

Board of Education

Regular Meeting Agenda

Zoom Link

DATE: Tuesday, June 8, 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

Zoom Link

- I. CALL TO ORDER AT 5:00 PM
- II. ADOPTION AND APPROVAL OF THE AGENDA
Approval of the agenda for June 8, 2021 (2 min.)

Action taken/comments:

Motion _____ Second _____

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

- III. REPORTS, AND ORAL COMMUNICATIONS
- A. (p.1) Gravenstein Principal (10 min.)
 - B. (p.4) Hillcrest Principal (10 min.)
 - C. (p.6) Gravenstein Union Teachers' Association (5 min.)
 - D. District Site Council (3 min.)
 - E. (p.7) Gravenstein Parent Association, GPA (5 min.)
 - 1. Financials for April, 2021
 - 2. Minutes for April 20, 2021
 - 3. Agenda for May 18, 2021
 - F. Trustee Reports (10 min.)
 - 1. Meeting Format
 - G. Racial Justice Committee (5min.)
 - H. Master Plan Committee (5 min.)
 - I. (p.18) Facilities Report (5 min.)
 - J. CBO Report (5 min.)
 - K. Superintendent Report/District Correspondence (15 min.)
 - 1. Questions from the May Board Meeting

IV. PUBLIC COMMENT (15 min.)

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

V. CONSENT AGENDA (2 min.)

ACTION ITEM

- A. (p.19) Memorandum of Understanding with the Gravenstein Parents Association (GPA) for 2021/22**
- B. (p.21) Memorandum of Understanding with the North Coast School of Education for the 2021/22 Teacher Induction Program**
- C. (p.27) Memorandum of Understanding with the Sonoma County Office of Education for the 2021/22 Title III, Part A, English Learner Student Program Consortium**
- D. (p.31) Individual Service Agreement for Student Extended School Year Services, 6/14/21 - 8/21/21 (redacted)**
- E. (p.36) Contract Agreement for Removal and Replacement of Concrete at Hillcrest Middle School with Siri Grading and Paving Inc.**

Action taken/comments:

Motion _____ Second _____

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

VI. PUBLIC HEARING

- A. Public Hearing on the District's 2021-22 Budget (30 min.)
(Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)**

Situation: CBO Katie Anderson will present the proposed 2021-22 budget.

Plan: The Budget will be considered for approval at the June 15, 2021 meeting.

- B. Review of Reserves (5 min.) (Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)**

Situation: Annually, as part of the budget adoption process, district reserves are reported and discussed.

Plan: The Board will review and discuss the combined assigned and unassigned ending fund balance above the minimum recommended Reserve for Economic Uncertainty, as necessary when reserve amounts exceed recommended reserve requirements.

C. Annual Updates for the 2020-21 Learning Continuity and Attendance Plans (LCAP) (15 min) (Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)

Situation: District staff will present the Annual Updates for GUSD, detailing the goals, strategies and activities, and the expenditure plans for each of our three schools, Gravenstein Elementary School, Gravenstein First School, and Hillcrest Middle School. The purpose of the Annual Update is to assess the implementation of the actions within the LCAP and the impact these actions have had on student outcomes in the prior year. This assessment includes a review of state and local data and stakeholder input and a review of the funding used to implement the actions in the plan. The Annual Update will become part of the Budget Overview for Parents.

Plan: For staff to present the Annual Update, solicit public and Board Member feedback, answer any questions, make any needed changes, and bring updated plans back to the Board for consideration.

D. Gravenstein Union School District Local Control Accountability Plan (LCAP) (15min.) (Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)

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

Plan: For staff to present the plan, solicit public and Board Member feedback, answer any questions, make any needed changes, and bring updated plans back to the Board for consideration prior to submitting the plan to the Sonoma County Office of Education.

E. Budget Overview for Parents (5 min) (Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)

Situation: California Education Code (EC) Section 52064.1 requires education agencies to develop the Local Control Funding Formula (LCFF) Budget Overview for Parents in conjunction with the LCAP by July 1 of each year. The Overview includes: the specific amount of federal funds allocated to the LEA due to the Coronavirus

Pandemic Aid, total projected and actual expenditures in the Learning Continuity and Attendance Plan (LCAP), and total expenditures that contribute to increasing or improving services for unduplicated pupils.

Plan: For staff to present the Annual Update, solicit public and Board Member feedback, answer any questions, make any needed changes, and bring updated Overviews back to the Board for consideration. If approved, the Overview will be submitted to the Sonoma County Office of Education along with our LCAP and will also be posted on our district website.

VII. GENERAL ACTION ITEMS

A. (p.37) GUSD District Office Space (15 min)

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

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

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

Action taken/comments

Motion _____ Second _____

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

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

IX. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

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

X. RECONVENE TO OPEN SESSION

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

Action taken/comments

Motion _____ Second _____

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

XII. FUTURE BOARD MEETINGS

- A. June 15, 2021 at 5pm**
- B. July 13, 2021 at 5pm**
- C. August 10, 2021 at 5pm**

XIII. 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 June 2021

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
Enrollment for 2020-2021 (as of 6/3/21)	13	75	71	83	72	72	78	464
projected for 2021-2022	20	82	77	80	84	75	76	494

Attendance and Engagement Tracking

- Month 1 Total: 98.97%
- Month 2 Total: 99.07%
- Month 3 Total: 98.98%
- Month 4 Total: 98.6%
- Month 5 Total: 98.5%
- Month 6 Total: 98%
- Month 7 Total: 98%
- Month 8 Total: 98.1%
- Month 9 Total: 98%
- Month 10 Total: 97.7%



Look at the Garden Grow!

The new garden space created for use by our grade 3-5 students is beautiful! Kathleen Byrne has continued to work with students to develop and nurture the garden. A huge thank you to Jennifer Koelemeijer (GUSD Board Clerk and parent of a grade 5 student) for donating multiple ½ wine barrels for use as planters and Amanda Bird (parent of a student in grade K) for obtaining 4 mature blueberry plants for our school. Their donations have made a beautiful impact on our newest garden space.

2021 Gravenstein Art Mural Is Completed! (text below)



Nancy Ricciardi, one of our amazing Gravenstein Art Instructors, worked with students to create a beautiful 4-panel art piece titled "Builders". Mrs. Ricciardi's artist of focus for trimester 1 was Jacob Lawrence, an American Artist who focused on the theme of Building Community throughout much of his later years. All the drawings were both submitted and painted by Gravenstein TK-5 students. Over 400 student art pieces were submitted for this beautiful mural. It will be hung on an exterior wall in the campus so that all students and visitors can see the colorful, creative detail.



What Pandemic?...Gravenstein Traditions Continue

It may have taken a bit more creativity and teamwork, but the Gravenstein Teachers were determined that students would still experience some of the traditional end-of-the-year events, including: field day, "camping" in their classroom, teddy bear day, pirate day, special art projects, a visit from the Gold Ridge Fire Department, Talent Shows, Spirit Days, Wax Museums, nighttime constellations in the classroom, and much more!



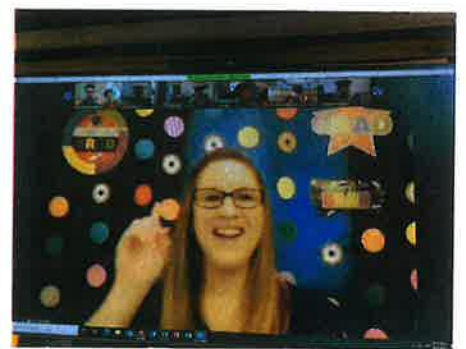
Congratulations

Promotion Ceremonies

Each of our grade K and 5 classrooms held their own socially distanced promotion ceremony. A huge thank you to Brian Sposato and the Custodial Staff for setting up and disinfecting for the 8 separate in-person ceremonies. (Our DL Kindergarten class held a virtual ceremony.) Although vastly different from years past, many commented on the increased personalization of the ceremonies...and no issues with parking or finding a seat! Thank you to all of our families who were able to come help us celebrate the accomplishments of the students this year! We are all so proud of our students!

2021 Gravenstein Promotion Schedule:

- 5/27 at 1:15- Hansen (grade 5)
- 6/1 at 9:20- Coulter (grade K)
- 6/2 at 9:20- Redfern (grade K)
- 6/2 at 11:15- Trivunovic (grade K)
- 6/2 at 1:15- Urmini (grade 5)
- 6/3 at 9:20- Crandall (grade K)
- 6/3 at 1:15- Grimm (grade 5)
- 6/3 at 2:15- Gorman (grade 5)
- 6/4 at 9:00 (virtual)- Van Dyke (grade K)





HILLCREST

Middle School

GUSD June Board Report

Enrollment- as of 06/02/2021:

	6th	7th	8th	Total
2020/2021	92	111	81	284
2019/2020	113	81	86	281

Attendance Report for May

97.5% Attendance Rate

Projected Enrollment- 2021/2022

	6th	7th	8th	Total
2020/2021	93	112	81	284
2021/2022	85	101	115	301

Return to In Person Learning

Currently, we are serving -

6th graders- 55

7th graders- 75

8th graders- 43

61% of HMS Students are participating in IPI

8th Grade Graduation-

Hillcrest made the decision to hold a hybrid virtual/drive thru graduation ceremony. This is the same model that we used last year that was very successful for all of our Hillcrest families.

The drive thru ceremony allowed each student and their family to get out of their vehicle, have their names read, receive their diploma and have pictures taken. The drive thru ceremony took place in front of Hillcrest Hall from 9:00 am to 2:00 pm on Friday June 4th.

On the evening of June 4th, we posted a professionally created Graduation video that included speeches from students and teachers, awards being given and all the students' names being read.

Incoming Family Campus Tours

With the current health and safety procedures in place this year, we were unable to host our normal tour of the campus for our future Hawks. In order to make up for this, Principal Deeths has been leading tours of the Hillcrest campus and answering questions to groups of students and their families. The final tour will be held on-

Thursday June 10th at 2:00 pm

Summertime at Hillcrest-

With the end of IPI having arrived at Hillcrest, much like when the circus leaves, the tents are coming down and the clean up begins. Teachers and our incredible custodial staff have been working hard to get the classrooms ready for the fall. The master schedule is being built, students are signing up for elective classes and planning what their year will look like. We have three staff members moving into new classrooms. We can not wait to welcome our students back in August.

Gravenstein Union Teachers' Association

Gravenstein Elementary School | Hillcrest Middle School
June 4th, 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."

The year has come to a successful close! Our members are ready for the beautiful summer ahead and we are encouraging all staff, administrators, GUSD trustees, families, and students to remain vigilant in keeping COVID at its continuous decline in Sonoma County. New GUTA leadership will work with the GUSD Negotiating team to ensure the return we all have to campus next year is the safest, healthiest, and most engaging for our students.

After three years Aimee and Beth will be stepping away from their leadership roles with GUTA. Dan and Michelle will also do the same as negotiators. In our tenure we have seen a change in leadership, twice, a shift in the board, wildfires, and a pandemic. The four of us have greatly enjoyed the work we accomplished with GUSD. Our new leadership team will eagerly continue on the path of success that was largely achieved due to the relationship developed with the board of trustees based on a new willingness to communicate openly with GUTA whether it was regarding successes or challenges.

Again, thank you for this learning opportunity! We wish you all the best in your next endeavors.

Sincerely,

Aimee and Beth

New GUTA Leadership:

President: Linda Helton

Vice President/Secretary: Kadie Clement

Negotiators: Paul Carrey and Heather Johnson

Hillcrest Site Representative: David Cole

Gravenstein Site REpresentative: Stephanie Tomsky

Treasurer: Suzi Mattish

Membership: Allison Rich

Grievance: Kate Crandall

Gravenstein Parent Association Profit & Loss Budget Performance April 2021

	Apr 21	Budget	\$ Over Budget	Jul '20 - Apr 21	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Special Fundraising Inc							
AmazonSmile	0.00	56.95	-56.95	346.56	213.11	133.45	327.00
Box Tops	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Escrip	0.00	113.34	-113.34	949.64	1,133.32	-183.68	1,360.00
Network for Good FB Fundraiser	0.00	14.16	-14.16	170.00	141.68	28.32	170.00
Read-a-Thon	0.00	1,125.00	-1,125.00	0.00	11,250.00	-11,250.00	13,500.00
Wrapping Paper	0.00	333.34	-333.34	5,047.10	3,333.32	1,713.78	4,000.00
Total Special Fundraising Inc	0.00	1,642.79	-1,642.79	6,513.30	16,071.43	-9,558.13	19,357.00
Corporate Matching	0.00	316.66	-316.66	7,225.00	3,166.68	4,058.32	3,800.00
Spr 2020 SCOE Contribution	0.00	2,178.34	-2,178.34	26,140.00	21,783.32	4,356.68	26,140.00
Interest income	6.34	30.00	-23.66	89.87	300.00	-210.13	360.00
Other Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	6.34	4,167.79	-4,161.45	39,968.17	41,321.43	-1,353.26	49,657.00
Gross Profit	6.34	4,167.79	-4,161.45	39,968.17	41,321.43	-1,353.26	49,657.00
Expense							
General & Admin Expense							
Bank Fees	324.02	199.66	124.36	2,693.62	1,996.68	696.94	2,396.00
Bookkeeping	0.00	584.34	-584.34	3,717.00	5,843.32	-2,126.32	7,012.00
General Liability	0.00	108.66	-108.66	1,304.00	1,086.68	217.32	1,304.00
Lawyers Fees	0.00			0.00	0.00	0.00	0.00
Merchant Fees	24.89			332.55	0.00	332.55	0.00
Misc. Expense	93.00			93.00	93.00	0.00	0.00
Office Supplies	0.00	50.00	-50.00	295.27	500.00	-204.73	600.00
Postage	0.00	10.00	-10.00	0.00	100.00	-100.00	120.00
Printing	1,194.80	50.00	1,144.80	1,194.80	500.00	694.80	600.00
Tax Return Preparation	0.00			810.00	810.00	0.00	810.00
Taxes	0.00	300.00	-300.00	75.00	3,000.00	-2,925.00	3,600.00
Website	0.00	18.25	-18.25	0.00	182.50	-182.50	219.00
Total General & Admin Expense	1,636.71	1,320.91	315.80	10,515.24	14,019.18	-3,503.94	16,661.00
Independent Contractors							
Art	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Athletics	0.00	416.66	-416.66	0.00	4,166.68	-4,166.68	5,000.00
Chorus	1,000.00	770.84	229.16	7,750.00	7,708.32	41.68	9,250.00
Drama	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Science	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Independent Contractors - Other	0.00			0.00	0.00	0.00	0.00
Total Independent Contractors	1,000.00	1,187.50	-187.50	7,750.00	11,875.00	-4,125.00	14,250.00
School Support Expenses							
8th Grade Dinner	0.00	250.00	-250.00	0.00	2,500.00	-2,500.00	3,000.00
Staff Water Delivery-Alhambra	161.13	90.00	71.13	1,231.52	900.00	331.52	1,080.00
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Teacher Support \$350@48 Teacher	0.00	1,312.50	-1,312.50	15,750.00	13,125.00	2,625.00	15,750.00
Teacher/Staff Appreciation Week	35.00	833.34	-798.34	3,484.74	8,333.32	-4,848.58	10,000.00
Total School Support Expenses	196.13	2,485.84	-2,289.71	20,466.26	24,858.32	-4,392.06	29,830.00
Special Fundraising							

1:52 PM

05/18/21

Accrual Basis

Gravenstein Parent Association Profit & Loss Budget Performance

April 2021

	<u>Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>Jul '20 - Apr 21</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>Annual Budget</u>
Misc Promotional	0.00	78.48	-78.48	0.00	78.48	-78.48	78.48
Read a Thon Expense	0.00			0.00	0.00	0.00	0.00
Total Special Fundraising	<u>0.00</u>	<u>78.48</u>	<u>-78.48</u>	<u>0.00</u>	<u>78.48</u>	<u>-78.48</u>	<u>78.48</u>
Total Expense	<u>2,832.84</u>	<u>5,072.73</u>	<u>-2,239.89</u>	<u>38,731.50</u>	<u>50,830.98</u>	<u>-12,099.48</u>	<u>60,819.48</u>
Net Ordinary Income	<u>-2,826.50</u>	<u>-904.94</u>	<u>-1,921.56</u>	<u>1,236.67</u>	<u>-9,509.55</u>	<u>10,746.22</u>	<u>-11,162.48</u>
Net Income	<u>-2,826.50</u>	<u>-904.94</u>	<u>-1,921.56</u>	<u>1,236.67</u>	<u>-9,509.55</u>	<u>10,746.22</u>	<u>-11,162.48</u>

6
Gravenstein Parent Association
Balance Sheet
 As of April 30, 2021

	Apr 30, 21
ASSETS	
Current Assets	
Checking/Savings	
Exchange Bank Checking	257,165.55
Exchange Bank Savings	257,105.22
Paypal	2,114.53
Venmo	284.00
Total Checking/Savings	516,669.30
Other Current Assets	
Prepaid expenses	1,246.00
12000 · Undeposited Funds	1,035.00
Total Other Current Assets	2,281.00
Total Current Assets	518,950.30
TOTAL ASSETS	518,950.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,000.00
Total Accounts Payable	1,000.00
Total Current Liabilities	1,000.00
Total Liabilities	1,000.00
Equity	
GSF Reserve Transfer	95,504.87
32000 · Retained Earnings	375,225.33
Net Income	47,220.10
Total Equity	517,950.30
TOTAL LIABILITIES & EQUITY	518,950.30



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 Minutes
4-20-21 6:00 pm Online Zoom Meeting**

Meeting called to order at 6:05.

New members:

Vanessa Bird, vanessarosemarsh@gmail.com
Amy Hudgens, amyhudgens@att.net
Molly Jackel, mtjackel@mac.com
Amber Ray Hernandez, aray818@yahoo.com
Nicole Weinstein, Weinstein1@hotmail.com
Nicole Adamik
Ashley Cochran
Nate Morr

Board members present:

Erin Hillmer
Beth Dawson
Ana Horta
Ben Kaun
Allison Herman
Mike Bollinger

Faculty present:

David Rose
William Deeths

Absent: Maggie Zavala, Keri Pugno

A. Welcome new faces and brief introductions

All members introduce themselves.

B. Public Comment on Non-Agenda Matters

No comments

C. Secretary's Report

1. Approval of board minutes from March 16, 2021. All in favor, minutes approved.

D. Description of Role/Function and Updates from Subcommittees

1. Special Events/Fundraising Outcomes and Planning (Sarah Tendall, Maggie Zavala)

a. Read a thon updates

Sarah Tendall - Maggie said a lot of people have signed up for the Read a thon event. Before it started 98 students registered and over 2,000 minutes have been read, and it keeps going up. The latest is that we raised \$4,960 so far and we will receive \$3,968, and it goes to May 3rd. It is going great. The other thing is that I want to bring up is the staff appreciation.

Beth Dawson – we can add it to the minutes.

Erin Hillmer - have you brainstormed any ideas?

William Deeths – I am confused, thought we already had a staff appreciation.

Sarah Tendall – We did but we budgeted like \$9,000 and we only spent a little over \$3,000.

Erin Hillmer - We wanted to do something on the standard week, the 1st week of May.

Sarah Tendall – It is the 1st week of May, it may not happen.

William Deeth – It might be good to spread it out and do it one day a week, like every Friday or Monday.

Sara Tendall – We can call it teacher appreciation month and we can start the 2nd Friday of week of May.

Allison Herman – I think we can do Monday's food truck.

Erin Hillmer- I do not think we have the budget for food trucks.

Allison Herman – We can do something like coffee, scones, etc.

Erin Hillmer – can you get together and propose something, we can do it over email. Doing something 3-4 weeks on a Monday.

Sara Tendall– We can get it done by the 3rd.

Ideas: Criminal Baker, Mombos, etc.

Erin Hillmer - This is one can be more generalized, the 1st one.

Sara Tendall – I will reach out and sent an email going.

b. School Movie Night @ Hillcrest

Erin Hillmer – Movie night updates?

William Deeths - We are looking at making it a student council thing. Students want to take ownership on this program and keep cost down.

Sarah Tendall - I am happy to help if you need help.

Ashley Cochran – I have a screen, a projector, and speakers for the movie night. I can give a hand to Sarah.

1. Finance (Ben Kaun, Mike Bollinger)

Ben Kaun - Things are going fairly good, donation have been higher than we expected but still below running a budget of the pre-Covid year. We are running at 25%, we were expecting less. Overall, total income we have 20,000 we made more on income. In terms of expenses, we have spent 2/3 of what we budgeted, bookkeeping has been less. Not many contracts either, because we are having less enrich. Next year we will be running some deficit and we will need to catch up on donations. We have a new bookkeeper. She is not local, but we can use Elephant Ear site to drop off and pick up, every other week instead of every week. If we need quicker time around, we need to come out with an extraordinary pick up. Any questions?

Nate – When do you start the budgeting?

Ben Kaun –Starts in Sept and approve by October.

Erin Hillmer- We only has 1 year when our program merged before CVOVID hit. This year for 1/3 of the amount, we do not pay directly for the enrich teachers, but we will fund the supplies. When can we know what to expect next year?

William Deeths – We only have 2/3 of a year, we spent 13,000 for the 1st 2/3 of the school year. Roughly 20-25,000 will be a realistic budget for the Hillcrest program for the material, enrich materials.

Beth Dawson – Were those 1st time purchase items?

William Deeths- No, some are but not all of them, I can see this amount remaining about the same.

Dave Rose - Our expectation is to be back a full schedule next fall.

Erin Hillmer- for newcomers, we create the new pledge packet and send it to the parents every school year. I will reach to Mrs. Pugno, Mr. Rose, and Mr. Deeth so you can have a rough idea of how much money they will need. It will be good to have this figured out by May or June.

1. Governance (Mike Bollinger, Ana Horta)

Erin Hillmer - Nothing to report. Next year we will have something to report. Mr. Rose, do we need to sign an MOU every year?

Dave Rose – Yes. Unless there is a change, I think we can use the old one and just change the dates.

1. Communications (Erin Hillmer, Beth Dawson)

a. GPA website: The current hosting and domain name is up for renewal. Do we want to continue to have a website that is separate from the primary GUSD site?

Erin Hillmer - GPA website is out of date. I have not gotten a chance to update, I need someone to take on this role. Do we need a separate website or can we have the page off of GUSD, under parent foundation? Can we host our info under the district site?

Allison Herman – I believe the secretary requested the website and email for parents that need tax ID for donations, a uniform way to communicate.

Sarah Tendall - If there is link within the Gravenstein website, will parents be able to go there and pay as well?

Erin Hillmer - That is my question too. This is the 1st time we are using website.

Ben Kaun – How many people use stripe?

Erin Hillmer – We need to look at the numbers.

Ben Kaun – I think is better to make it easier, the more options, the more barriers. Can we survey the parents to see how they want to pay?

Dave Rose – We will be happy to have a link but having content will be hard so you will be have to go through our IT master.

Erin Hillmer–That answers the questions, I will renew the domain. T

Nate – are you going to put up a list of where do you need people?

Erin Hillmer - We have done that, and people will nominate for different roles. I will stay on but as one or the other.

1. School Liaison (Alison Herman)

a. Review pickup policy and dates with new bookkeeper.

Erin Hillmer – Bookkeeper is picking up on the 1st and 3rd Friday of every month.

Allison Herman – It is great to have the dates.

Erin Hillmer – there was an invoice, a \$15,000 invoice for the 20-21 school supplies donation; should I put that in the green bag?

Ben Kaun- We paid it at the end of the year. We paid it in July, so it shows up in this year books.

Erin Hillmer - do we need make 1 check to GUSD?

Dave Rose– that will work.

Erin Hillmer - That concludes official board things, any QA about being on the board? It does not seem like there are any burning questions. Next meeting, we will be accepting nominations for the 21-22 school year. You can self-nominate at the next meeting or you can email your nomination by April 30th. Every parent there can vote. We will put the information on the Monday messages. If you are not planning to return let us know. Sarah and Beth will not be coming back next year.

Beth Dawson – we do not meet in the summer?

Erin Hillmer – we meet in June to iron out the pledge package.

Beth Dawson–recruitment is ongoing, please continue to talk to your friends to come check it out, the more the merrier, the less that falls on the shoulder of the few. Do we have a target date for the 1st pledge/end of the year packet?

William Deeths- report cards are guaranteed to get open. The 1st week of June is when things will get out, that is a good time.

Beth Dawson– so a June paper copy with report card, then email in summer and another paper copy at the beginning of the school year?

Erin Hillmer– can we put it in school wise? It will be nice to have a fillable electronic form. It is hard to navigate the 2nd set of papers and it creates confusion.

Beth Dawson– Mr. Rose, are we thinking about sending a survey for enrichment?

Dave Rose – yes, for both schools.

William Deeths – we have that information on a google form.

Beth Dawson - was that a choice or a survey, is it about interested on existing or future programs?

Dave Rose – yes to both.

E. Principal's Reports:

William Deeths - The last 2 weeks have been the best 2 weeks I have had in the last year. The students are getting out of the car and are happy, the energy has been amazing. We are the only middle school that is back 4 hours a day, 4 days a week. The teachers have done so much work, I am so proud of their work. We were able to have a full school assembly, the students got to do something that was real. Thank you, GPA, it was very nice to have the African drummers. We have 8th graduation coming up, virtual and drive through graduation, we are still working on the details. Yard signs have been approved, and now we just need a check. The signs are ready for pick up in Santa Rosa.

Ben- I have not done that yet, I will get to it. Beth and Ana can sign it too.

William Deeths – it is just a gentle reminder; we are thankful for funding the signs.

F. Superintendent's Report

Dave Rose - Teachers and staff have been incredible, 65-66% students that have returned, and some of that has been mitigated. We are working on the local control accountability plan: how we spend budget and funds, based on data and goals. We are assessing students in campus, gathering academics. We are not anticipating a gap in learning that will drive a process like summer school or extended days. We have students that are already coming for additional support.

Beth Dawson - some schools are using local assessment tools and some are using more standard methods.

Dave Rose - The state has not given clear guidance about that. Teachers are focusing on practicing standardized tests.

Erin Hillmer – If nothing else needs to be discussed, let's end the meeting.

Meeting adjourned at 7:10 pm.



Mission and Vision Statement:

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

**GPA Board Meeting Agenda
5-18-21 6:00 pm Online Zoom Meeting**

A. Welcome any new faces and brief introductions (if needed)

B. Public Comment on Non-Agenda Matters

C. Secretary's Report

1. Approval of board minutes from April 20, 2021

D. Description of Role/Function and Updates from Subcommittees

1. Special Events/Fundraising Outcomes and Planning (Sarah Tendall, Maggie Zavala)
 - a. Read a thon results report
 - b. Teacher Appreciation Month report
2. Finance (Ben Kaun, Mike Bollinger)
 - a. Discuss Paypal dispute and confusion about how our name shows up on Paypal
3. Governance (Mike Bollinger, Ana Horta)
4. Communications (Erin Hillmer, Beth Dawson)
5. School Liaison (Alison Herman)

E. GPA Board Election

1. **General Board Election:** Members interested in joining the board self-nominate and we will vote in board via hand raising. Results recorded by secretary
2. **Election of directors:** Newly elected members will self-nominate for director roles. Bylaws state that election of directors shall be by written ballot. However, we are submitting a memo citing the shelter at home orders and tiers to make an exception to how we vote, given these are unprecedented circumstances.
 - a. Only one member interested in each role: Vote by hand, recorded by secretary
 - b. More than one member interested in role: A vote by mail ballot will be sent to each member for written voting
3. Welcome to the GPA board!

F. 2021-22 School Year Planning

1. District Plan for 2021-22 Enrichments: Returning to pre-COVID offerings? Any changes or updates planned?
2. Status of survey about enrichment classes (Mr. Rose)
3. Pledge Packet Discussion
 - a. Does the district have a proposed donation request?
 - b. Does GPA want to review our donation strategy with new numbers from additional fundraising sources?
 - c. Who is creating packet
 - d. What is the best way to distribute?

G. Principal's Reports:

H. Superintendent's Report

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

Facilities Committee: The facilities committee along with QKA and Counterpoint will be meeting to discuss master planning and begin discussion on future facilities needs and visions for the Gravenstein Union School District. The purpose of this initial meeting is to discuss QKA's scope of work in this process and to also help provide direction with some of the district's needs going forward and to continue to develop the campuses to fit the educational needs of students and staff.

Heat Mitigation Project at Hillcrest: Our mechanical portion of the project upgrades has received DSA approval. This approval allows the contractor, FRC Inc., to work on their pricing based on the DSA set of plans. They are working to come up with GMP (Guaranteed Maximum Price) to propose to the district, so we can get the approval to proceed with the work for both the roofing and the mechanical upgrades.

Concrete Repairs at Hillcrest: We recently received informal bids (Under CUPCCAA) for concrete repairs at various areas around the campus, that addresses repairing uneven concrete around our walking areas. Counterpoint and the district held a bid walk with two interested contractors. Our apparent low bidder is Siri Grading and Paving at \$35,190 which includes performance bond. The main areas focused will include a portion of the duckpond and the walkway around rm 10.

Paving Repair at Gravenstein: We will be having a partial repave of our lower lot to address the potholing and failing of the old asphalt. We have this work scheduled with SNS Pavement Services formerly known as Stripe N Seal, for the 21st of June.

Memorandum of Understanding between Gravenstein Parent Association and Gravenstein Union School District

This Memorandum of Understanding ("MOU") is dated for identification purposes as of June 8, 2021 and is entered into by and between Gravenstein Parent Association (GPA) and Gravenstein Union School District (GUSD) for the 2021-2022 school year.

GUSD will:

- Implement the ENRICH! Program by providing qualified staffing, curriculum, facilities, and all other components of the program.
- Work with Independent Contractors to schedule enrichment classes to provide instruction to GUSD students.
- Solicit donations from parents for field trips, including both day and overnight trips
- GUSD will communicate with the community
 - Importance of GPA donations
 - Send copy of commitment form to students with registration paperwork and encourage completion and return of the form as well as participation in the campaign.
- If GPA experiences a shortfall in its parent donations and is unable to cover the contracted amounts of Enrichment Contractors, GUSD will agree to be billed for these expenses. GPA defines a shortfall as maintaining less than four months of operating expenses in reserves with an additional \$25,000 for teacher support.
- The District understands its role in the overall creation and development of the ENRICH! Program and acknowledges ultimate financial responsibility.
- Monitor and evaluate the financial sustainability of the ENRICH! Program and provide financial updates quarterly to inform stakeholders of program sustainability.
- Provide a quarterly expense report to GPA by the 15th day of each new quarter for the previous quarter.

Memorandum of Understanding between Gravenstein Parent Association and Gravenstein Union School District

GPA will:

- Understand its role in collecting donations that directly supports the sustainability and long-term success of the ENRICH! Program.
- Contract with District-approved Independent Contractors for enrichment services provided to GUSD students.
- If monies received by GPA exceeds annual expenses, GPA will endeavor to remit excess funds to the District which will be applied to the cost of enrichment services provided to GUSD students by GUSD staff as GPA by-laws allow, subject to GPA Board approval.
- Solicit parent donations to cover costs of enrichment classes.
 - GPA will communicate with the school community through a variety of methods
 - Reinforce the reality that the ENRICH! program still requires donations to thrive as it is currently designed - both in the number of families donating as well as the level of those donations.
- Monitor and track donation amounts to provide financial updates to the District monthly to allow the District to include revenue in interim reports.

Gregory Appling, President GUSD Board of Trustees

Erin Hillmer, President, GPA Board of Directors

GUSD Board Approved: _____

GPA Board Approved: _____



North Coast School of Education

Memorandum of Understanding Between Sonoma County Superintendent of Schools as the Local Educational Agency For the North Coast School of Education Programs, Participating County Offices of Education, and Participating School Districts and Employing Agencies

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education, Agency (LEA) for the North Coast Teacher Induction Program, “Be A Teacher” Intern, Intern Support & Supervision Program, Designated Subjects Program (collectively “Program”) and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively “District”) signing below. The term of this MOU commences on **July 1, 2021**, and terminates on **June 30, 2022**.

B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Programs: General Education Clear and Education Specialist Clear Credential Program, Designated Subjects Credential Programs: Career Technical Education (CTE), Adult Education (AE), and the university-based Intern Program and Be A Teacher Intern Program. Throughout this document, new teachers from all of the credential areas are referred to as “Candidates” and experienced teachers are referred to as “Mentors.”

C. Eligibility

Eligible “Candidates” are those hired within the NCSOE regional “Consortium” defined as the following counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Nevada, Sonoma, and Trinity Counties. The following credential programs are available to “Candidates” within the Consortium;

- **Intern Program:** Candidates who have obtained an Intern Credential from an accredited partner university or Be A Teacher Intern Program.
- **Preliminary Credential Program:** Designated Subjects (CTE) and (AE) Candidates who meet the industry experience and pre-requisite CCTC requirements.
- **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers, and Designated Subjects (CTE) and (AE) Candidates.

Note: Adult Education, Career Technical Education, General Education, Special Education and Intern Candidates who are outside the Consortium *may* be eligible to participate in the Program components on a full fee-for-service basis. Candidates who hold a preliminary credential and need to obtain their Clear Credential who are beyond their first two years of teaching, and/or are teachers in Private Schools, are eligible to participate in the program components on a fee-for-service basis.

D. LEA Responsibilities

1. Employ an Executive Director whose primary duty is to administer the Program and employ support staff whose primary duty is to support the administration of the Program.

2. Provide sufficient and appropriate workspace for the Executive Director, Regional Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review state reports, and required fees in a timely manner.
6. Provide a process for equitable distribution of mentoring, support, formative assessment, and credential services to Candidates and Mentors in all participating Districts and COEs within the region.
7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Regional Leadership Team meetings a minimum of five times per year.
8. Develop and provide personalized, professional learning for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
9. Assume overall fiscal responsibility for the administration of the program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.
10. Establish a Budget Agreement and reporting requirements for the transfer of funds to Districts. The amount of funds distributed shall be based on the *actual* number of eligible Candidates and Mentors who enrolled in each calendar year and who have completed program requirements (i.e., mentor stipends may be adjusted due to lack of completion).
11. Under direction of the Executive Director, program staff will evaluate Candidate participation to determine if Candidates are accessing professional development offerings for the purpose of determining needed cost adjustments on behalf of participating Districts.

E. County Offices of Education/Lead Districts

1. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the County Superintendent of Schools, the Dean of Education, and/or the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, feedback for future planning and information to county office personnel, university staff, and district superintendents. The liaison also receives program updates to share out with their colleagues.
2. Assign one or more credential analyst(s) to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
3. Provide meeting and conference rooms at no charge to the Program.
4. Provide the County Program Coordinator with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies as needed.
5. Provide for those Candidates enrolled in the Teacher Induction Program, provide collaborative employer input in the Candidates' development of an *Individual Learning Plan (ILP)* within the first 60-days of hire and in program evaluation including administrative mid-year survey, end-of-year surveys, and CCTC Accreditation. Employer understand that the ILP is used to guide professional development and not for the purpose of teacher evaluation or employment decisions.

F. District Responsibilities

1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator Roles and Responsibilities.

2. Identify all Candidates (Permit Holder, Intern, Induction, Designated Subjects) upon hire who are eligible for Program services as described by state guidelines.
3. Communicate to all site administrators the Program requirements, including release time to participate in required observations (2-4 days), program work and employer input in the Candidates' development of an *Individual Learning Plan (ILP)* within the first 60-days of hire. Employer understands that the ILP is used to guide professional development and not for the purpose of teacher evaluation or employment decisions.
4. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
5. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
6. Provide newly-hired teachers with a District Orientation.
7. Ensure that Interns do not displace certificated employees and are evaluated on an annual basis.
8. Ensure that all Interns receive protected time for employer-provided support in weekly course planning, coaching within the classroom, problem-solving regarding students, curriculum and teaching. A District shall give special supervision and assistance to each intern above and beyond that given to other newly employed certificated and newly employed school personnel. A District shall seek the assistance of the college, university or Be A Teacher Intern Program in coordinating the program for the intern. (*Education Code 44465*)
9. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or other designated individual, within the first 10 days of serving as a teacher of record on the intern credential.
10. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential. NCSOE can, upon request, provide a Virtual Mentor for those districts unable to find suitable matches for current program participants. An Addendum to this MOU will be provided, upon request.
11. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
 - Display best practices in providing "just in time" (as needed) and longer term analysis of teaching practice to help Candidates develop enduring professional skills.
 - Are committed to attend coaching/mentor trainings, meetings and to meet weekly with Candidates;
 - Display willingness to work collaboratively with colleagues and regional NCSOE staff;
 - Embrace a positive attitude and disposition towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with Candidates;
 - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
 - Serve as a role model for the teaching profession.
12. Provide Mentors compensated time to participate in the Program Mentor training on observation protocol, learning-focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
13. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
14. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

G. Districts Fiscal Responsibilities and Terms

1. Credential Services are provided on a Fee-for-Service basis. In 2021/2022, the Fee will be \$3,500.00 per clear credential Candidate, Intern and Permit Holder registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. District candidate participation will be monitored to evaluate if participating District Candidates have accessed

professional development offering to determine if a program cost adjustment on behalf of the District is necessary.

3. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential Candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and AE) enrolled in the Program. Districts will receive \$1,250 per eligible Intern teacher and Permit Holder. (Mentor stipends are pro-rated when partial services are rendered.) Should the district contract with NCSOE for Virtual Mentor Services, the Mentor stipends will be processed according to the Addendum agreement.
4. Funds will also be credited to districts to offset the costs of the District Coordinator's stipend, prorated, depending on the total number of new teachers as identified through the Program/District Roster. District Coordinator compensation is at a rate of \$100.00 per Candidate.
5. Private school, out-of-consortium partners, and districts accessing the NCSOE Virtual Mentor Services will receive a budget addendum describing the full fee-for-service costs.
6. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation.

H. Other Terms and Conditions

All products and materials developed by the Program are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products or materials without the expressed written permission of the LEA designee.

As between the Parties hereto, it is understood and agreed that:

1. **Candidates Employment Status:**
Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.
2. **Indemnification:**
District shall assume full responsibility for its employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.
3. **Maintenance of records:**
District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.
4. **Assignment:**
This Agreement shall not be assigned by District. Any such assignment shall be null and void.
5. **Severability:**
The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.
6. **Waiver:**
No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed

by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.

7. **Constructions and Governing Law:**

The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this Agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.

8. **Entire Agreement:**

This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

9. **Third Parties:**

Except as otherwise explicitly provided herein, nothing in this agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this agreement on any other persons other than the Parties and their respective successors and assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any Party, nor shall any provision give any third parties any right of subrogation or action over or against any of the Parties hereto. This Agreement is not intended to and does not create any third-party beneficiary rights whatsoever.

10. **Relationship of the Parties:**

No joint venture, partnership, agency or employment relationship is created by this agreement. No Party shall act as an agent or partner of any other Party or make any commitments for or create any obligations of any other Party except as provided herein without such other Party's prior written consent.

11. **Compliance with the Family Educational Rights and Privacy Act ("FERPA"):**

In addition to the foregoing obligations, if Dominican provides SCOE/NCSOE with any legally confidential information including but not limited to confidential personnel information or "personally identifiable information" from student education records as defined by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the implementing regulations in Title 34, Part 99 of the Code of Federal Regulations ("FERPA"), HOST AGENCY hereby certifies that collection of this information from Dominican is necessary for the performance of the SCOE/NCSOE'S duties and responsibilities on behalf of Dominican under this Agreement. SCOE/NCSOE further agrees to handle information protected by FERPA in the same manner it would protect the confidentiality of patient records and/or the personally identifiable information of its employees.

The Parties will not discriminate against any employee, applicant or student enrolled in their respective programs because of age, creed, gender identity, national origin, race, sex, sexual orientation or any other basis protected by law.

12. **Survival:**

The provisions of this Agreement shall survive the expiration of the Term and the termination of this Agreement. Amendments and Extensions to this MOU may be made only by written agreement signed by all parties.

Authorized signatures below indicate understanding and acceptance of the terms of this Memorandum of Understanding.

Authorized Signatures:

Sonoma County Superintendent of Schools as LEA


Signature

Dr. Steven Herrington / Superintendent
Printed Name/Title

4-8-21
Date

North Coast School of Education


Signature

Jason A. Lea / Executive Director
Printed Name/Title

4/7/21
Date

Participating Agency

Name of District or County Office of Education: _____

Signature

Printed Name/Title

Date

MEMORANDUM OF UNDERSTANDING (MOU)

Elementary and Secondary Education Act, Title III, Part A, English Learner Student Program Consortium

2021-2022 School Year

District: _____

This Memorandum of Understanding (MOU) is between the Sonoma County Office of Education (SCOE) and the Sonoma County Consortium Local Educational Agencies (LEAs) members. This MOU represents the mutually agreed-upon program, services, and products to be provided to English Learner (EL) students in the LEAs that are members of the Sonoma County Consortium (Consortium) during the 2021-2022 school year. The funding source is Title III, Part A, English Learner Student Program Consortium. As of the date of this MOU, the following LEAs are Consortium members:

Sonoma County Office of Education (SCOE), Alexander Valley Union Elementary School District, Dunham Elementary School District, Forestville Union Elementary School District, Fort Ross Elementary School District, Geyserville Elementary School District, Gravenstein Union Elementary School District, Horicon Elementary School District, Kenwood School District, Kid Street Learning Center, Oak Grove Union Elementary School District, Sonoma Charter School District, Sonoma County Office of Education, Two Rock Union School District, West Side Union Elementary School District, West Sonoma County School District, Wilmar Union Elementary School District.

SCOE's Responsibilities:

SCOE will act as lead LEA and it will be a Consortium member. In accordance with the Title III guidelines, SCOE will serve as the fiscal agent for the Consortium, will be responsible for filing required expenditure reports, completing and submitting the Annual Report, and other reports required by the California Department of Education (CDE), and will maintain fiscal records. SCOE will coordinate Consortium regular meetings for the purpose of assessing the needs of the Consortium members. Per Title III regulations, SCOE is required to serve as the fiscal agent for the Consortium until the grant funds are expended or the grant period ends. The grant period is twenty-seven (27) months, starting July 1, 2021.

Consortium Members' Responsibilities

Each Consortium LEA Member shall be bound by all the terms and conditions of the Title III Grant Agreement, attached hereto and incorporated by this reference¹. All materials purchased with Title III funds must be supplemental and cannot supplant regular curriculum that is used for all students.

Each Consortium Member agrees to attend all three meetings, to the best of their ability - a representative can also attend.

Each Consortium Member agrees to utilize Consortium provided products and services during the school year, including, but not limited to, sending staff to professional development offerings.

¹ Please attach a copy of the grant agreement to this MOU

Consortium Title III Expenditure Plan

The Consortium members jointly plan and approve expenditures within the Title III guidelines. The Consortium plans to spend all 2021-2022 Title III funds during the 2021-2022 grant year. At the end of the grant period, the CDE will invoice SCOE for any remaining unspent balance.

Title III Grant Allocation and Proposed Budget

The estimated allocation for 2021-2022 is \$52,000. This is based on the 2021-2022 CDE amended estimated rate of \$113.29 per eligible pupil and the 2020-2021 California Longitudinal Pupil Achievement Data System (CALPADS) information submitted by the Consortium member LEAa to the CDE. In 2020-2021 the Consortium enrolled 459 English Learner students. The actual eligible pupil count for 2021-2022 will be based on 2020-2021 CALPADS information. The Proposed Budget, which has been mutually agreed upon by all Consortium members, is as follows:

Proposed Budget	Expense	Estimated Cost	Total Category Cost
A. Professional Development Activities	Coverage of registration fees and associated costs for outside professional development (such as CAFE) \$1150 per district, 2 staff per district x 17 districts \$350 Reg fee x 2 x 17 \$225 Sub Reimbursement x 2 x 17 \$250 CSA for follow up time x 1 day	\$19,800	\$19,800
B. Program and Other Authorized Activities	Individualized district support Two 1.5 hour sessions per district \$250 CSA Fee x 2 days x 17 districts	\$8,500	\$8,500
C. English Proficiency and Academic Achievement	Professional Development series on Integrated and Designated ELD \$1,270 per district, 2 staff per district x 17 districts \$225 Sub Reimbursement x 2 days x 2 x 17 \$95 Book cost x 2 x 17 \$45 p/p catering x 2 days x 2 x 17 \$600 CSA for presentation x 2 days PRO-RATED to \$545 per day to align with budget x 2 days	\$22,680	\$22,680
D. Parent, Family, and Community Engagement	N/A	N/A	N/A
E. Indirect	Lead LEA may claim program related indirect expenses - SCOE will cap at 2%. Cannot exceed Lead LEA's approved indirect cost.	\$1,020	\$1,020
Direct Administrative Costs	Lead LEA may claim up to 2% Direct Administrative Costs	No Charge	\$0

Total Estimated Consortium Grant Allocation	\$52,000
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Changes or revisions in the scope and/or type of services provided under this MOU must be made by mutual agreement of the Consortium member LEAs. Funds must be used before the completion of the 27 month grant period. Title III allocations vary by LEA, however, Consortium member LEAs mutually agree that the cost of all products and services will be split equally between Consortium member LEAs.

Consortium members may choose not to receive Title III funds through the CARS reporting system during the spring reporting window. Written notification must be submitted to SCOE at the time of the CARS submission.

Should a Consortium member decide to withdraw from this Consortium during the 27 month grant period, no amount shall be owed or paid to the LEA who withdraws from the Consortium as of the date of withdrawal. Written notification of withdrawal must be submitted to SCOE.

General Conditions

Hold Harmless. To the fullest extent permitted by law, each party shall defend, indemnify, and hold the other party, its Governing Board, officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the willful or intentional misconduct or negligent acts or omissions of the indemnifying party, its officers, employees, volunteers, or agents.

No Employment Rights. Each party's agents, servants, volunteers, students and employees shall be under the exclusive management control of that party and shall not be agents, servants, volunteers, students or employees of the other party for any purposes whatsoever. No relationship of employer and employee is created by this MOU. Except as provided herein, Consortium member LEAs shall be solely responsible for all employee compensation and expenses incurred pursuant to this MOU.

Non-Discrimination. Each party and its employees shall not discriminate because of sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability against any person by refusing to furnish such persons any service or privilege offered under this MOU.

Assignment. This MOU or any interest herein shall not be assignable by either party or by operation of law without the prior written consent of the other party. Any attempt to so assign without first obtaining such written consent shall be null and void. In the event such written consent should be given by the other party, said consent shall not constitute a waiver of this provision, which shall remain in effect with respect to any and all subsequent attempts to assign.

Books of Record and Audit Provision. Each Consortium member LEA shall maintain complete books and records relating to this MOU. Consortium member LEAs agree to maintain complete personnel and fiscal records and make the records available to SCOE for audit purposes. These documents and records shall be retained for at least three years from the completion of this MOU. Consortium member LEAs will permit SCOE to audit all books, accounts or records relating to this MOU.

Amendment. This MOU may be modified or amended at any time by written mutual agreement of the parties.

Governing Law. This MOU shall be governed by and interpreted under laws of the State of California, with venue for the judicial resolution of any dispute to be Sonoma County, California and no other place.

Representation by Counsel. Each party understands and is aware that School and College Legal Services of California provides legal advice and services to both parties on this and other matters. Each party has no objection to the representation of the other parties in the formation and implementation of this MOU by the same legal counsel.

Authority to Contract. The undersigned person, if signing on behalf of an organization, warrants that he or she has the authority to enter into this MOU on behalf of the organization.

Signatures

Signature of the LEA representative represents concurrence that the Consortium has met and conferred and the Consortium member LEAs are in agreement to all stated stipulations of the MOU.

Print Name

Consortium Lead LEA (SCOE)
(Superintendent or Designee)

Print Name

Consortium Member District Representative
(Superintendent or Designee)

Signature of Consortium Lead LEA (SCOE)

Consortium Lead LEA (SCOE)
(Superintendent or Designee)

Signature of Member District Representative

Consortium Member District Representative
(Superintendent or Designee)

Date

Date

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL SERVICES
(Education Code Sections 56365 et seq.)

This agreement is effective on 06/14/2021 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on August 21, 2021, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency Gravenstein Union School District Nonpublic School ED Support Services dba JUVO Autism and Behavioral Health Services

LEA Case Manager: Name Bernadette Prunetti Phone Number 707-823-7653

Student Name _____ Sex: M F Grade: 7
(Last) (First)

Address _____ City Sebastopol State/Zip CA 95472

DOB _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone (707) _____ ()

Address _____ City Sebastopol State/Zip CA 95472
(If different from student) (Residence) (Business)

E-mail: _____

AGREEMENT TERMS:

1. *Nonpublic School:* The average number of minutes in the instructional day will be: _____ during the regular school year and _____ during the extended school year
2. *Nonpublic School:* The number of school days in the calendar of the school year are: _____ during the regular school year and _____ during the extended school year
3. *Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. **INCLUSIVE EDUCATION PROGRAM:** (Applies to nonpublic schools only): Daily Rate: _____

Estimated Number of Days _____ **x Daily Rate** _____ = **PROJECTED BASIC EDUCATION COSTS (A)** _____

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)							

Language/Speech Therapy (415) a. Individual b. Group							
Adapted Physical Ed. (425)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)							
Physical Therapy (460)							
Individual Counseling (510)							
Counseling and guidance (515).							
Parent Counseling (520)							
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)			NPA	15 Hrs/Week	\$44.00/Hr	8 weeks	\$5,280.00
Specialized Services for Low Incidence Disabilities (610)							

Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							

Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							
Other Transition Services (890)							
Other (900)			NPA	20 Hours/Month	\$120.00/Hr	2 months	\$4,800.00
Other (900) 535-BI Supervision							
Transportation-Emergency b. Transportation-Parent							
SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Bus Passes							
Professional Development							

ESTIMATED MAXIMUM RELATED SERVICES COST (C):

\$10,080

D. SPECIALIZED EQUIPMENT/SUPPLIES

\$ _____

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/RELATED SERVICES COSTS/SPECIALIZED EQUIPMENT/SUPPLIES (A, C, & D) or (B, C, & D) \$ \$10,080

4. Other Provisions/Attachments:

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Quarterly Monthly _____ Other _____

Requirements: (Specify)

MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON: _____

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

Juvo Autism + Behavioral Health Services

Name of Nonpublic School/Agency

Signature Date

Ally Peraza, Authorization Coordinator

-DISTRICT-

Gravenstien Union School District _____

Superintendent Date

Proposal

CONT LIC #325681
DIR# 1000001441



PAGE NO. 1
OF 1 PAGES
SINCE 1976

POST OFFICE BOX 3638, SANTA ROSA, CA 95402 ♦ (707) 579-2141 ♦ FAX (707) 569-1418

PROPOSAL SUBMITTED TO:

NAME: Gravenstein Union School District
STREET: 1851 Hartman Lane
CITY: Petaluma
STATE: CA **ZIP:** 94954
DATE OF BID: April 28, 2021

PHONE:

EMAIL:

JOB NAME: Hillcrest Middle School
STREET:
CITY: Sebastopol **STATE:** CA
ENGINEER:
DATE OF PLANS:

We hereby submit specifications and estimates for:

- Remove and replace raised concrete, 1,127 sf
- Sawcut, remove and dispose of concrete
- Grade to proper depth
- Compact exposed subgrade
- Repour 4" concrete
- #3 rebar 18" OC
- Dowell to existing and expansion felt as required L.S. \$ 31,750.00
- One day two men and grinder to grind smaller trip hazards L.S. \$ 2,750.00
- Bond cost add 2%
- Price includes supervision and mobilization.

We hereby propose to furnish labor and materials complete in accordance with the above specifications, for the sum of:

----- As noted above -----

With payment to be made as follows: 10th month following invoicing

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. In the event payment is not made within the terms specified herein, it is understood interest will be charged at the rate of 1 1/2% per month on the unpaid amount. In the event legal action must be taken to enforce collection of any part of the amount due including extras, owner agrees to pay reasonable attorney fees in addition to all sums due hereunder. It is further understood that the court of venue is Sonoma County.

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature

Richard J. Owens

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, and P.O. Box 26000, Sacramento, California 95826.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payments will be made as outlined above.

Date: _____

Signature: _____

Schedule

10-12 weeks, design and DSA appointment

2 weeks back check (assume OTC)

4 months construction

Cost

Relocated Building move:	\$30,000
Retro for DSA	\$45,000
Design Modification	\$150,000
Concrete foundation:	\$120,000
Electrical:	\$ 35,000
Fire alarm:	\$ 25,000
Grading and paving:	\$100,000
Trenching:	\$ 50,000
Plumbing:	\$ 30,000

Sub Total \$585,000 (construction cost only)

Soft Cost at 30% \$175,500

Total Project Budget \$760,500

**BILL OF SALE
AND
TRANSFER OF OWNERSHIP**

The Healdsburg Unified School District (the "District"), 1028 Prince Avenue, Healdsburg, CA, 95448, grants to Gravenstein Union School District, 3028 Twig Avenue, Sebastopol, CA, 95472 (the "Buyer"), in consideration of the payment of \$1.00 and Buyer's agreement to remove the personal property described in Exhibit A, attached hereto and made a part hereof by reference (the "Personal Property").

The District covenants that it is the lawful owner of the Personal Property and that the Personal Property is free from all encumbrances. The District further covenants that it has the right to dispose of the Personal Property.

DISCLAIMER OF WARRANTY

BUYER IS AWARE AND HEREBY ACKNOWLEDGES THAT THE PERSONAL PROPERTY MAY CONTAIN ASBESTOS. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE DESCRIPTION ON THE FACE HEREOF. THE SCHOOL DISTRICT DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OF THE PERSONAL PROPERTY OR OF THE FITNESS OF THE PERSONAL PROPERTY FOR ANY PURPOSE, AND BUYER AGREES THAT THE PERSONAL PROPERTY IS SOLD "AS IS."

This bill of sale and transfer of ownership shall be effective as to the transfer of the Personal Property as of July 1, 2021. Buyer shall be responsible for removal of the Personal Property from 1028 Prince Avenue, Healdsburg, CA, 95448, including the disconnection and stubbing of all utilities connected to the Personal Property.

Buyer agrees as part of the consideration for the personal property that it will be fully responsible for any hazardous substances and shall abide by all laws relating to hazardous substance containment and removal, including but not limited to AHERA.

Any such removal shall be completed by a licensed portable building removal company. Buyer and/or removal company shall obtain public liability and workers compensation insurance in the following amounts with a company or companies licensed to do business in the State of California and acceptable to District. Buyer and/or removal company shall provide District with a certificate of insurance naming District as additional insured.

- Public Liability Insurance: Personal injury and replacement value property damage insurance for all activities of the Buyer and/or removal company arising out of or in connection with this agreement, written on a comprehensive general liability form, in an amount no less than \$1,000,000 combined single limit personal injury and property damage for each occurrence, and a general aggregate limit which applies either separately

or specifically to this agreement and is twice the required occurrence limit, i.e., \$2,000,000.

- Workers' Compensation Insurance: Workers' Compensation insurance and employer's liability with limits of at least \$1,000,000 with an insurance carrier satisfactory to the District for all persons whom the Buyer and/or removal company may employ in carrying out the work contemplated under this agreement in accordance with the Workers' Compensation Insurance and Safety Act.

Removal of the Personal Property under this agreement with work containing asbestos shall be executed by the Buyer and the removal company at their risk and at their discretion with full knowledge of the currently accepted standards, hazards, risks and liabilities associated with asbestos work and asbestos containing products. By execution of this agreement the Buyer acknowledges the above and agrees to hold harmless the District, its employees, agents and assigns for all asbestos liability which may be associated with this work and agrees to instruct his employees and/or agents with respect to the above mentioned standards, hazards, risks and liabilities.

Buyer shall indemnify, hold harmless and defend District and its Board of Trustees, officers, agents and employees from and against all claims, damages, losses and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from Buyer's removal of the Personal Property, excepting only such injury of harm as may be caused solely and exclusively by District's fault or negligence. Additionally, Buyer shall require removal company to indemnify, hold harmless and defend District and its Board of Trustees, officers, agents and employees from and against all claims, damages, losses and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from Buyer's removal of the Personal Property, excepting only such injury of harm as may be caused solely and exclusively by District's fault or negligence.

By execution of this agreement, the parties agree that the following conditions apply to any work performed by Buyer and/or removal company and its employees, independent contractors, subcontractors, or volunteers on the District's school site: (1) Buyer and/or removal company and its agents, employees, independent contractors, subcontractors, and volunteers shall check in with the school office each day immediately upon arriving at the school site; (2) Buyer and/or removal company and its agents, employees, independent contractors, subcontractors, and volunteers shall inform school office staff of their proposed activities and location at the school site; (3) Once at such location, Buyer and/or removal company and its agents, employees, independent contractors, subcontractors, and volunteers shall not change locations without contacting the school office; (4) Buyer and/or removal company and its agents, employees, independent contractors, subcontractors, and volunteers shall not use student restroom facilities; and (5) If Buyer and/or removal company and its agents, employees, independent contractors, subcontractors, and volunteers find themselves alone with a student, Buyer and/or removal company and its agents, employees, independent contractors, subcontractors, and volunteers shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

Buyer and/or removal company shall at all times take all appropriate measures to ensure the security and safety of District students and staff, including, but not limited to, ensuring that all of Buyer and/or removal company's agents, independent contractors, employees, volunteers, subcontractors, and suppliers entering school property strictly adhere to all applicable District policies and procedures, e.g., sign-in requirements, visitor badges, and access limitations.

Buyer and/or removal company shall take thorough precautions at all times for the protection of persons and property, and shall be liable for all damages to persons or property, either on or off the site, which occur as a result of Buyer and/or removal company or any of its employees, agents, independent contractors, subcontractors, suppliers, or volunteers' prosecution of the work. Buyer and/or removal company shall install and maintain in safe condition barricades, walkways, fences, railings, and whatever other safeguards that may be necessary to protect persons and property from damage as a result of the work under this Agreement. Buyer and/or removal company shall ensure that the project site is properly secured and in a safe condition at the end of each work day. Buyer and/or removal company agree to use best efforts to avoid any disruption of school activities while on the District's premises.

Except as stated herein, Buyer and/or removal company shall repair any damage to the District's premises or property which resulted from the removal of Personal Property and shall restore the premises and property to their original condition. The District agrees to repair any damage to the District's asphalt that occurs from the removal of the Personal Property.

Bill of sale and transfer of ownership executed at _____, California on _____, 20__.

Superintendent

ACCEPTANCE

Pursuant to the terms of this Agreement
the Personal Property is accepted by

Board President

Date

Exhibit A

Description of Personal Property

Portable Building Serial Numbers:

- 1.
- 2.
- 3.
- 4.