem 2021-22	15.99	17.38
1849820	08/11/2021	Santa Rosa Fire Equipment Inc.	01-5600	Service of Fire Extinguishers	43.20	
			03-5600	Service of Fire Extinguishers	496.80	
			04-5600	Service of Fire Extinguishers	360.00	900.00
1849821	08/11/2021	Sonoma County Office Of Ed.	01-5862	Fingerprinting for staff 2021-22	1.40	
			03-5862	Fingerprinting for staff 2021-22	16.80	
			04-5862	Fingerprinting for staff 2021-22	9.80	28.00
1849822	08/11/2021	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2021-22	35.29	
			03-5631	Copier Lease for Schools and DO for 2021-22	423.38	
			04-5631	Copier Lease for Schools and DO for 2021-22	246.96	705.63
1850968	08/18/2021	U.S. Bank Corporate Payment	01-4350	Gravenstein Secretary -Supplies	8.01	
			01-4362	Dist. Fuel	23.38	
			01-4380	Custodial Supplies	28.12	
			03-4350	Tractor Trailor	92.17	

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ESCAPE ONLINE

ReqPay12d

Board Report

Checks Dated 08/01/2021 through 08/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1850968	08/18/2021	U.S. Bank Corporate Payment	03-4362	Dist. Fuel	280.58	
			03-4380	Maint. Supplies	323.92	
			04-4362	Dist. Fuel	163.67	
			04-4380	Maint. Supplies	799.65	
						1,719.50
1850969	08/18/2021	Office Depot	01-4310	Class Supplies- Team 1	20.01-	
			03-4310	Class Supplies- Team 1	20.00-	
				Class Supplies- Team 2		
				Class Supplies- Team 3	6.16	
				Class Supplies- Team 4	173.54	
				Class Supplies- Team 5	1,610.18	
			04-4310	Class Supplies HMS- Johnson	31.79	
				Hillcrest-6th Grade supplies	61.45	
				Hillcrest-Garson-Reed	14.89	
				04-4350 School Secretary Supplies-Hillcrest	14.52	
1850970	08/18/2021	Perez-Atwell, Eva A	01-4310	Cardstock for Grav Elem	4.79	1,872.52
			03-4310	Cardstock for Grav Elem	55.13	59.92
1850971	08/18/2021	Martinez, Lynn	03-4310	Class Acct- Supplies L Martinez		43.55
1850972	08/18/2021	McDowell, Tiana	01-4310	Class Act.-Supplies T Mcdowell	421.30	
				Reimbursement For Speech Posters	9.31	
			03-4310	Class Act.-Supplies T Mcdowell	36.64	
				Reimbursement For Speech Posters	107.03	574.28
1850973	08/18/2021	County Of Sonoma	13-5802	Food Site Inspection Gravenstein 2021-22	872.00	
				Food Site Inspection Hillcrest 2021-22	872.00	
						1,744.00
1850974	08/18/2021	FRC, Inc.	40-6200	Heat Mitigation - Pre Construction		3,500.00
1850975	08/18/2021	Quattrocchi Kwok Architects	40-6210	Architectural Services-HMS Heat Mitigation Project	13,591.54	
				Master Planning Services #1891.01	13,738.62	
			40-6215	Architectural Services-HMS Heat Mitigation Project	1,032.92	
				Master Planning Services #1891.01	310.88	28,673.96
1850976	08/18/2021	SyTech Solutions	01-5830	Document Management Services 2021-22	12.52	
			03-5830	Document Management Services 2021-22	87.68	
			04-5830	Document Management Services 2021-22	150.30	
						250.50
1850977	08/18/2021	Verizon	01-4440	Verison Hotspots- Grav and Hillcrest	11.57	
			03-4440	Verison Hotspots- Grav and Hillcrest	136.73	
			04-4440	Verison Hotspots- Grav and Hillcrest	79.76	
						228.06
1850978	08/18/2021	Voyager Sopris Learning, Inc.	03-4310	Special Ed -Language Live!	1,809.83	
			04-4310	Special Ed -Language Live!	1,341.00	
						3,150.83

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ESCAPE ONLINE

Checks Dated 08/01/2021 through 08/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1850979	08/18/2021	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2021-22	38.00	
			03-5530	Gravenstein Elem Water Service for 2021-22	437.00	
			04-5530	Hillcrest Water Service for 2021-22	682.33	1,157.33
1851566	08/20/2021	Clement, Kadie L	01-4310	Reimb. Class Acct Supplies		47.60
1851567	08/20/2021	Stevens, Samara B	03-4310	Reimb. Class Acct Supplies		68.05
1851568	08/20/2021	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	104.41	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	591.69	
			04-5911	Hillcrest AT&T CALNET 3 Charges 2021-22	65.74	761.84
1851569	08/20/2021	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2021-22		91,865.54
1851570	08/20/2021	Lakeshore Learning Materials	03-4310	Classroom Supplies-Lannon		230.83
1851571	08/20/2021	McGraw-Hill School Education	04-4110	Study Sync- 6th, 7th and 8th Grade Language Arts		17,476.50
1851572	08/20/2021	Mobile Modular Management	40-6200	Office Relocation Portable # 210046637.1		20,884.64
1851573	08/20/2021	Pacific Gas & Electric	01-5520	Electric and Gas for 2021-22 @ Gravenstein	100.89	
			03-5520	Electric and Gas for 2021-22 @ Gravenstein	571.71	
			04-5520	Electric and Gas for 2021-22 @ Hillcrest	666.90	1,339.50
1851574	08/20/2021	Recology Sonoma Marin	01-5560	Recology-Gravenstein 2021-22	71.23	
			03-5560	Recology-Gravenstein 2021-22	867.40	
			04-5560	Recology-Hillcrest 2021-22	660.67	1,599.30
1851575	08/20/2021	School Loop, Inc.	01-5840	School Loop 3 Year Subscription	219.75	
			03-5840	School Loop 3 Year Subscription	2,636.92	
			04-5840	School Loop 3 Year Subscription	1,538.21	4,394.88
1852113	08/25/2021	Oakley, Barbara A	03-4110	Reimb.Class Supplies		13.08
1852114	08/25/2021	Trivunovic, Beth	03-4310	Reimb.Class Acct. Supplies		98.72
1852115	08/25/2021	Dellosa, Michelle N	01-4310	Reimb.Class Supplies		72.46
1852116	08/25/2021	Barrera, Alicia E	03-4310	Reimb. Class Supplies		151.70
1852117	08/25/2021	Sully, Petria	03-4310	Reimb. Class Acct Supplies		92.99
1852118	08/25/2021	Hansen, Ani S	03-4310	Reimb. Binders Class Acct		29.88
1852119	08/25/2021	Byrne, Kathleen N	01-4310	Reimb. Jumpstart	5.20	
			03-4310	Reimb. Garden Grant	60.64	
				Reimb. Jumpstart	98.73	164.57

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ESCAPE ONLINE

Checks Dated 08/01/2021 through 08/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1852120	08/25/2021	Carey, Paul R	03-4310	Reimb.Jumpstart incentives		79.39
1852121	08/25/2021	Benz, Lisa	01-4355	Reimb. Staff Dev. Lunch		407.23
1852122	08/25/2021	McDowell, Tiana	01-4310	Reimb. Class Acct Supplies	3.94	
			03-4310	Reimb. Class Acct Supplies	45.36	49.30
1852123	08/25/2021	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	2.51	
			03-5830	Water testing for Gravenstein	29.49	
			04-5830	Water testing for Hillcrest	32.00	64.00
1852124	08/25/2021	Counterpoint Construction Services, Inc.	40-6200	Hillcrest Temperature Mitigation		10,668.00
1852125	08/25/2021	Dave's Music Workshop	04-5630	HC Musical Instrument Repair for 2021-22		884.31
1852126	08/25/2021	Fishman Supply Company	01-4370	Custodial Supplies-Carpet Cleaners	61.04	
			01-4400	Custodial Supplies-Carpet Cleaners	177.60	
			03-4370	Custodial Supplies-Carpet Cleaners	732.33	
			03-4400	Custodial Supplies-Carpet Cleaners	2,131.17	
			04-4370	Custodial Supplies-Carpet Cleaners	427.21	
			04-4400	Custodial Supplies-Carpet Cleaners	1,243.19	4,772.54
1852127	08/25/2021	Juvo	04-5830	Autism and Behavioral Health Services-Summer		791.81
1852128	08/25/2021	McGraw-Hill School Education	01-4110	Open Court ELA Grades 1-5 Account #247107	968.11	
			03-4110	Open Court ELA Grades 1-5 Account #247107	13,007.57	13,975.68
1852129	08/25/2021	SDI INNOVATIONS, INC.	03-4310	Student Planners 2021-22		1,256.60
1852130	08/25/2021	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2021-22		3,975.40
Total Number of Checks					71	846,914.62

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	34	99,046.46
03	Gravenstein Elementary Charte	53	41,701.96
04	Hillcrest Middle Charter	27	42,825.87
12	Child Development Fund	1	14.98
13	Cafeteria Fund	1	1,744.00
14	Deferred Maintenance Fund	1	11,355.18
40	Special Reserve-capital Proj	5	650,226.17

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ESCAPE ONLINE

Checks Dated 08/01/2021 through 08/31/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			Total Number of Checks	71		846,914.62
			Less Unpaid Tax Liability			.00
			Net (Check Amount)			846,914.62

Includes checks for only Bank Account COUNTY

19

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

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

Certificated Salary & Benefits

Regular Payroll	\$ 411,700.05
Supplemental Payroll	\$ 18,724.54

Certificated Salary & Benefits

Regular Payroll	\$ 85,126.25
Supplemental Payroll	\$ 37,865.31

Total July Salary & Benefits

\$ 553,416.15

Board of Education Regular Meeting Minutes

[Zoom Link](#)

DATE: Tuesday, August 10, 2021
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

I. CALL TO ORDER AT 5:00 PM

Meeting called to order at 5:02pm all board members present

II. ADOPTION AND APPROVAL OF THE AGENDA Approval of the agenda for August 10, 2021 (2 min.)

Action taken/comments:

Motion _____ Second _____

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

III. REPORTS, AND ORAL COMMUNICATIONS

A. (p. 1) Gravenstein Principal (10 min.)

Report included in packet.

B. (p. 4) Hillcrest Principal (10 min.)

Report in Board Packet. Our enrollment numbers have improved since last week.

JM - do the enrollment numbers include the independent learners.

WD - no they do not.

JM - what happens when those students are ready for in-person learning

WD - at this point it is assumed they will move into their class.

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

Linda Helton - Believes all the GUTA members are excited to be in their classrooms

D. District Site Council (0 min.)

No Meeting yet this year. One of their first duties will be part of the Master Plan

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

No Rep tonight. Slated to meet this Thursday.

We will have minutes and financials from the last two months and next month's meeting.

KP - Talked about GPA participation during Kinder Kick Off. Had the Pres and VP there to answer any questions. Also had swag and donation forms.

Next meeting is August 17, 2021

F. Trustee Reports (10 min.)

PL - no report, but to say that normalcy for me has been waiting for our schools to get up and running. I want to express my gratitude to all of the staff and parent groups for all they have done.

GA - would also like to thank the staff

1. Meeting Format

DR - talked about how we may need to change the format of meetings.

WD - Working with Loud and Clear to get a system that would allow us to get up and running with live video feeds for those who can't attend meetings. \$5800 is the quote they got. They service very quickly and were the ones to put in the current PA system at Hillcrest.

DR - if we don't hear anything about an extension to the Brown Act we will move forward with Loud and Clear.

G. Racial Justice Committee (5min.)

Equity First will be joining us next week with a presentation with what they do and what their initial activities will be.

GA - would like to remind the coordinators to include board members

H. (p. 5) Master Plan Committee (5 min.)

We began the process of looking at next steps of the Master Plan. The first step is the Facilities Assessment Walk through for both campuses to progress on previous Master Plan and assess current needs. Step 2 will be working with our stakeholders to have input about what they would like to see.

I. (p. 8) Facilities Report (5 min.)

Brian has included a report in the Board Packet with pictures.

GA - We will be having a walk through on Friday.

J. CBO Report (5 min.)

We have officially closed the 2020/2021 books. Now working on the unaudited financials.

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

1. Questions from the July Board Meeting

None

2. Summer Jumpstart Program

Went extremely well and had a really strong attendance rate.

3. Mental Health and Administrative Interns

We have two different interns that are slated to join us this year. One working with Rosie Steen-Larsen and Sam Cole. We also have an Administrative Intern who will be working with both Will and Keri. Lisa Valente was introduced as the new Admin Intern. She is grateful to Dave, Will, and Keri for this opportunity.

4. (p. 11) Start of School Plans/Updates

A copy of the update that went out to parents was included in the board packet. Our plan right now is that masks are going to be our mandate if you are going to be involved in in-person learning. They have removed the social distancing mandates. However, we will still be maintaining distancing to some extent.

One of the big questions is surveillance testing. We were able to recapture the funds spent on the testing done last year through federal funding. We are concerned about the current rate of infection and so would like to continue doing surveillance testing. If we do it would be a price tag of \$100,000 for the school year. Katie has come across a different company (Concentric) which is sponsored by the State of California. Rather than refunding schools, they have made it free for qualifying schools. It is still a pool test, but we would like to make it a 5 person pool instead of a group of 24. The swab tests are much cleaner and quicker to process. If we go with Concentric there is no cost to the district, it is just a change in procedure. It is the recommendation of staff that we

go to Concentric. We will not know what our participation rate will be. Parents will have to want to do the test, we can not require it.

KA - Concentric does allow us the ability to increase or decrease testing as needed.

JK - thanks everyone for doing the research. Notes that larger districts are requiring staff to be vaccinated. Curious about what the plan will be with our staff.

DR - right now we are going to include staff in getting tested regardless of who has been vaccinated. Believes that all of our staff have been vaccinated.

JK - asked about the proposed testing of only 25% of staff each week?

DR - if we stay with Mirimus, it would be 25% per week. If we move to Concentric, it will be 100%.

Jessica Rasmussen - Parent - Asking for clarification - the student Covid testing is not mandatory? Families will have to opt in. Also asked about mandates on masks and distancing. How will protocols be enforced?

WD - Last year we discovered the students themselves were very good about distancing themselves. It just took reminders from teachers. We had a good 70 to 80% that never had to be reminded.

Amber Ray - wondering when the decision will be made regarding which testing we will be using.

DR - we should know in the next few minutes.

Vanessa Bird - asked about quarantine guidelines.

DR - talked about how we will proceed doing contact tracing and how that information dictates quarantine guidance.

Megan Gorman - my main question, previously we had done testing 10 days prior to any big event. Is there any plan to do testing before school starts?

DR - The first round of testing will be Monday August 23rd.

Jaylene Demapan - wants clarification in the event that a student tests positive, is that going to automatically trigger independent study.

DR - it will be a case by case basis, but typically there would be at least 7 days of independent study.

DR - Would like to survey Board Members to understand whether they would support the District making the change to Concentric. Informal assessment and does not technically require vote. All board members are in favor.

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.

Rosalie Abbott - Thank you for doing all the work you have done this year. I am the teen services librarian at the library. I want to quickly mention the educator cards we have. Teachers could conceivably have 100 books in the classroom with a check out time for 6 weeks. She also talked about all the programs they have available to us. Contact her with questions at: rabbott@sonomalibrar.org

V. CONSENT AGENDA (2 min.)

ACTION ITEM

- A. (p. 14) Warrants
- B. (p. 21) Payroll
- C. (p. 22) Minutes from the Regular Board Meetings of July 13, 2021, June 15, 2021, June 8, 2021, and May 11, 2021 and the Special Board Meetings of May 26, 2021, May 19, 2021, April 27, 2021, April 12, 2021, and April 8, 2021
- D. (p. 64) Fee Proposal from Counterpoint Construction Services for the GUSD Administration Portable Project
- E. (p. 67) Fee Proposal from Quattrocchi Kwok Architects for the GUSD Administration Portable Project

Action taken/comments:

Motion AK Second PL

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

VI. GENERAL ACTION ITEMS

- A. **Gravenstein Union School District Local Control Accountability Plan (LCAP) (2 min.) (This document is posted on the GUSD website, and available at the GUSD District Office for review.)**

Situation: District staff presented the LCAP document for GUSD during the June 15, 2021 Board Meeting and that draft was approved and submitted to the Sonoma County Office of Education. SCOE has reviewed the document, and is requiring some minor technical edits so that new form complies with the California Department of Education (CDE) mandates.

Plan: Pending Board approval, staff will update the version posted on the GUSD website and submit the updated version to SCOE for submission to CDE.

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

Motion _____ JK _____ Second _____ PL _____

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

JM stepped away at 6:10

B. (p. 70) Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan (5 min.)

Situation: School districts that receive ESSER III funds under the American Rescue Plan Act are required to develop a plan for how they will use their ESSER III funds. For GUSD, the plan explains how we will use our ESSER III funds to support our overall plan to address students' academic, social, emotional, and mental health needs, as well as any opportunity gaps that existed before, and were worsened by, the COVID-19 pandemic. The GUSD plan focuses on support for the Hillcrest Heat Mitigation Project and Summer Jumpstart for the summer of 2023.

Plan: Pending Board approval, staff will submit our plan to the Sonoma County Office of Education (SCOE) for review and approval. and then staff will direct ESSER III funds to support the activities identified in our plan.

Recommended Motion: For the Board to approve the ESSER III Expenditure Plan.

JM returned at 6:21

Motion _____ PL _____ Second _____ JK _____

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

C. (p. 86) GUSD Board Policy and Administrative Regulation 6158 - Independent Study (5 min.)

Situation: Pursuant to Assembly Bill 130 and the resulting changes in the Education Code, GUSD needs to revise and update Board Policy and Administrative Regulation 6158 - Independent. Staff has researched the new law, attended training sessions, consulted with other districts, the Sonoma County Office of Education, the California School Boards Association, and School and College Legal Services and has created drafts of a revised Board Policy, Administrative Regulation, and Master Agreement and

submitted the drafts to the Governance Committee for review. The Governance Committee now presents the current drafts for Board consideration.

Plan: Pending Board approval, staff will post the new BP and AR on our district website and submit and implement the new Independent Study Master Agreement.

Recommended Motion: For the Board to approve Board Policy and Administrative Regulation 6158.

GA - asked if a spot would be held for any student that wants to move back into the classroom.

DR - yes the spots will be held

GA - this is being offered to our currently enrolled students. If we don't fill all the slots, we won't be taking on more students, correct?

DR - correct. Explained that this is a special circumstance that will more than likely go away next year.

Cole Rasmussen - as far as the delay in the testing that will occur once school starts back up. I know we don't want families dancing in between in person vs distance learning. How will we handle this challenge?

DR - We are going to be working with families to help them make the best decision for their family. Our goal is to service all of our students regardless of what is in place.

GA - poses a hypothetical. Could a student start on independent study until a couple rounds of testing have been completed?

DR - yes, this will not be an easy decision for families and we want to be sure we work with them to make the best decision for the student and the family.

Motion AK Second JK

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

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No comments

Adjourned to close session at 6:44pm

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
 - a) District Secretary (0.25 FTE)
- 4.0 Conference with Negotiations team:
 - a) GUTA negotiations update

IX. RECONVENE TO OPEN SESSION at 7:39pm

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

Action taken/comments: no actions taken, nothing to report

Motion _____ Second _____

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

XI. FUTURE BOARD MEETINGS

- A. September 14, 2021 at 5pm
- B. October 12, 2021 at 5pm
- C. November 9, 2021 at 5pm

XII. ADJOURNMENT at 7:40pm

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

Gravenstein Union School District Position Description

DRAFT

Job Title: Instructional Aide
Reports To: Site Principal
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general direction of the Principal, to serve as an assistant to certificated personnel in the instruction and supervision of students at either the elementary or secondary levels; to relieve the teacher or other certificated supervisor of clerical detail; and to do job-related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

Following duties and responsibilities are some common examples of duties performed by positions allocated to this class. Duties may vary due to differences in grade level, program and or the individual instructional style of certificated personnel:

- Assists certificated personnel in the conduct of lessons and other classroom activities
- Works with students in small groups, or on a one-to-one basis to reinforce basic skills or to supplement classroom work
- Prepares for, assists with, and cleans up for various classroom projects
- Operates audio-visual equipment
- Assists in the preparation of graphic and written teaching materials
- Keeps routine records
- Assists in ordering and caring for classroom equipment and supplies
- Confers as needed with teachers concerning programs and materials to meet the needs of students
- administering and grading various types of tests
- Performs a wide variety of classroom related clerical duties
- May supervise children in the school cafeteria, on the playground, or in the library
- Engages with students and creates high-quality engagement opportunities
- Anticipates and effectively responds to student physical, social, and emotional needs
- Develops relationships with Students, Parents, and Co-workers
- Supervises students during snack time
- Models expected behaviors regarding health and hygiene, dress, comportment
- Demonstrates professional demeanor by being punctual, consistent, reliable, communicative, courteous, and flexible

- Document and Communicate unsafe or inappropriate student behavior to Certificated Staff and/or Supervisor in a timely manner to ensure the safety and well-being of all students

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Knowledge of correct English usage, vocabulary, spelling, grammar, punctuation, and arithmetic
- General classroom procedures and equipment and computer skills.
- Ability to assist with instructional activities in a classroom
- Learn the procedures, functions, and limitations of assigned Instructional Assistant duties
- Understand the needs of students
- Perform routine clerical duties
- Establish and maintain cooperative working relationships with teachers, students, and others contacted in the course of the work
- Possesses classroom management skills.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required
- Must be able to pass the minimum competency test as required by state education code.

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear; and use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance; and stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Gravenstein Union School District Position Description

DRAFT

Job Title: Library Aide
Reports To: Site Principal
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general supervision of the Site Principal, to perform responsible clerical and technical duties in coordination of the use of various library instructional materials such as library and textbooks to create a positive learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Responsible for organizing, coordinating, and implementing library book distribution and collection
- Assist students and staff in the use of the library
- Check books and other materials in and out of the library using library software
- Prepare and send out overdue notices; collect fines for lost or damaged books and textbooks
- May assist in site inventory of textbooks and library materials
- May assist the site principal in the purchase of books and library related materials when using site funds
- Receive and process books and other library related materials
- May supervise a limited number of students during library hours while upholding school rules and policies. May assist a credentialed teacher with supervision, during scheduled library visit

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Ability to work independently and multitask.
- Maintain inventory of and order new as needed library materials and supplies
- Establish and maintain cooperative and effective working relationships with others

- Learn technical library and clerical methods and procedures, regulations and processes relating to the operation of a school library.
- Keep accurate records
- Train and supervise student help
- May assist the site principal in the purchase of books and library related materials when using site funds

PREFERRED EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required
- Any combination equivalent to one year of general clerical experience, preferably involving some clerical library experience.
- Experience with computers, office software, and basic keyboarding.

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear; and use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance; and stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Gravenstein Union School District Position Description

DRAFT

Job Title: Noon/Yard Duty Aide
Reports To: Site Principal
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general supervision of the Site Principal, monitor designated areas on an assigned school campus in accordance with District and school policy to create a positive learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Monitor and direct student activities in lunch areas, classrooms, play areas, restrooms and other assigned areas
- Inspect and monitor campus activities; maintain appropriate student behaviors; intervene in inappropriate behavior according to established policies, laws, rules and regulations; report unsafe conditions to appropriate site administrator
- Enforce the District and school regulations; assure proper behaviors and safety regulations are maintained
- Advise students and others regarding violation of rules and regulations.
- Report inappropriate student behavior and assist in the preparation of necessary incident reports; write referrals
- Assist ill or injured students or students; provide basic first aid and report injury and illness to appropriate staff
- Monitor the cafeteria as assigned; assure clean and safe conditions for students
- Assist and direct campus visitors to the office; assist and supervise students leaving or entering school grounds
- Perform basic first aid as needed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Perform effectively and efficiently in situations requiring tact, diplomacy and good judgment

- Monitor students in large areas and respond to situations in a quick and timely manner
- Understanding of District policies, rules and regulations concerning appropriate student behavior
- Establish and maintain cooperative and effective working relationships with others

PREFERRED EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear; and use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance; and stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Gravenstein Union School District Position Description

DRAFT

Job Title: Daycare Aide
Reports To: Daycare Director
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general direction of the Daycare Director, supervise students at either the elementary or middle school levels; and to do job-related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Assists in the creation and execution of before/after-school activities
- Works with students in groups of various sizes and ages
- Prepares for, assists with, and cleans up for various projects
- Operates audio-visual equipment as needed for activities
- Keeps routine records to track attendance and program participation
- Notifies Director of the need for ordering and/or repairing equipment, materials and supplies as needed
- May supervise children inside classrooms and MPR, on the playground, or throughout the school campus
- Engages with students and creates high-quality engagement opportunities
- Anticipates and effectively responds to student physical, social, and emotional needs
- Supervises students during snack time
- Models expected behaviors regarding health and hygiene, dress, comportment
- Establishes and supervises students during independent homework time (Study Hall)
- Demonstrate professional demeanor by being punctual, consistent, reliable, communicative, courteous, and flexible
- Document and communicate unsafe or inappropriate student behavior to Director in a timely manner to ensure the safety and well-being of all daycare participants
- Performs basic first aid as needed

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Knowledge of correct English usage, vocabulary, spelling, grammar, punctuation, and arithmetic
- General classroom procedures and equipment and computer skills.
- Ability to assist with activities utilizing behavioral management skills and strategies
- Learn the procedures, functions, and limitations of assigned Instructional Assistant duties
- Perform routine clerical duties
- Establish and maintain cooperative working relationships with teachers, students, and others contacted in the course of the work

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required
- Must be able to pass the minimum competency test as required by state education code.

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear; and use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance; and stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment fluctuates with the activity, but is usually moderate.

Gravenstein Union School District PositionDescription

DRAFT

Job Title: School Office Clerk
Reports To: Principal
Prepared Date: September 2021
Approved Date:

SUMMARY

Under the general direction of the Principal, the School Office Clerk performs a variety of clerical and administrative duties in support of the operation of the school and in support of the principal, staff, district, students and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other job-related duties may be assigned.

Filing systems and database management

- maintain filing systems for students and staff - paper and electronic
- maintain and enter information into databases
- locate and attach appropriate files to incoming correspondence requiring a response
- locate and provide data as requested

Student and staff attendance

- track student and staff attendance
- verify parents' and doctors' notes and investigate any discrepancies in attendance information
- notify parents of student absences
- support the collection of accurate staff and student attendance records and submit reports as required

School processes and procedures

- provide school-specific administrative support processes such as student services, orientation, locker assignments, activity forms
- help maintain disciplinary tracking systems and files in accordance with regulations
- support the monitoring of safety procedures for the purpose of ensuring safety of students and staff

Reports

- gather and collate information to prepare data-related reports
- provide staff and stakeholders with accurate information regarding school operations
- produce reports in compliance with legal and administrative requirements

Communications

- operate electronic mail systems and support the flow of information internally and externally

Front desk duties

- serve as support to the School Secretary as a central information point to the public, students and staff regarding school-related matters and procedures
- answer incoming calls, provide information, direct calls where necessary and take messages
- greet visitors, handle inquiries and direct visitors to the appropriate destination

Equipment and inventory

- operate office equipment including fax machines, copiers, scanners, printers
- maintain office equipment in good working condition
- track inventory and order supplies

Health and safety

- perform basic first aid and health check updates such as: lice checks, temperature checks, bumps/bruises and the application of band-aids/ice packs
- contacting parents for pick-up
- serve as a calming influence for students, parents, and staff as well as assisting with communication in times of emergency

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- organizational and planning skills including the ability to maintain an effective balance between multiple and competing priorities
- problem-solving skills
- able to exercise sound judgment in making decisions
- attention to detail and accuracy
- confidentiality, integrity and adherence to ethical standards
- team member
- diversity oriented - able to work effectively with people regardless of age, gender, race, ethnicity or religion
- energy and enthusiasm

EDUCATION and/or EXPERIENCE

- high school diploma or equivalent
- relevant training or qualification
- working knowledge of relevant software applications including database management
- knowledge of current office operations and procedures
- working knowledge of standard office equipment
- proficient in spelling, punctuation, grammar and other English language skills
- proven experience of producing communications and documents
- knowledge of school policies and procedures
- experience working within schools is preferred

LANGUAGE SKILLS

Ability to read, analyze and interpret correspondence and reports; ability to write correspondence and communicate with and respond to questions from students and families as well as staff and other community members. Fluent understanding of how to communicate school policy, practice and protocol.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written and oral form. Ability to multitask while remaining organized.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, or hear; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Gravenstein Union School District Position Description

DRAFT

Job Title: Custodian
Reports To: Lead Custodian
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general supervision of the Lead Custodian, to perform essential maintenance, repairs, custodial duties, and groundskeeping in order to maintain a safe, sanitary, positive learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Maintain floors in a clean state by sweeping, scrubbing, mopping, and waxing them
- Empty and clean trash receptacles and collect recycling
- Clean, sanitize, and supply bathrooms
- Vacuum and keep classrooms stocked for paper towels, soap and other items as needed
- Clean and service custodial equipment as needed
- Perform minor repairs on furniture, buildings, and equipment
- Report any safety, sanitary, or fire hazards to the appropriate department
- Lock and unlock windows, doors, and gates
- Ensure grounds areas are clean and orderly

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Custodial and grounds keeping methods and practices
- Maintain a sincere, friendly attitude toward fellow employees, students, parents, and the public
- Maintain consistent, punctual, and regular attendance
- Exercise sound judgment relating to the needs and good interest of the district
- Work independently and with flexibility
- Prioritize among multiple tasks

PREFERRED EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required
- Previous custodial and grounds experience preferred

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Carrying, pushing, or pulling equipment
- Dexterity of hands and fingers to operate standard job related equipment
- Kneeling or crouching
- Lifting up to 40 pounds
- Reaching overhead, above the shoulders and horizontally
- Standing for extended periods of time
- Stooping (turning, twisting, and walking on uneven surfaces)
- Visual and hearing ability to perform job responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Gravenstein Union School District Position Description

DRAFT

Job Title: Daycare Director
Reports To: Site Principal
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general direction of the site Principal, create, perform, staff, and supervise activities in support of the before- and after-school Beyond-the-Bell program and may act as a liaison between daycare staff, school administration, school staff and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Facilitate the day-to-day operations of the daycare program while working closely with Site Principals and the District Business Office
- Participate in the implementation and maintenance of all necessary systems to support the daycare program activities including recordkeeping, information collection, and parent communication.
- Creates a schedule that incorporates student check-in, supervised snack, play time, structured activities (including games, crafts), Homework Hall
- Develops a check-in system to safely track daily student entrance/exit in the program
- Maintain recordkeeping of student participation
- Prepares for, assists with, and cleans up for various projects
- Operates audio-visual equipment as needed for activities
- Assists in ordering and caring for daycare equipment and supplies
- Confers as needed with site staff concerning programs and materials to meet the needs of students
- Performs a wide variety of instructional and clerical -duties
- May supervise children in the school cafeteria, on the playground, or in the library
- Float from group to group providing direction and assistance when necessary to assure an effective implementation of the daycare program
- Communicate daily with Food Service Staff to distribute breakfast and afternoon snacks to students
- Close the school daycare site at the end of each day

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Knowledge of correct English usage, vocabulary, spelling, grammar, punctuation, and arithmetic
- General classroom procedures and equipment and computer skills.
-
- Understand the needs of students
- Perform routine clerical duties
- Establish and maintain cooperative working relationships with teachers, students, and others contacted in the course of the work
- Possesses behavior management skills
- May supervise children inside classrooms and MPR, the school cafeteria, on the playground, or throughout the school campus in the library
- Performs basic first aid
- Engages with students and creates high-quality engagement opportunities
- Anticipates and effectively responds to student physical, social, and emotional needs
- Develops relationships with Students, Parents, and Co-workers
- Supervises students during snack time
- Models expected behaviors regarding health and hygiene, dress, comportment
- Establishes a structured independent homework time for students (Study Hall)
- Demonstrate professional demeanor by being punctual, consistent, reliable, communicative, courteous, and flexible
- Document and Communicate unsafe or inappropriate student behavior directly to parents in a timely manner to ensure the safety and well-being of all daycare participants

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required
- Must be able to pass the minimum competency test as required by state education code.

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear; and use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance; and stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Gravenstein Union School District Position Description

DRAFT

Job Title: Lead Custodian
Reports To: Director of Maintenance and Operations
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general supervision of the Director of Maintenance and Operations, to perform essential maintenance, repairs, custodial duties, grounds keeping, and oversee the work of other custodians in order to maintain a safe, sanitary, positive learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Assess, prioritize, and schedule service needs of the grounds and buildings
- Track and report maintenance activities
- Perform work orders as needed
- Able to anticipate campus needs and report them to the Director of Maintenance and Operations
- Maintain compliance with relevant legislative bodies
- Basic knowledge of carpentry, concrete, asphalt, HVAC, electrical, plumbing, painting, mechanical, grounds maintenance
- Ability to troubleshoot issues as they arise
- Coordinate activities with custodial staff in lead capacity to maximize efficiency
- Assess and report custodial inventory needs
- Clean and insure all District buildings are orderly for the safety of students and staff
- Perform minor repairs on furniture, buildings, and equipment
- Ability to use email; word and excel for documentation and communication
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Basic understandings of construction, engineering, architecture, and maintenance management
- Previous custodial and grounds in a school setting required
- Previous experience supervising custodial staff preferred

- Custodial and grounds keeping methods and practices
- Maintain a sincere, friendly attitude toward fellow employees, students, parents, and the public

PREFERRED EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Carrying, pushing, or pulling equipment
- Dexterity of hands and fingers to operate standard job related equipment
- Kneeling or crouching
- Lifting up to 40 pounds
- Reaching overhead, above the shoulders and horizontally
- Standing for extended periods of time
- Stooping (turning, twisting, and walking on uneven surfaces)
- Visual and hearing ability to perform job responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Gravenstein Union School District Position Description

DRAFT

Job Title: Account Clerk
Reports To: Chief Business Officer
Type: Classified Confidential
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general supervision of the Chief Business Officer, coordinates and processes all accounts payable materials, maintains all accounts payable and related records, checks and processes all warrants and assists in preparing special reports associated with accounts payable and receivable and monitors the accuracy of data in the student information system.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Receives all invoices and complete purchase orders, matches and checks details, taking appropriate action if they do not correspond or contain errors
- Initiates preparation of warrants, inputs and processes warrant detail into the financial services system
- Mails warrants to vendors and staff with appropriate backup detail
- Keeps records of authorized open purchase orders
- Discusses, reviews, and explains activities related to warrants and invoices issues with vendors
- Operates computers and other business office equipment
- Files and maintains accounts payable records
- Keeps records of all contracts/agreements along with Board items that pertain to outside vendors
- Compiles, assembles, verifies, and processes a variety of student and certificated staff data and information
- Prepares data and corrects anomalies to upload to student information system(s) (California Longitudinal Pupil Achievement Data System (CALPADS), SchoolWise, ProCare, etc.)
- Keeps records of all after-and-before school payments and records
- Performs execution of student information related queries as needed
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and report writing techniques
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Business English usage, spelling, grammar, punctuation, and report and/correspondence writing
- Proper protocol for ensuring timely, accurate processing of information to ensure validity and reliability
- Best practices regarding the security of student information

PREFERRED EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required
- Previous experience in responsible office work in accounting, purchasing, or fiscal records keeping or related area
- Perform mathematical calculations with speed and accuracy
- College level training in accounting or business administration desirable, AA preferred
- Ability to use software related to processing accounts payable
- Bilingual in Spanish desirable

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is regularly required to sit, talk, and hear; and use hands to finger, handle, or feel.
- The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance; and stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**GRAVENSTEIN UNION SCHOOL DISTRICT
RESOLUTION #210914-1
ADOPTING THE "GANN" LIMIT**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2020-21 fiscal year and a projected Gann Limit for the 2021-22 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2020-2021 and 2021-22 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2020-21 and 2021-22 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

AYES:

NOES:

ABSENT:

ABSTAIN:

Gregory Appling, President Board of Trustees
Gravenstein Union School District

Date

	2020-21 Calculations			2021-22 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2019-20 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2019-20 Actual			2020-21 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	5,199,217.99		5,199,217.99			5,393,148.82
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	736.84		736.84			736.84
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2019-20			Adjustments to 2020-21		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2020-21 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2020-21 P2 Report			2021-22 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	41.01		41.01	39.50		39.50
2. Total Charter Schools ADA (Form A, Line C9)	695.83		695.83	700.83		700.83
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			736.84			740.33
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2020-21 Actual			2021-22 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	18,234.73		18,234.73	18,266.00		18,266.00
2. Timber Yield Tax (Object 8022)	1,670.69		1,670.69	2,300.00		2,300.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	3,212,453.12		3,212,453.12	3,120,747.00		3,120,747.00
5. Unsecured Roll Taxes (Object 8042)	98,803.20		98,803.20	101,133.00		101,133.00
6. Prior Years' Taxes (Object 8043)	1,361.38		1,361.38	0.00		0.00
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	3,332,523.12	0.00	3,332,523.12	3,242,446.00	0.00	3,242,446.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	3,332,523.12	0.00	3,332,523.12	3,242,446.00	0.00	3,242,446.00

	2020-21 Calculations			2021-22 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			84,658.51			90,072.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			84,658.51			90,072.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	5,595,054.00		5,595,054.00	3,912,202.00		3,912,202.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	(7,545.47)		(7,545.47)	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	5,587,508.53	0.00	5,587,508.53	3,912,202.00	0.00	3,912,202.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	10,934,653.94		10,934,653.94	8,768,126.00		8,768,126.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	75,064.75		75,064.75	168,000.00		168,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			5,199,217.99			5,393,148.82
2. Inflation Adjustment			1.0373			1.0573
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0000			1.0047
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			5,393,148.82			5,728,976.48
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			3,332,523.12			3,242,446.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			88,420.80			88,839.60
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			2,145,284.21			2,576,602.48
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			2,145,284.21			2,576,602.48
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			37,864.25			113,672.77
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			3,370,387.37			3,356,118.77
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			2,107,419.96			2,462,929.71
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			3,370,387.37			
b. State Subventions (Line D8)			2,107,419.96			
c. Less: Excluded Appropriations (Line C23)			84,658.51			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			5,393,148.82			

September 10, 2021

Memo to: GUSD Board Members
From: Katie Anderson, CBO
Subject: Allocation of Expanded Learning Opportunities Program

Background

A significant new investment was included in the 2021–22 Enacted State Budget for \$1.75 billion earmarked for expanded learning opportunities for California’s elementary school students, with a focus on students that are low-income, foster youth, or English learners. While the title of the program is nearly identical to the Extended Learning Opportunities Grant which the District used to fund the Jumpstart Summer Program, these Program funds and the accompanying requirements are completely separate. As a condition of receiving the funds, in the 2021–22 school year, the District must offer expanded learning to all of its classroom-based unduplicated students in grades K–6 and must provide expanded learning to at least half of these students. Gravenstein’s estimated allocation is approximately \$172,988*.

With these dollars, comes the following requirements:

- On school days, before or after school expanded learning opportunities plus the instructional day must total at least nine hours.
- During summer break or other intersessional periods, at least 30 days of 9 hour expanded learning opportunities days must be provided.
- Programs that serve transitional kindergarten or kindergarten students must maintain a pupil-to-staff ratio of no more than 10 to 1. For all other students, the ratio must be no more than 20 to 1.
- Educational enrichment and tutoring or homework assistance must be provided in accordance with the After School Education and Safety (ASES) Program.
- A nutritious snack, meal, or both, must be provided.

Proposal

In assessing these requirements, staff has reviewed various options and has selected the most appropriate to present for Board consideration. Beyond the Bell is a very successful before and after school program available to all District families. Currently, the program is at full capacity** with families on the waiting list. Staff is proposing to use the Extended Learning Opportunity Program allocation to offer free Beyond the Bell services to all students that qualify as Title 1, or Free and Reduced price lunch. Doing this would increase demand for Beyond the Bell, and thus the District would need to hire more staff in order to increase capacity. The estimated yearly cost of providing free Beyond the Bell services to qualifying students is approximately \$60,000 per year. The increased staffing would cost approximately \$30,000, putting the estimated yearly cost of this proposal at \$90,000. The District is proposing to offer this Program for two years.

Staff is estimating the increased costs of the program to be covered by the Program grant. However, staff is also estimating that by offering this program, more families will submit applications to qualify for Free/Reduced lunch. This would increase the District's unduplicated student population and thus increase the amount of State Supplemental LCFF funding and Federal Title funding. Of note, once a student is identified as unduplicated, they do not have to reapply each year and the District receives additional funding every year that student is enrolled. If the district increased its identification of unduplicated students by 10% through this program, supplemental funding would increase by approximately \$38,000 per year.

*Estimate provided by School Services of California. No CDE estimates are available at this time.

**Beyond the Bell capacity at Gravenstein is 187, and 69 at Hillcrest.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GRAVENSTEIN UNION SCHOOL DISTRICT
AND
GRAVENSTEIN UNION TEACHERS' ASSOCIATION (GUTA)
REGARDING THE COVID-19 PANDEMIC AND RETURN TO IN-PERSON INSTRUCTION
DURING THE 2021-2022 SCHOOL YEAR.**

August 11, 2021

Gravenstein Union School District (“District”) and Gravenstein Union Teachers’ Association (“GUTA”), jointly known as the Parties (Parties”) enter into this Memorandum of Understanding (“MOU”) regarding the issues related to the Coronavirus (COVID-19) and the safe return to in-person instruction during the 2021-2022 school year.

The District and GUTA recognize the importance of maintaining a safe learning environment and opportunities and services for the benefit of the students and communities served by the District and staff.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the GUTA. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) California Government Codes 3540 et seq. apply and remain in effect.

The parties agree that the COVID-19 pandemic has severely impacted student access to on-campus instruction. Also, students have been severely impacted in social and emotional development by limiting social interaction between peers and teachers. The in-person interaction between students and staff is valued and necessary.

1. Health and Safety

- a. The parties agree that for a safe return to school for in-person instruction, compliance with state and county guidelines will be followed as specified in the Gravenstein Union School District COVID-19 Safety Plan. The COVID-19 Safety Plan consists of the following parts:
 - i. The COVID-19 Safety Plan (CSP), pursuant to California Department of Public Health (CDPH) guidance
 - ii. The COVID-19 Prevention Program (CPP), pursuant to CAL/OSHA requirements
 - iii. CDPH COVID-19 Guidance Checklist which satisfies the requirements for the safe reopening of schools per the CDPH.

[CDPH Guidance - California Reopening In-Person Instruction Framework](#)

- b. The District will utilize guidance from the Sonoma County Department of Health Services (SCDHS) and the CDPH to determine any future changes to operating procedures (distancing guidelines, testing requirements, masks, etc.). Any change in operating procedures not addressed in this MOU, the CSP, or the CBA will be considered by both parties and added as addenda to this document before implementation (except operating procedures mandated by the Sonoma County Department of Health Services or CDPH).
- c. Gravenstein Union School District employees shall have access and opportunity to receive an FDA approved COVID-19 vaccinations series, but it is not required for a safe return to in-person instruction.
- d. GUSD will adopt the practice of staff members wearing their mask when in close contact with others outdoors, unless exempted pursuant to CDPH individual mask guidelines.
- e. GUSD and GUTA are working together cooperatively to comply with the current Vaccination and/or Testing mandate for teachers pursuant to CDPH guidance.

3. Grievance and Arbitration

- a. All provisions of this MOU are subject to the negotiated grievance procedure in the CBA.

4. Consultation Rights and Reserve Right to Further Negotiate

- a. The District and Association agree to meet as needed during the pandemic to discuss concerns and issues.
- b. Due to the evolving nature of the pandemic, GUTA and the District reserve the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed.

5. Duration

- a. The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the community. Communication will remain frequent as events continue to unfold during the pandemic.
- b. All components of the current Collective Bargaining Agreement between GUTA and District not addressed by the terms of this agreement shall remain in full effect. This MOU is non-precedent setting. The District and/or GUTA reserve the right to negotiate any additional impacts related to COVID-19 and/or additional school closures in the 2021-2022 school year not addressed in this MOU.
- c. This MOU shall expire in full without precedent on June 30, 2022 unless extended by mutual written agreement of the Parties.

FOR THE ASSOCIATION:

Linda Helton

Date: 8/25/2021

FOR THE DISTRICT:

Date: _____

**MEMORANDUM OF UNDERSTANDING
BETWEEN
GRAVENSTEIN UNION SCHOOL DISTRICT
AND
GRAVENSTEIN UNION CLASSIFIED EMPLOYEES' ASSOCIATION (GUCE)
REGARDING THE COVID-19 PANDEMIC AND RETURN TO IN-PERSON INSTRUCTION
DURING THE 2021-2022 SCHOOL YEAR.**

August 19, 2021

Gravenstein Union School District ("District") and Gravenstein Union Classified Employees' Association ("GUCE"), jointly known as the Parties ("Parties") enter into this Memorandum of Understanding ("MOU") regarding the issues related to the Coronavirus (COVID-19) and the safe return to in-person instruction during the 2021-2022 school year.

The District and GUCE recognize the importance of maintaining a safe learning environment and opportunities and services for the benefit of the students and communities served by the District and staff.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

Unless otherwise noted below, the provisions of this MOU shall supersede any previous agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the GUCE. The Parties affirm the obligation to communicate about and work together to resolve any work condition issues not addressed in this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act ("EERA") California Government Codes 3540 et seq. apply and remain in effect.

The parties agree that the COVID-19 pandemic has severely impacted student access to on-campus instruction. Also, students have been severely impacted in social and emotional development by limiting social interaction between peers and teachers. The in-person interaction between students and staff is valued and necessary.

1. Health and Safety

- a. The parties agree that for a safe return to school for in-person instruction, compliance with state and county guidelines will be followed as specified in the Gravenstein Union School District COVID-19 Safety Plan. The COVID-19 Safety Plan consists of the following parts:
 - i. The COVID-19 Safety Plan (CSP), pursuant to California Department of Public Health (CDPH) guidance
 - ii. The COVID-19 Prevention Program (CPP), pursuant to CAL/OSHA requirements
 - iii. CDPH COVID-19 Guidance Checklist which satisfies the requirements for the safe reopening of schools per the CDPH.

[CDPH Guidance - California Reopening In-Person Instruction Framework](#)

- b. The District will utilize guidance from the Sonoma County Department of Health Services (SCDHS) and the CDPH to determine any future changes to operating procedures (distancing guidelines, testing requirements, masks, etc.). Any change in operating procedures not addressed in this MOU or the CSP will be considered by both parties and added as addenda to this document before implementation (except operating procedures mandated by the Sonoma County Department of Health Services or CDPH).
- c. Gravenstein Union School District employees shall have access and opportunity to receive an FDA approved COVID-19 vaccinations series, but it is not required for a safe return to in-person instruction.
- d. GUSD will adopt the practice of staff members wearing their mask when in close contact with others outdoors, unless exempted pursuant to CDPH individual mask guidelines.
- e. GUSD and GUCE are working together cooperatively to comply with the current Vaccination and/or Testing mandate for teachers pursuant to CDPH guidance.

3. Consultation Rights and Reserve Right to Further Negotiate

- a. The District and Association agree to meet as needed during the pandemic to discuss concerns and issues.
- b. Due to the evolving nature of the pandemic, GUCE and the District reserve the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed.

4. Duration

- a. The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the community. Communication will remain frequent as events continue to unfold during the pandemic.
- b. This MOU is non-precedent setting. The District and/or GUCE reserve the right to negotiate any additional impacts related to COVID-19 and/or additional school closures in the 2021-2022 school year not addressed in this MOU.
- c. This MOU shall expire in full without precedent on June 30, 2022 unless extended by mutual written agreement of the Parties.

FOR THE ASSOCIATION:

FOR THE DISTRICT:

Date: 9/20/21

Date: _____

Gravenstein Union School District

Position Description

Draft

Job Title: Human Resources Clerk/District Secretary
Reports To: Chief Business Officer/Superintendent
Type: Classified Confidential
Prepared Date: July 1st, 2021
Approved Date:

FTE: 1.0 (.75 HR Clerk / .25 District Secretary)

SUMMARY

Performs a wide variety of highly complex duties requiring an elevated level of responsibility and critical thinking skills; demonstrates sound decision-making and good judgment, with appropriate human interaction skills, while maintaining strict confidentiality on all matters including collective bargaining; performs other related work as required. Due to the composition of current staffing, these two positions are being combined to maximize production. These positions may be separated again in the future.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other job-related duties may be assigned.

Human Resources Clerk:

- Advertises vacant certificated and administrative positions and screens applicant paperwork
- Coordinates activities for administrative vacancies, including conducting Superintendent search
- Prepares new hire paperwork
- Reviews and recommends initial placement on salary schedule for certificated employees
- Oversees the analysis, maintenance, and communication of records and personnel files as required by law or local governing bodies, or other departments in the organization
- Initiates action to have policies and regulations revised according to changing laws
- Maintains and amends certificated employee seniority list including administrators changing seniority date and updates certificated status and prepares information for status movement meetings
- Participates in the submission of Equal Employment Opportunity report (EEO-5), Administrator-Teacher Ratio Report (Form R-2), and Salary and Benefits Schedule for the Certificated Bargaining Unit (Form J-90)
- Attends quarterly County HR Roundtable and Credential Analysts conferences as requested
- Keeps abreast of credentialing requirements and laws including waivers, certificated staff assignments, and credential expiration dates
- Maintains current knowledge of all negotiated labor contracts
- Reviews and processes requests for salary advancement and transfer
- Update and maintain certificated unit tracking
- Maintains leave of absence detail for certificated and classified employees including Family Care and Medical Leave records and maternity/paternity leave, attend annual leave workshops and keeps abreast of changing laws
- Compiles personnel-related data in comprehensive reports as required
- Keeps abreast of implementation, system updates, system maintenance and data entry requirements for computerized personnel systems, and student information system (ESCAPE)

- May assist with confidential proposals made to the unions for collective bargaining and take notes at union negotiations
- Oversees identification of available substitute staff and makes substitute assignments as necessary

District Secretary:

- Supports the Superintendent in the creation, publication, and dissemination of the Board packet and other public documents.
- Provides assistance in maintaining an office calendar of appointments, preparing for meetings, and activities, including confirming appointments, initiating necessary communication and correspondence prior to and after meetings and appointments.
- Handles correspondence, files and phone communication related to the activities of the District Office and the Superintendent.
- Take minutes during Board Meetings, accurately maintains records and files regarding Board meetings and materials.
- During Board of Education election years, be available to accept candidates' petitions and necessary papers for the upcoming election.
- Completes other duties as needed by the Superintendent.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- organizational and planning skills including the ability to maintain an effective balance between multiple and competing priorities
- problem-solving skills
- able to exercise sound judgment in making decisions
- attention to detail and accuracy
- confidentiality, integrity and adherence to ethical standards
- team member
- Ability to learn, interpret and apply school district policies, laws, rules and regulations.

EDUCATION and/or EXPERIENCE

- high school diploma or equivalent, degree or certification in human resources preferred
- relevant training or qualification
- working knowledge of relevant software applications including database management
- knowledge of current office operations and procedures
- working knowledge of standard office equipment
- proficient in spelling, punctuation, grammar and other English language skills
- proven experience of producing communications and documents
- knowledge of school policies and procedures
- experience working within schools is preferred

LANGUAGE SKILLS

Ability to read, analyze and interpret correspondence and reports; ability to write correspondence and communicate with and respond to questions from students and families as well as staff and other community members. Fluent understanding of how to communicate school policy, practice and protocol.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written and oral form. Ability to multitask while remaining organized.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, or hear; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.



**Gravenstein Union School District
Classified Confidential Salary Schedule
2020-21**

Current

	1	2
	Account Clerk 260 Days	District/School Secretary 222 Days
Step	Hourly	Hourly
1	23.75	23.75
2	24.33	24.33
3	24.94	24.94
4	25.70	25.70
5	26.49	26.49
6	27.30	27.30
7	28.12	28.12
8	28.99	28.99
9	29.87	29.87
10	30.78	30.78
11	31.72	31.72
12	32.71	32.71

Board Approved: 5-14-2019, in accordance with Board approved salary agreement on 4-11-2019

Effective: 7/1/2020



Gravenstein Union School District
Classified Confidential Salary Schedule
 2021-22
DRAFT

	1	2	3
	Account Clerk	District Secretary	HR Clerk
	260 Days	260	260
Step	Hourly	Hourly	Hourly
1	23.75	23.75	23.75
2	24.33	24.33	24.33
3	24.94	24.94	24.94
4	25.70	25.70	25.70
5	26.49	26.49	26.49
6	27.30	27.30	27.30
7	38.12	38.12	38.12
8	38.99	38.99	38.99
9	29.87	29.87	29.87
10	30.78	30.78	30.78
11	31.72	31.72	31.72
12	32.71	32.71	32.71
13	33.51	33.51	33.51
14	34.33	34.33	34.33
15	35.17	35.17	35.17
16	36.04	36.04	36.04
17	36.92	36.92	36.92
18	37.82	37.82	37.82
19	38.75	38.75	38.75
20	39.70	39.70	39.70

Board Approved:

Effective:

- 1) 2.45% growth applied to steps 13-20
- 2) \$50 per month stipend given to confidential employee providing translation services

Gravenstein Union School District Position Description

DRAFT

Job Title: Director of Maintenance and Operations
Reports To: Superintendent
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general supervision of the Chief Business Official, plans, coordinates, organizes, and directs the maintenance, custodial, and grounds-keeping operations of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Supervises, determines priorities and creates work schedules for all maintenance and grounds
- Assists in the selection of maintenance, grounds and custodial personnel
- Confers with and directs maintenance, grounds keeping and custodial personnel regarding methods and procedures of work
- Consults with administrative staff regarding maintenance requests and advises on projected maintenance and construction needs
- Determines supply and equipment needs and orders accordingly
- Determines needs for maintenance work to be done by outside firms and assists in the negotiating of contracts
- Checks all expenditures for building, grounds and vehicle maintenance
- Maintains and manages work order system, jobs planned, in progress and completed
- Coordinates training for subordinates
- Meets with school administrators and conducts periodic inspections of school sites
- Prepares maintenance projects specifications for formal bids and informal quotes
- Prepares written and verbal reports
- Familiar with methods, practices, equipment and supplies used in school buildings, grounds, maintenance, custodial and mechanic operations
- Familiar with building and safety regulations, including laws relating to building construction and laws affecting the construction and repair of school buildings

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Principles and practices of supervision, organization, management, planning and budgeting
- laws and regulations pertaining to the maintenance and operation of school buildings and grounds
- methods, equipment, and supplies used in reinforced steel and concrete, wood frame, and brick and mortar construction; current construction costs
- the working methods and procedures used in the building trades
- custodial, grounds maintenance, and security operations
- laws and regulations pertaining to construction, maintenance and operation of school facilities.

PREFERRED EDUCATION and/or EXPERIENCE

- Five years experience in maintenance, operations or facilities
- Two years in a supervisory capacity in a school district setting preferred
- Equivalent to graduation from high school, supplemented by courses or training in applicable areas

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS

- Carrying, pushing, or pulling equipment
- Dexterity of hands and fingers to operate standard job related equipment
- Kneeling or crouching
- Lifting up to 40 pounds
- Reaching overhead, above the shoulders and horizontally
- Standing for extended periods of time
- Stooping (turning, twisting, and walking on uneven surfaces)
- Visual and hearing ability to perform job responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Gravenstein Union School District
 Management Salary Schedule

DRAFT

Position	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
School Counselor	183	70,450	72,176	73,944	75,756	77,612	79,513	81,462	83,457	85,502	87,597	89,743
Daily Rate		384.97	394.40	404.07	413.97	424.11	434.50	445.15	456.05	467.22	478.67	490.40
Mental Health Coordinator	204	59,064	60,511	61,994	63,512	65,068	66,663	68,296	69,969	71,683	73,440	75,239
Daily Rate		289.53	296.62	303.89	311.33	318.96	326.78	334.78	342.99	351.39	360.00	368.82
Principal	210	112,064	114,810	117,622	120,504	123,457	126,481	129,580	132,755	136,007	139,339	142,753
Daily Rate		533.64	546.71	560.11	573.83	587.89	602.29	617.05	632.17	647.65	663.52	679.78
Superintendent	225	147,290	150,899	154,596	158,383	162,264	166,239	170,312	174,485	178,759	183,139	187,626
Daily Rate		654.62	670.66	687.09	703.93	721.17	738.84	756.94	775.49	794.49	813.95	833.89
CBO	260	111,488	114,219	117,018	119,885	124,224	127,267	130,386	133,580	136,853	140,206	143,641
Daily Rate		428.80	439.30	450.07	461.10	477.78	489.49	501.48	513.77	526.36	539.25	552.46
Director of Maintenance and Operations	260	85,575	87,672	89,820	92,020	94,275	96,584	98,951	101,375	103,859	106,403	109,010
Daily Rate		329.13	337.20	345.46	353.92	362.59	371.48	380.58	389.90	399.46	409.24	419.27

Doctoral Stipend: \$ 1,000.00

Masters Stipend: \$ 1,000.00

Construction Management Stipend: \$ 1,500.00

Longevity: Five years after completing step 11, longevity increase of an additional \$60 per month, and an additional \$60 per month every 5th year thereafter.

Note: 1) All step increases are 2.45%

2) CBO salary schedule for 2019/20 contained a one year "me too" increase for step 5, subsequent steps are 2.45% (effective 7/1/2019)

3) A "me too" 3% increase over prior year has already been board approved by the Board and has been included in step 1 of each position (effective 7/1/2019)

Gravenstein Union School District Position Description

DRAFT

Job Title: Nutritional Services Lead
Reports To: Chief Business Officer
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general supervision of the Chief Business Official, plans, organizes, and directs the operations of the District's food service program.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Organizes, coordinates and delegates kitchen activities for both sites
- Monitors program budget and evaluates strategies to maintain program solvency
- Manages and evaluates associate level nutrition program staff
- Tabulates and reports lunch counts for submission to CNIPS
- Completes reports to send to the CBO's office overviewing student participation rate and cost of the program as needed
- Places weekly food and milk orders to appropriate vendor(s) and keeps accurate inventory for all sites
- Maintains and refreshes stock of paper goods and plastic ware at all sites
- Trains employees in the operation of kitchen equipment and food preparation and related responsibilities
- Serves and stores food items per State Regulations
- Uses point of sale computer system to process meals
- Maintains all food service equipment and utensils in compliance with sanitation and safety standard
- Prepares and heats food, serves beverages and necessary daily menu items, which may include a la carte sales
- Loads dishwasher; washes trays, pots, and pans by hand as needed
- Must maintain food handler certification as required by A.B. 1978
- Establish and maintain cooperative working relationships with teachers, students, and others contacted in the course of the work

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- One year experience in food service.
- Knowledge of food preparation and services in a school setting
- Ability to establish and maintain cooperative working relationships with site staff,, students, and others contacted in the course of the work

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required
- AA preferred
- One year experience in food service in a school setting required

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Carrying, pushing, or pulling equipment;
- Dexterity of hands and fingers to operate standard job related equipment;
- Kneeling or crouching
- Lifting up to 40 pounds
- Reaching overhead, above the shoulders and horizontally
- Standing for extended periods of time
- Stooping (turning, twisting, and walking on uneven surfaces)
- Visual and hearing ability to perform job responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



**GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2020-21 CLASSIFIED SALARY SCHEDULE**

Current

	1	2	3	4	5	6	7	8	9	10
Step	Instructional Aide	Library Aide	Noon/Yard Duty Aide	Day Care Aide	Temporary Custodian	IA with 48 Units of College Credit/Business Office Clerk	School Secretary	Custodian	Day Care Director	Head of Maintenance/Lead Custodia
1	16.88	16.88	16.88	16.88	18.98	18.51	22.16	19.45	19.45	22.58
2	17.29	17.29	17.29	17.29	19.44	18.96	22.70	19.93	19.93	23.13
3	17.72	17.72	17.72	17.72	19.91	19.42	23.25	20.41	20.41	23.69
4	18.14	18.14	18.14	18.14	20.40	19.89	23.81	20.89	20.89	24.26
5	18.59	18.59	18.59	18.59	20.88	20.38	24.41	21.41	21.41	24.85
6	19.04	19.04	19.04	19.04	21.40	20.86	24.98	21.92	21.92	25.47
7	19.49	19.49	19.49	19.49	21.91	21.37	25.59	22.46	22.46	26.07
8	19.98	19.98	19.98	19.98	22.45	21.89	26.22	23.00	23.00	26.70
9	20.46	20.46	20.46	20.46	22.99	22.42	26.86	23.56	23.56	27.36
10	20.97	20.97	20.97	20.97	23.55	22.97	27.51	24.15	24.15	28.02
11	21.47	21.47	21.47	21.47	24.14	23.52	28.19	24.72	24.72	28.70
12	21.99	21.99	21.99	21.99	24.71	24.10	28.86	25.32	25.32	29.39
13	22.53	22.53	22.53	22.53	25.31	24.68	29.57	25.94	25.94	30.11
14	23.07	23.07	23.07	23.07	25.93	25.28	30.29	26.58	26.58	30.85
15	23.62	23.62	23.62	23.62	26.56	25.90	31.01	27.21	27.21	31.58
16	24.20	24.20	24.20	24.20	27.20	26.52	31.77	27.88	27.88	32.36
17	24.80	24.80	24.80	24.80	27.86	27.17	32.54	28.55	28.55	33.15
18	25.38	25.38	25.38	25.38	28.54	27.83	33.34	29.25	29.25	33.94
19	26.01	26.01	26.01	26.01	29.23	28.51	34.14	29.96	29.96	34.77
20	26.64	26.64	26.64	26.64	29.95	29.18	34.96	30.69	30.69	35.62

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 2. Schedule based on an 8 hour day
 3. Employees in good standing will progress 1 step per year in their given job class.

Board Approved: 5-14-2019, in accordance with Board approved salary agreement on 4-11-2019

Effective: 7/1/2020



**GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2021-22 CLASSIFIED SALARY SCHEDULE**

DRAFT

	1	2	3	4	5	6	7	8	9	10	11
Step	Instructional Aide	Library Aide	Noon/Yard Duty Aide	Daycare Aide	Temporary Custodian	IA w/ 48 Units of College Credit /School Office and Business Office Clerk/Nutritional Services Associate	School Secretary	Custodian	Daycare Director	Lead Custodian	Nutritional Services Lead
1	16.88	16.88	16.88	16.88	18.98	18.51	22.16	19.45	19.45	22.58	21.02
2	17.29	17.29	17.29	17.29	19.44	18.96	22.70	19.93	19.93	23.13	21.53
3	17.72	17.72	17.72	17.72	19.91	19.42	23.25	20.41	20.41	23.69	22.05
4	18.14	18.14	18.14	18.14	20.40	19.89	23.81	20.89	20.89	24.26	22.59
5	18.59	18.59	18.59	18.59	20.88	20.38	24.41	21.41	21.41	24.85	23.14
6	19.04	19.04	19.04	19.04	21.40	20.86	24.98	21.92	21.92	25.47	23.70
7	19.49	19.49	19.49	19.49	21.91	21.37	25.59	22.46	22.46	26.07	24.28
8	19.98	19.98	19.98	19.98	22.45	21.89	26.22	23.00	23.00	26.70	24.87
9	20.46	20.46	20.46	20.46	22.99	22.42	26.86	23.56	23.56	27.36	25.47
10	20.97	20.97	20.97	20.97	23.55	22.97	27.51	24.15	24.15	28.02	26.09
11	21.47	21.47	21.47	21.47	24.14	23.52	28.19	24.72	24.72	28.70	26.72
12	21.99	21.99	21.99	21.99	24.71	24.10	28.86	25.32	25.32	29.39	27.37
13	22.53	22.53	22.53	22.53	25.31	24.68	29.57	25.94	25.94	30.11	28.04
14	23.07	23.07	23.07	23.07	25.93	25.28	30.29	26.58	26.58	30.85	28.72
15	23.62	23.62	23.62	23.62	26.56	25.90	31.01	27.21	27.21	31.58	29.42
16	24.20	24.20	24.20	24.20	27.20	26.52	31.77	27.88	27.88	32.36	30.13
17	24.80	24.80	24.80	24.80	27.86	27.17	32.54	28.55	28.55	33.15	30.87
18	25.38	25.38	25.38	25.38	28.54	27.83	33.34	29.25	29.25	33.94	31.62
19	26.01	26.01	26.01	26.01	29.23	28.51	34.14	29.96	29.96	34.77	32.38
20	26.64	26.64	26.64	26.64	29.95	29.18	34.96	30.69	30.69	35.62	33.17

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 2. Schedule based on an 8 hour day
 3. Employees in good standing will progress 1 step per year in their given job class.

Board approved:

Effective:

Gravenstein Union School District
Position Description
DRAFT

Job Title: Nutritional Services Associate
Reports To: Nutritional Services Lead
Prepared Date: August 2021
Approved Date:

SUMMARY

Under the general supervision of the Nutritional Services Lead, preparing, portioning, serving, and monitoring the cafeteria line for the breakfast and noontime meals for staff and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Other job-related duties may be assigned as needed:

- Prepare menu items for cooking and serving including entrees, breads, salads, fresh fruits, and vegetables, for lunches and breakfasts
- Sets up and stocks food serving stations and serves food
- Cleans and stores dishes, utensils, cafeteria equipment and food supplies
- Operates a cash register; accept payments from students or staff meal accounts, records sales; counts money and operates a computer as assigned
- Operate a Point of Service computer, kitchen equipment and appliances
- Follow all safety and sanitation standards as outlined by the District and California Retail Food Code (CalCode), Section 113947
- Assist with supervision of student assistants as needed
- Maintain school cafeteria records, orders and inventories as assigned by the Nutrition Services Lead
- Work independently with little direction
- Multi-task and modify workloads under stressful conditions
- Communicate effectively both orally and in writing
- Perform related duties as assigned

QUALIFICATIONS

- Knowledge of standard kitchen and cafeteria equipment, utensils and measurements.
- Knowledge of sanitation practices related to handling and serving food
- Understanding of basic food preparation including washing, cutting and assembling food items and ingredients
- Basic math and cashiering skills
- Basic record-keeping techniques

- Establish and maintain cooperative working relationships with teachers, students, and others contacted in the course of the work

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED) required
- Serv Safe certification or equivalent desired.

LANGUAGE SKILLS

Ability to understand and carry out oral and written directions.

PHYSICAL DEMANDS described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Carrying, pushing, or pulling equipment;
- Dexterity of hands and fingers to operate standard job related equipment;
- Kneeling or crouching
- Lifting up to 40 pounds
- Reaching overhead, above the shoulders and horizontally
- Standing for extended periods of time
- Stooping (turning, twisting, and walking on uneven surfaces)
- Visual and hearing ability to perform job responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



**GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2020-21 CLASSIFIED SALARY SCHEDULE**

Current

	1	2	3	4	5	6	7	8	9	10
Step	Instructional Aide	Library Aide	Noon/Yard Duty Aide	Day Care Aide	Temporary Custodian	IA with 48 Units of College Credit/Business Office Clerk	School Secretary	Custodian	Day Care Director	Head of Maintenance/Lead Custodia
1	16.88	16.88	16.88	16.88	18.98	18.51	22.16	19.45	19.45	22.58
2	17.29	17.29	17.29	17.29	19.44	18.96	22.70	19.93	19.93	23.13
3	17.72	17.72	17.72	17.72	19.91	19.42	23.25	20.41	20.41	23.69
4	18.14	18.14	18.14	18.14	20.40	19.89	23.81	20.89	20.89	24.26
5	18.59	18.59	18.59	18.59	20.88	20.38	24.41	21.41	21.41	24.85
6	19.04	19.04	19.04	19.04	21.40	20.86	24.98	21.92	21.92	25.47
7	19.49	19.49	19.49	19.49	21.91	21.37	25.59	22.46	22.46	26.07
8	19.98	19.98	19.98	19.98	22.45	21.89	26.22	23.00	23.00	26.70
9	20.46	20.46	20.46	20.46	22.99	22.42	26.86	23.56	23.56	27.36
10	20.97	20.97	20.97	20.97	23.55	22.97	27.51	24.15	24.15	28.02
11	21.47	21.47	21.47	21.47	24.14	23.52	28.19	24.72	24.72	28.70
12	21.99	21.99	21.99	21.99	24.71	24.10	28.86	25.32	25.32	29.39
13	22.53	22.53	22.53	22.53	25.31	24.68	29.57	25.94	25.94	30.11
14	23.07	23.07	23.07	23.07	25.93	25.28	30.29	26.58	26.58	30.85
15	23.62	23.62	23.62	23.62	26.56	25.90	31.01	27.21	27.21	31.58
16	24.20	24.20	24.20	24.20	27.20	26.52	31.77	27.88	27.88	32.36
17	24.80	24.80	24.80	24.80	27.86	27.17	32.54	28.55	28.55	33.15
18	25.38	25.38	25.38	25.38	28.54	27.83	33.34	29.25	29.25	33.94
19	26.01	26.01	26.01	26.01	29.23	28.51	34.14	29.96	29.96	34.77
20	26.64	26.64	26.64	26.64	29.95	29.18	34.96	30.69	30.69	35.62

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 2. Schedule based on an 8 hour day
 3. Employees in good standing will progress 1 step per year in their given job class.

Board Approved: 5-14-2019, in accordance with Board approved salary agreement on 4-11-2019

Effective: 7/1/2020



**GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2021-22 CLASSIFIED SALARY SCHEDULE**

DRAFT

Step	1	2	3	4	5	6	7	8	9	10	11
	Instructional Aide	Library Aide	Noon/Yard Duty Aide	Daycare Aide	Temporary Custodian	IA w/ 48 Units of College Credit /School Office and Business Office Clerk/Nutritional Services Associate	School Secretary	Custodian	Daycare Director	Lead Custodian	Nutritional Services Lead
1	16.88	16.88	16.88	16.88	18.98	18.51	22.16	19.45	19.45	22.58	21.02
2	17.29	17.29	17.29	17.29	19.44	18.96	22.70	19.93	19.93	23.13	21.53
3	17.72	17.72	17.72	17.72	19.91	19.42	23.25	20.41	20.41	23.69	22.05
4	18.14	18.14	18.14	18.14	20.40	19.89	23.81	20.89	20.89	24.26	22.59
5	18.59	18.59	18.59	18.59	20.88	20.38	24.41	21.41	21.41	24.85	23.14
6	19.04	19.04	19.04	19.04	21.40	20.86	24.98	21.92	21.92	25.47	23.70
7	19.49	19.49	19.49	19.49	21.91	21.37	25.59	22.46	22.46	26.07	24.28
8	19.98	19.98	19.98	19.98	22.45	21.89	26.22	23.00	23.00	26.70	24.87
9	20.46	20.46	20.46	20.46	22.99	22.42	26.86	23.56	23.56	27.36	25.47
10	20.97	20.97	20.97	20.97	23.55	22.97	27.51	24.15	24.15	28.02	26.09
11	21.47	21.47	21.47	21.47	24.14	23.52	28.19	24.72	24.72	28.70	26.72
12	21.99	21.99	21.99	21.99	24.71	24.10	28.86	25.32	25.32	29.39	27.37
13	22.53	22.53	22.53	22.53	25.31	24.68	29.57	25.94	25.94	30.11	28.04
14	23.07	23.07	23.07	23.07	25.93	25.28	30.29	26.58	26.58	30.85	28.72
15	23.62	23.62	23.62	23.62	26.56	25.90	31.01	27.21	27.21	31.58	29.42
16	24.20	24.20	24.20	24.20	27.20	26.52	31.77	27.88	27.88	32.36	30.13
17	24.80	24.80	24.80	24.80	27.86	27.17	32.54	28.55	28.55	33.15	30.87
18	25.38	25.38	25.38	25.38	28.54	27.83	33.34	29.25	29.25	33.94	31.62
19	26.01	26.01	26.01	26.01	29.23	28.51	34.14	29.96	29.96	34.77	32.38
20	26.64	26.64	26.64	26.64	29.95	29.18	34.96	30.69	30.69	35.62	33.17

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 2. Schedule based on an 8 hour day
 3. Employees in good standing will progress 1 step per year in their given job class.

Board approved:

Effective:

PRESIDENT

The president shall preside at all Governing Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the order of business and the conduct of meetings
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote

The president shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The Board President shall also perform other duties as directed by law, California Department of Education regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board
2. Consult with the Superintendent or designee on the preparation of the Board's agendas
3. Appoint and disband all committees, subject to Board approval
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law.
5. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings.

PRESIDENT (Continued)

BB 9121

6. Be responsible for the orderly conduct of all Board meetings
7. Share informational mail with other Board members
(cf. 9320 - Meetings and Notices)

When the president resigns or is absent or disabled, the clerk shall perform the president's duties. When both the president and clerk are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties.

The Board President shall be elected at the annual Organizational Meeting, and shall not serve more than two consecutive years in the role. The Board Member elected to the role of Board President shall be excluded from any labor negotiations representing the Board during their tenure as President.

Legal Reference:

EDUCATION CODE -

35022 *President of the board*

35143 *Annual organizational meetings; dates and notice*

35144 *Special meetings*

Adopted: 3-11-04

**GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California**

Revised: 10-8-20