

# Board of Education Regular Meeting Agenda

DATE: Thursday, February 11, 2021  
TIME: 5:00 PM  
LOCATION: Gravenstein Elementary, Multipurpose Room

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

## [Zoom Link](#)

- I. CALL TO ORDER AT 5:00 PM**
- II. ADOPTION AND APPROVAL OF THE AGENDA**  
Approval of the agenda for February 11, 2021 (2 min.)

Action taken/comments:

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

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

- III. REPORTS, AND ORAL COMMUNICATIONS**
- A. (p.1) Gravenstein Principal (10 min.)
  - B. (p.3) Hillcrest Principal (10 min.)
  - C. Gravenstein Union Teachers' Association (5 min.)
  - D. District Site Council (0 min.)
  - E. (p.5) Gravenstein Parent Association, GPA (5 min.)
    - 1. Financials for November and December 2020
    - 2. Minutes for December 15, 2020
    - 3. Agenda for January 19, 2021
  - F. Trustee Reports (5 min.)
  - G. Racial Justice Committee (5min.)
  - H. Master Plan Committee (5 min.)
  - I. (p.23) Facilities Report (5 min.)
  - J. (p.24) CBO Report (5 min.)
  - K. Superintendent Report/District Correspondence (15 min.)
    - 1. Questions from the January Board Meeting
    - 2. (p.25) Positive Certification of First Interim Report
    - 3. (p.27) \$5,000 COVID Technology Support Fund Grant
    - 4. Tobacco Use Prevention Program Update - George Sotiras

## 5. Review of Emergency Powers

### 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.28) Warrants
- B. (p.33) Payroll
- C. (p.34) Minutes from the Regular Board Meeting of January 14, 2021
- D. (p.53) Year 3 of 3-Year Contract with Stephen Roatch Accountancy Corporation
- E. (p.63, redacted) Individual Services Agreement with JUVO Autism and Behavioral Health Services
- F. (p.67) Application for Notice of Exemption from California Environmental Quality Act (CEQA) Inspection for Hillcrest Heat Mitigation Project
- G. (p.68) Extension of PresenceLearning Contract through June 30, 2021

Action taken/comments:

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

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

### VI. GENERAL ACTION ITEMS

#### A. (p. 70) School Safety Plan (5 min)

**Situation:** By March 1st of each school year, California *Education Code* Section 32286 requires each school site to review and update its school safety plan, which must be developed and written by a School Site Council (SSC) or its designated Safety Planning Committee in collaboration with teachers, classified staff, parents, and first responders to ensure they are up-to-date and complete. The plans must have policies and procedures addressing critical issues including: disaster preparedness; crisis response; mental and physical health; earthquake emergencies; school learning environment; discipline, suspension, and/or expulsion; hate crime reporting; child abuse reporting; release of a pesticide or toxic substance; and more.

**Plan:** Site administrators have taken the plan from last year, discussed with staff and conducted drills, and has discussed the updated plan with Site Council and gained their approval.

**Recommended motion:** For the Board to approve the School Safety plans for Gravenstein Elementary and Hillcrest Middle.

Action taken/comments:

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

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

**B. (p.105) 2021-2022 School Year Calendar (15 min)**

**Situation:** After consultation with administration and GUTA leadership, a draft of a calendar for the 2021-2022 school year is ready for Board consideration. Submitted along with the draft are a list of basic assumptions that were taken into account during the process.

**Plan:** Creation of a calendar that is very similar to the calendar proposed for the West County Unified School District that also includes Emergency Days as recommended by the California Department of Education and the Sonoma County Office of Education.

**Recommended motion:** For the Board to approve the submitted draft of the 2021-2022 school year calendar.

Action taken/comments:

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

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

**C. (p.107) Consolidated Application for Funding Categorical Aid Programs, 2021 Winter Submission (2 min.)**

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

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

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

Action taken/comments

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

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

**D. Resolution Adopting Procedures and Guidelines for Selection of Lease-Leaseback Contractor and Approving Prequalification Questionnaire Packet and Request for Proposals for the Hillcrest Heat Mitigation Project, Resolution #210211-01(p.108, see GUSD Website for Exhibits) (15 min.)**

**Situation:** As school districts in California consider construction or building projects, one procurement method, which potentially provides savings in time and cost to the District is the use of a Lease-Leaseback (LLB) agreement pursuant to Education Code 17400 et. seq. This financing process, which requires a competitive “best value” procurement of a general contractor pursuant to law, allows the district to work with a qualified construction firm through the preconstruction/pre-DSA approval phase and then allows the district to lease property or a building to the qualified construction firm during the time frame of construction with the understanding that the construction firm will lease the property back to the district after the project is complete for an interest-bearing period of time.

**Plan:** Pending Board approval of the resolution, the district will solicit bids for the Hillcrest Heat Mitigation Project under an LLB agreement.

**Recommended Motion:** For the Board to approve Resolution #210211-01.

Action taken/comments

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

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

**E. GUSD Actions to Support Distance Learning and Other Related Essential Services (15 min.)**

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

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

**Recommended motion:** None at this time.

Action taken/comments

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

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

**F. (p.114) Resolution to extend the Declared Instructional Method for 2020-2021 School Year, Resolution #210211-02 (5 min)**

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

**Plan:** To continue with a distance learning program as the primary instructional strategy through March 19, 2021 pursuant to the resolution language.

**Recommended motion:** For the Board to approve Resolution #210211-02.

Action taken/comments:

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

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

**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:  
GUTA negotiations update**

**IX. RECONVENE TO OPEN SESSION**

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

Action taken/comments

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

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

**XI. FUTURE BOARD MEETINGS**

- A. March 11, 2021 at 5pm**
- B. April 8, 2021 at 5pm**
- C. May 13, 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-February 2021

Keri Pugno

## Enrollment Report

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

## Attendance and Engagement Tracking

**Month 1 Total: 98.97%**

**Month 2 Total: 99.07%**

**Month 3 Total: 98.98%**

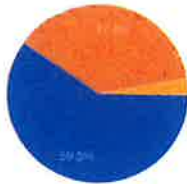
**Month 4 Total: 98.6%**

**Month 5 Total: 98.5%**

**Month 6 Total: Report is being finalized, data will be provided on 2/11.**

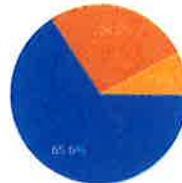
## Distance Learning Check-In Survey for Parents (went out in both English and Spanish)

Please describe your child's participation in remote learning.  
358 responses



● highly dedicated/trying hard  
● somewhat dedicated/trying  
● not dedicated/not trying

Are you (or the designated caregiver) able to provide your child with the support they need for successful remote learning?  
358 responses



● Yes  
● Sometimes, but I think my child is okay  
● No, I need help

## Gravenstein Celebrates the 100th Day of School!



## Gravenstein Students Participate in the Great Kindness Challenge

Here are just a few ways that our students demonstrated their kindness last week:

- I picked up trash on the street of my house



- I did a happy dance and I called my grandma and I donated clothes
- I put a flower on my grandma's door step
- I made a sign to thank firefighters, police, nurses, and doctors
- I smiled at 25 people, placed a note on my brother's pillow, sincerely complimented 5 people, drew a picture and gave it to someone, and last I created my own kind act ( I helped my fish because he was stuck)!

**Wednesday Instructional Schedule Adjustment Continues to be Successful**

Our recent adjustment to the Wednesday Schedule continues to be well appreciated by both Staff and Families. The enrichment teachers have seen a significant increase in participation in both live Zoom classes and asynchronous participation. Some recent teacher responses include:

- The parents in my class LOVE it. When I log into Zoom on Wednesdays the kids are excited that it's "Enrichment Day"! I really like that students are picking different enrichments to do each week!
- The Wednesday schedule change is making a HUGE improvement to my time management and stress levels, thank you! I am able to get my videos done for the next week and catch up on grading instead of spending my weekends doing this.
- Having the time on Weds. has been amazing. I have been able to film a lot of the stories I need for my lessons and meet with my (grade level) teammate(s).
- The Wednesday schedule adjustment has been a lifesaver! The kids love participating in the enrichment classes, and I love hearing about the activities they've done. It also allows me enough time to get some planning and prepping done. I have cut down on my weekend working hours as a result, so THANK YOU!
- The Wednesday adjustment has been great for having time to work outside of Zoom demands. Today I was able to record three lessons, and CLEAN the room and organize materials from prepping binders and update the gradebook.
- I just wanted to say how much I appreciated the extra time on Wednesdays. I got a lot done: finished my Seesaw lessons for the week, met with (another teacher) about a student, started planning for February, talked with Mrs. Ricciardi, and filled out a speech referral...It was nice!



**Registration for 2021-2022 is Underway!**

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





GUSD February Board Report

Enrollment- as of 2/3/2021:

	6th	7th	8th	Total
2020/2021	92	112	81	285
2019/2020	113	81	86	281

**Attendance Report for January**

99.01% Attendance Rate

**Outreach to Students -January**

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

**On Campus Student Support**

Starting in January we have arranged for 10 students to be on campus to receive support. Currently, we are serving -

- 6th graders- 3
- 7th graders- 6
- 8th graders- 1

## **Hillcrest News and Updates:**

### **Parenting Through COVID- Parent Education Seminars**

Starting on Friday January 29th, Parent Coach, Positive Discipline Parent Educator, and Hillcrest mom, Rhona Berens, PhD, PCC began the series "Parenting Through Covid". Using Zoom, more than 30 parents are able to discuss the twists and turns of parenting tweens and teens—and younger kids, too—during this pandemic. Topics TBD by attendees, e.g., screen-time, motivating kids, effective communication, etc. Five 90-minute biweekly Zooms begin Friday, January 29 at 5 pm. Zooms sponsored by GUSD.

### **Virtual Field Trips-**

Over the last month, Hillcrest students have taken Virtual Field trips to the Asian Art Museum in San Francisco and the San Pablo Bay Marsh.

### **Virtual Spirit Days-**

2/ 5- Super Bowl Day

2/12- Valentine's

2/16- Mardi Gras

2/19- Patriotic for Presidents Day

### **Youth Quest Conference**

Mr. Sotiras is looking for motivated students to take part in the California Youth Advocacy Network Youth Quest conference in February! Youth Quest provides an opportunity for youth advocates to demonstrate their commitment to a tobacco-free California. Interested students should email Mr. Sotiras for more information.

### **Self Care Challenge**

The Hillcrest Self Care Challenge continues for our students. Over the last month students have taken part in such challenges as The Mood Playlist, The Virtual Vacation, Outside Sensory Scavenger Hunt, The Sounds of Relaxation and Reflectin'.

### **Chess Club**

A new club is being added to our virtual club list- the Chess Club! This club meets on Tuesdays at 12:30 over Zoom.

**Gravenstein Parent Association**  
**Balance Sheet**  
**As of November 30, 2020**

	Nov 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Exchange Bank Checking	241,095.59
Exchange Bank Savings	257,069.23
Paypal	180.54
Venmo	434.00
<b>Total Checking/Savings</b>	498,779.36
<b>Other Current Assets</b>	
Prepaid expenses	1,246.00
<b>Total Other Current Assets</b>	1,246.00
<b>Total Current Assets</b>	500,025.36
<b>TOTAL ASSETS</b>	500,025.36
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	2,583.50
<b>Total Accounts Payable</b>	2,583.50
<b>Total Current Liabilities</b>	2,583.50
<b>Total Liabilities</b>	2,583.50
<b>Equity</b>	
GSF Reserve Transfer	95,504.87
32000 - Retained Earnings	375,225.33
Net Income	26,711.66
<b>Total Equity</b>	497,441.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	500,025.36

**Gravenstein Parent Association  
 Profit & Loss Actual vs. Budget  
 November 2020**

	Nov 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Parent Donations	1,896.65	0.00	1,896.65
<b>Special Fundraising Inc</b>			
AmazonSmile	0.00	0.00	0.00
Book Fair	0.00	0.00	0.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00
Box Tops	0.00	0.00	0.00
Color Run	0.00	0.00	0.00
Escrip	0.00	0.00	0.00
Jog a Thon	0.00	0.00	0.00
Movie Night	0.00	0.00	0.00
Pancake Breakfast	0.00	0.00	0.00
Parking Space Raffel	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00
See's Candy	0.00	0.00	0.00
Skate Night	0.00	0.00	0.00
Spirit Wear	0.00	0.00	0.00
<b>Total Special Fundraising Inc</b>	0.00	0.00	0.00
Corporate Matching	0.00	0.00	0.00
Interest Income	10.57	0.00	10.57
Other Donations	0.00	0.00	0.00
<b>Total Income</b>	1,907.22	0.00	1,907.22
<b>Gross Profit</b>	1,907.22	0.00	1,907.22
<b>Expense</b>			
<b>General &amp; Admin Expense</b>			
Bank Fees	206.81	0.00	206.81
Bookkeeping	279.50	0.00	279.50
General Liability	1,304.00	0.00	1,304.00
Lawyers Fees	0.00	0.00	0.00
Merchant Fees	19.50	0.00	19.50
Misc. Expense	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Postage	0.00	0.00	0.00
Printing	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Website	0.00	0.00	0.00
<b>Total General &amp; Admin Expense</b>	1,809.81	0.00	1,809.81
<b>Independent Contractors</b>			
Art	0.00	0.00	0.00
Athletics	0.00	0.00	0.00
Chorus	1,000.00	0.00	1,000.00
Drama	0.00	0.00	0.00
Science	0.00	0.00	0.00
Independent Contractors - Other	0.00	0.00	0.00
<b>Total Independent Contractors</b>	1,000.00	0.00	1,000.00
<b>School Support Expenses</b>			
8th Grade Dinner	0.00	0.00	0.00
Kinder Kick Off Event	0.00	0.00	0.00
Staff Appreciation Luncheon	0.00	0.00	0.00
Staff Water Delivery-Alhambra	152.15	0.00	152.15
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00
Teacher Support \$350@48 Teacher	0.00	0.00	0.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00
<b>Total School Support Expenses</b>	152.15	0.00	152.15
<b>Special Fundraising</b>			
Book Fair Expense	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00

**Gravenstein Parent Association  
Profit & Loss Actual vs. Budget  
November 2020**

	Nov 20	Budget	\$ Over Budget
Misc Promotional	0.00	0.00	0.00
Movie Night Expense	0.00	0.00	0.00
Pancake Breakfast Expense	0.00	0.00	0.00
Read a Thon Expense	0.00	0.00	0.00
See's Candy Expense	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00
Spirit Wear Expense	0.00	0.00	0.00
<b>Total Special Fundraising</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>2,961.96</b>	<b>0.00</b>	<b>2,961.96</b>
<b>Net Ordinary Income</b>	<b>-1,054.74</b>	<b>0.00</b>	<b>-1,054.74</b>
<b>Net Income</b>	<b>-1,054.74</b>	<b>0.00</b>	<b>-1,054.74</b>

**Gravenstein Parent Association  
 P & L Actual vs. Budget YTD  
 July through November 2020**

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Parent Donations	20,940.65	0.00	20,940.65	100.0%
<b>Special Fundraising Inc</b>				
AmazonSmile	127.10	0.00	127.10	100.0%
Book Fair	0.00	0.00	0.00	0.0%
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.0%
Box Tops	0.00	0.00	0.00	0.0%
Color Run	0.00	0.00	0.00	0.0%
Escrip	535.58	0.00	535.58	100.0%
Jog a Thon	0.00	0.00	0.00	0.0%
Movie Night	0.00	0.00	0.00	0.0%
Pancake Breakfast	0.00	0.00	0.00	0.0%
Parking Space Raffel	0.00	0.00	0.00	0.0%
Read-a-Thon	0.00	0.00	0.00	0.0%
See's Candy	0.00	0.00	0.00	0.0%
Skate Night	0.00	0.00	0.00	0.0%
Spirit Wear	0.00	0.00	0.00	0.0%
<b>Total Special Fundraising Inc</b>	<b>662.68</b>	<b>0.00</b>	<b>662.68</b>	<b>100.0%</b>
Corporate Matching	6,055.00	0.00	6,055.00	100.0%
Interest income	53.88	0.00	53.88	100.0%
Other Donations	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>27,712.21</b>	<b>0.00</b>	<b>27,712.21</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>27,712.21</b>	<b>0.00</b>	<b>27,712.21</b>	<b>100.0%</b>
<b>Expense</b>				
<b>General &amp; Admin Expense</b>				
Bank Fees	1,201.26	0.00	1,201.26	100.0%
Bookkeeping	1,636.83	0.00	1,636.83	100.0%
General Liability	1,304.00	0.00	1,304.00	100.0%
Lawyers Fees	0.00	0.00	0.00	0.0%
Merchant Fees	42.63	0.00	42.63	100.0%
Misc. Expense	0.00	0.00	0.00	0.0%
Newsletter	0.00	0.00	0.00	0.0%
Office Supplies	119.92	0.00	119.92	100.0%
Postage	0.00	0.00	0.00	0.0%
Printing	0.00	0.00	0.00	0.0%
Tax Return Preparation	810.00	0.00	810.00	100.0%
Taxes	75.00	0.00	75.00	100.0%
Website	0.00	0.00	0.00	0.0%
<b>Total General &amp; Admin Expense</b>	<b>5,189.64</b>	<b>0.00</b>	<b>5,189.64</b>	<b>100.0%</b>
<b>Independent Contractors</b>				
Art	0.00	0.00	0.00	0.0%
Athletics	0.00	0.00	0.00	0.0%
Chorus	3,250.00	0.00	3,250.00	100.0%
Drama	0.00	0.00	0.00	0.0%
Science	0.00	0.00	0.00	0.0%
Independent Contractors - Other	0.00	0.00	0.00	0.0%
<b>Total Independent Contractors</b>	<b>3,250.00</b>	<b>0.00</b>	<b>3,250.00</b>	<b>100.0%</b>
<b>School Support Expenses</b>				
8th Grade Dinner	0.00	0.00	0.00	0.0%
Kinder Kick Off Event	0.00	0.00	0.00	0.0%
Staff Appreciation Luncheon	0.00	0.00	0.00	0.0%
Staff Water Delivery-Alhambra	424.40	0.00	424.40	100.0%
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00	0.0%
Teacher Support \$350@48 Teacher	15,750.00	0.00	15,750.00	100.0%
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.0%
<b>Total School Support Expenses</b>	<b>16,174.40</b>	<b>0.00</b>	<b>16,174.40</b>	<b>100.0%</b>
<b>Special Fundraising</b>				
Book Fair Expense	0.00	0.00	0.00	0.0%
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.0%
Color Run Expense	0.00	0.00	0.00	0.0%

**Gravenstein Parent Association**  
**P & L Actual vs. Budget YTD**  
 July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget	% of Budget
Jog-a-Thon Expense	0.00	0.00	0.00	0.0%
Misc Promotional	0.00	0.00	0.00	0.0%
Movie Night Expense	0.00	0.00	0.00	0.0%
Pancake Breakfast Expense	0.00	0.00	0.00	0.0%
Read a Thon Expense	0.00	0.00	0.00	0.0%
See's Candy Expense	0.00	0.00	0.00	0.0%
Skate Night Expense	0.00	0.00	0.00	0.0%
Spirit Wear Expense	2,696.51	0.00	2,696.51	100.0%
<b>Total Special Fundraising</b>	<b>2,696.51</b>	<b>0.00</b>	<b>2,696.51</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>27,310.55</b>	<b>0.00</b>	<b>27,310.55</b>	<b>100.0%</b>
<b>Net Ordinary Income</b>	<b>401.66</b>	<b>0.00</b>	<b>401.66</b>	<b>100.0%</b>
<b>Net Income</b>	<b>401.66</b>	<b>0.00</b>	<b>401.66</b>	<b>100.0%</b>



## Gravenstein Parent Association Profit & Loss Budget Performance November 2020

	Nov 20	Budget	\$ Over Budget	Jul - Nov 20	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Parent Donations	1,896.65	0.00	1,896.65	20,940.65	0.00	20,940.65	0.00
<b>Special Fundraising Inc</b>							
AmazonSmile	0.00	0.00	0.00	127.10	0.00	127.10	0.00
Book Fair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Box Tops	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Color Run	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Escrip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jog a Thon	0.00	0.00	0.00	535.58	0.00	535.58	0.00
Movie Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Network for Good FB Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pancake Breakfast	0.00	0.00	0.00	170.00	0.00	170.00	0.00
Parking Space Raffel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
See's Candy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spirit Wear	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Special Fundraising Inc</b>	0.00	0.00	0.00	832.68	0.00	832.68	0.00
Corporate Matching	0.00	0.00	0.00	6,055.00	0.00	6,055.00	0.00
Spr 2020 SCOE Contribution	0.00	0.00	0.00	26,140.00	0.00	26,140.00	0.00
Interest income	10.57	0.00	10.57	53.88	0.00	53.88	0.00
Other Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	1,907.22	0.00	1,907.22	54,022.21	0.00	54,022.21	0.00
<b>Gross Profit</b>	1,907.22	0.00	1,907.22	54,022.21	0.00	54,022.21	0.00
<b>Expense</b>							
<b>General &amp; Admin Expense</b>							
Bank Fees	206.81	0.00	206.81	1,201.26	0.00	1,201.26	0.00
Bookkeeping	279.50	0.00	279.50	1,636.83	0.00	1,636.83	0.00
General Liability	1,304.00	0.00	1,304.00	1,304.00	0.00	1,304.00	0.00
Lawyers Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Merchant Fees	19.50	0.00	19.50	42.63	0.00	42.63	0.00
Misc. Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Postage	0.00	0.00	0.00	119.92	0.00	119.92	0.00
Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Return Preparation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxes	0.00	0.00	0.00	810.00	0.00	810.00	0.00
Website	0.00	0.00	0.00	75.00	0.00	75.00	0.00
<b>Total General &amp; Admin Expense</b>	1,809.81	0.00	1,809.81	5,189.64	0.00	5,189.64	0.00
<b>Independent Contractors</b>							
Art	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Athletics	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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## Gravenstein Parent Association Profit & Loss Budget Performance November 2020

	Nov 20	Budget	\$ Over Budget	Jul - Nov 20	YTD Budget	\$ Over Budget	Annual Budget
Chorus	1,000.00	0.00	1,000.00	3,250.00	0.00	3,250.00	0.00
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	0.00	0.00
<b>Total Independent Contractors</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>3,250.00</b>	<b>0.00</b>	<b>3,250.00</b>	<b>0.00</b>
<b>School Support Expenses</b>							
8th Grade Dinner	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kinder Kick Off Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Appreciation Luncheon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Water Delivery-Alhambra	152.15	0.00	152.15	424.40	0.00	424.40	0.00
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	0.00	0.00	15,750.00	0.00	15,750.00	0.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total School Support Expenses</b>	<b>152.15</b>	<b>0.00</b>	<b>152.15</b>	<b>16,174.40</b>	<b>0.00</b>	<b>16,174.40</b>	<b>0.00</b>
<b>Special Fundraising</b>							
Book Fair Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc Promotional	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Movie Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pancake Breakfast Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Read a Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
See's Candy Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spirit Wear Expense	0.00	0.00	0.00	2,696.51	0.00	2,696.51	0.00
<b>Total Special Fundraising</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,696.51</b>	<b>0.00</b>	<b>2,696.51</b>	<b>0.00</b>
<b>Total Expense</b>	<b>2,961.96</b>	<b>0.00</b>	<b>2,961.96</b>	<b>27,310.55</b>	<b>0.00</b>	<b>27,310.55</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>-1,054.74</b>	<b>0.00</b>	<b>-1,054.74</b>	<b>26,711.66</b>	<b>0.00</b>	<b>26,711.66</b>	<b>0.00</b>
<b>Net Income</b>	<b>-1,054.74</b>	<b>0.00</b>	<b>-1,054.74</b>	<b>26,711.66</b>	<b>0.00</b>	<b>26,711.66</b>	<b>0.00</b>

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**Gravenstein Parent Association**  
**Balance Sheet**  
As of December 31, 2020

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Exchange Bank Checking	250,749.51
Exchange Bank Savings	257,079.86
Paypal	3,062.74
Venmo	59.00
<b>Total Checking/Savings</b>	<u>510,951.11</u>
<b>Other Current Assets</b>	
Prepaid expenses	1,246.00
<b>Total Other Current Assets</b>	<u>1,246.00</u>
<b>Total Current Assets</b>	<u>512,197.11</u>
<b>TOTAL ASSETS</b>	<u><u>512,197.11</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	1,086.37
<b>Total Accounts Payable</b>	<u>1,086.37</u>
<b>Total Current Liabilities</b>	<u>1,086.37</u>
<b>Total Liabilities</b>	1,086.37
<b>Equity</b>	
GSF Reserve Transfer	95,504.87
32000 - Retained Earnings	375,225.33
Net Income	40,380.54
<b>Total Equity</b>	<u>511,110.74</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>512,197.11</u></u>

**Gravenstein Parent Association**  
**Profit & Loss Actual vs. Budget**  
**December 2020**

Ordinary Income/Expense	Dec 20	Budget	\$ Over Budget
<b>Income</b>			
Parent Donations	10,667.50	0.00	10,667.50
<b>Special Fundraising Inc</b>			
AmazonSmile	0.00	0.00	0.00
Book Fair	0.00	0.00	0.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00
Box Tops	0.00	0.00	0.00
Color Run	0.00	0.00	0.00
Escrip	135.20	0.00	135.20
Jog a Thon	0.00	0.00	0.00
Movie Night	0.00	0.00	0.00
Pancake Breakfast	0.00	0.00	0.00
Parking Space Raffel	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00
See's Candy	0.00	0.00	0.00
Skate Night	0.00	0.00	0.00
Spirit Wear	0.00	0.00	0.00
<b>Total Special Fundraising Inc</b>	135.20	0.00	135.20
Corporate Matching	0.00	0.00	0.00
Interest income	10.63	0.00	10.63
Other Donations	0.00	0.00	0.00
<b>Total Income</b>	10,813.33	0.00	10,813.33
<b>Gross Profit</b>	10,813.33	0.00	10,813.33
<b>Expense</b>			
<b>General &amp; Admin Expense</b>			
Bank Fees	401.20	0.00	401.20
Bookkeeping	586.37	0.00	586.37
General Liability	0.00	0.00	0.00
Lawyers Fees	0.00	0.00	0.00
Merchant Fees	184.64	0.00	184.64
Misc. Expense	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00
Postage	0.00	0.00	0.00
Printing	0.00	0.00	0.00
Taxes	0.00	0.00	0.00
Website	0.00	0.00	0.00
<b>Total General &amp; Admin Expense</b>	1,172.21	0.00	1,172.21
<b>Independent Contractors</b>			
Art	0.00	0.00	0.00
Athletics	0.00	0.00	0.00
Chorus	500.00	0.00	500.00
Drama	0.00	0.00	0.00
Science	0.00	0.00	0.00
Independent Contractors - Other	0.00	0.00	0.00
<b>Total Independent Contractors</b>	500.00	0.00	500.00
<b>School Support Expenses</b>			
8th Grade Dinner	0.00	0.00	0.00
Kinder Kick Off Event	0.00	0.00	0.00
Staff Appreciation Luncheon	0.00	0.00	0.00
Staff Water Delivery-Alhambra	98.75	0.00	98.75
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00
Teacher Support \$350@48 Teacher	0.00	0.00	0.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00
<b>Total School Support Expenses</b>	98.75	0.00	98.75
<b>Special Fundraising</b>			
Book Fair Expense	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00

**Gravenstein Parent Association**  
**Profit & Loss Actual vs. Budget**  
**December 2020**

	Dec 20	Budget	\$ Over Budget
Misc Promotional	0.00	0.00	0.00
Movie Night Expense	0.00	0.00	0.00
Pancake Breakfast Expense	0.00	0.00	0.00
Read a Thon Expense	0.00	0.00	0.00
See's Candy Expense	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00
Spirit Wear Expense	-2,696.51	0.00	-2,696.51
<b>Total Special Fundraising</b>	<b>-2,696.51</b>	<b>0.00</b>	<b>-2,696.51</b>
<b>Total Expense</b>	<b>-925.55</b>	<b>0.00</b>	<b>-925.55</b>
<b>Net Ordinary Income</b>	<b>11,738.88</b>	<b>0.00</b>	<b>11,738.88</b>
<b>Net Income</b>	<b>11,738.88</b>	<b>0.00</b>	<b>11,738.88</b>

**Gravenstein Parent Association**  
**P & L Actual vs. Budget YTD**  
 July through December 2020

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Parent Donations	33,538.15	0.00	33,538.15	100.0%
<b>Special Fundraising Inc</b>				
AmazonSmile	127.10	0.00	127.10	100.0%
Book Fair	0.00	0.00	0.00	0.0%
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.0%
Box Tops	0.00	0.00	0.00	0.0%
Color Run	0.00	0.00	0.00	0.0%
Escrip	670.78	0.00	670.78	100.0%
Jog a Thon	0.00	0.00	0.00	0.0%
Movie Night	0.00	0.00	0.00	0.0%
Pancake Breakfast	0.00	0.00	0.00	0.0%
Parking Space Raffle	0.00	0.00	0.00	0.0%
Read-a-Thon	0.00	0.00	0.00	0.0%
See's Candy	0.00	0.00	0.00	0.0%
Skate Night	0.00	0.00	0.00	0.0%
Spirit Wear	0.00	0.00	0.00	0.0%
<b>Total Special Fundraising Inc</b>	<u>797.88</u>	<u>0.00</u>	<u>797.88</u>	<u>100.0%</u>
Corporate Matching	6,055.00	0.00	6,055.00	100.0%
Interest Income	64.51	0.00	64.51	100.0%
Other Donations	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<u>40,455.54</u>	<u>0.00</u>	<u>40,455.54</u>	<u>100.0%</u>
<b>Gross Profit</b>	<u>40,455.54</u>	<u>0.00</u>	<u>40,455.54</u>	<u>100.0%</u>
<b>Expense</b>				
<b>General &amp; Admin Expense</b>				
Bank Fees	1,602.46	0.00	1,602.46	100.0%
Bookkeeping	2,223.20	0.00	2,223.20	100.0%
General Liability	1,304.00	0.00	1,304.00	100.0%
Lawyers Fees	0.00	0.00	0.00	0.0%
Merchant Fees	227.27	0.00	227.27	100.0%
Misc. Expense	0.00	0.00	0.00	0.0%
Newsletter	0.00	0.00	0.00	0.0%
Office Supplies	119.92	0.00	119.92	100.0%
Postage	0.00	0.00	0.00	0.0%
Printing	0.00	0.00	0.00	0.0%
Tax Return Preparation	810.00	0.00	810.00	100.0%
Taxes	75.00	0.00	75.00	100.0%
Website	0.00	0.00	0.00	0.0%
<b>Total General &amp; Admin Expense</b>	<u>6,361.85</u>	<u>0.00</u>	<u>6,361.85</u>	<u>100.0%</u>
<b>Independent Contractors</b>				
Art	0.00	0.00	0.00	0.0%
Athletics	0.00	0.00	0.00	0.0%
Chorus	3,750.00	0.00	3,750.00	100.0%
Drama	0.00	0.00	0.00	0.0%
Science	0.00	0.00	0.00	0.0%
Independent Contractors - Other	0.00	0.00	0.00	0.0%
<b>Total Independent Contractors</b>	<u>3,750.00</u>	<u>0.00</u>	<u>3,750.00</u>	<u>100.0%</u>
<b>School Support Expenses</b>				
8th Grade Dinner	0.00	0.00	0.00	0.0%
Kinder Kick Off Event	0.00	0.00	0.00	0.0%
Staff Appreciation Luncheon	0.00	0.00	0.00	0.0%
Staff Water Delivery-Alhambra	523.15	0.00	523.15	100.0%
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00	0.0%
Teacher Support \$350@48 Teacher	15,750.00	0.00	15,750.00	100.0%
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.0%
<b>Total School Support Expenses</b>	<u>16,273.15</u>	<u>0.00</u>	<u>16,273.15</u>	<u>100.0%</u>
<b>Special Fundraising</b>				
Book Fair Expense	0.00	0.00	0.00	0.0%
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.0%
Color Run Expense	0.00 <sub>15</sub>	0.00	0.00	0.0%

**Gravenstein Parent Association**  
**P & L Actual vs. Budget YTD**  
**July through December 2020**

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
Jog-a-Thon Expense	0.00	0.00	0.00	0.0%
Misc Promotional	0.00	0.00	0.00	0.0%
Movie Night Expense	0.00	0.00	0.00	0.0%
Pancake Breakfast Expense	0.00	0.00	0.00	0.0%
Read a Thon Expense	0.00	0.00	0.00	0.0%
See's Candy Expense	0.00	0.00	0.00	0.0%
Skate Night Expense	0.00	0.00	0.00	0.0%
Spirit Wear Expense	0.00	0.00	0.00	0.0%
<b>Total Special Fundraising</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>26,385.00</b>	<b>0.00</b>	<b>26,385.00</b>	<b>100.0%</b>
<b>Net Ordinary Income</b>	<b>14,070.54</b>	<b>0.00</b>	<b>14,070.54</b>	<b>100.0%</b>
<b>Net Income</b>	<b>14,070.54</b>	<b>0.00</b>	<b>14,070.54</b>	<b>100.0%</b>



## Gravenstein Parent Association Profit & Loss Budget Performance

December 2020

	Dec 20	Budget	\$ Over Budget	Jul - Dec 20	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Parent Donations	10,667.50	0.00	10,667.50	33,538.15	0.00	33,538.15	0.00
<b>Special Fundraising Inc</b>							
AmazonSmile	0.00	0.00	0.00	127.10	0.00	127.10	0.00
Book Fair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Box Tops	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Color Run	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Escrip	135.20	0.00	135.20	670.78	0.00	670.78	0.00
Jog a Thon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Movie Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Network for Good FB Fundraiser	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pancake Breakfast	0.00	0.00	0.00	170.00	0.00	0.00	0.00
Parking Space Raffel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
See's Candy	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spirit Wear	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Special Fundraising Inc</b>	135.20	0.00	135.20	967.88	0.00	967.88	0.00
Corporate Matching	0.00	0.00	0.00	6,055.00	0.00	6,055.00	0.00
Spr 2020 SCOE Contribution	0.00	0.00	0.00	26,140.00	0.00	26,140.00	0.00
Interest income	10.63	0.00	10.63	64.51	0.00	64.51	0.00
Other Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	10,813.33	0.00	10,813.33	66,765.54	0.00	66,765.54	0.00
<b>Gross Profit</b>	10,813.33	0.00	10,813.33	66,765.54	0.00	66,765.54	0.00
<b>Expense</b>							
<b>General &amp; Admin Expense</b>							
Bank Fees	401.20	0.00	401.20	1,602.46	0.00	1,602.46	0.00
Bookkeeping	586.37	0.00	586.37	2,223.20	0.00	2,223.20	0.00
General Liability	0.00	0.00	0.00	1,304.00	0.00	1,304.00	0.00
Lawyers Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Merchant Fees	184.64	0.00	184.64	227.27	0.00	227.27	0.00
Misc. Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	119.92	0.00	119.92	0.00
Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tax Return Preparation	0.00	0.00	0.00	810.00	0.00	810.00	0.00
Taxes	0.00	0.00	0.00	75.00	0.00	75.00	0.00
Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total General &amp; Admin Expense</b>	1,172.21	0.00	1,172.21	6,361.85	0.00	6,361.85	0.00
<b>Independent Contractors</b>							
Art	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Athletics	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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## Gravenstein Parent Association Profit & Loss Budget Performance December 2020

	Dec 20	Budget	\$ Over Budget	Jul - Dec 20	YTD Budget	\$ Over Budget	Annual Budget
Chorus	500.00	0.00	500.00	3,750.00	0.00	3,750.00	0.00
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	0.00	0.00
<b>Total Independent Contractors</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>3,750.00</b>	<b>0.00</b>	<b>3,750.00</b>	<b>0.00</b>
<b>School Support Expenses</b>							
8th Grade Dinner	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kinder Kick Off Event	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Appreciation Luncheon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Water Delivery-Alhambra	98.75	0.00	98.75	523.15	0.00	523.15	0.00
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	0.00	0.00	15,750.00	0.00	15,750.00	0.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total School Support Expenses</b>	<b>98.75</b>	<b>0.00</b>	<b>98.75</b>	<b>16,273.15</b>	<b>0.00</b>	<b>16,273.15</b>	<b>0.00</b>
<b>Special Fundraising</b>							
Book Fair Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Misc Promotional	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Movie Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pancake Breakfast Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Read a Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
See's Candy Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Spirit Wear Expense	-2,696.51	0.00	-2,696.51	0.00	0.00	0.00	0.00
<b>Total Special Fundraising</b>	<b>-2,696.51</b>	<b>0.00</b>	<b>-2,696.51</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>-925.55</b>	<b>0.00</b>	<b>-925.55</b>	<b>26,385.00</b>	<b>0.00</b>	<b>26,385.00</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>11,738.88</b>	<b>0.00</b>	<b>11,738.88</b>	<b>40,380.54</b>	<b>0.00</b>	<b>40,380.54</b>	<b>0.00</b>
<b>Net Income</b>	<b>11,738.88</b>	<b>0.00</b>	<b>11,738.88</b>	<b>40,380.54</b>	<b>0.00</b>	<b>40,380.54</b>	<b>0.00</b>

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**Mission and Vision Statement:**

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

**GPA Meeting Minutes  
December 15, 2020 6:00 pm Online Zoom Meeting**

Meeting called to order at 6:05 pm.

**Board members present:**

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

**Faculty present:**

David Rose  
William Deeths  
Keri Pugno

**A. Secretary's Report**

1. Approval of 11-17-20 board minutes. All in favor, minutes approved.
2. Upcoming GPA meetings: 1/19, 2/16, 3/16, 4/20, 5/18, 6/15.

Erin Hillmer – Are there any conflicts with school events?  
Keri Pugno – No, no conflict with school events for now.  
Erin Hillmer – I move a motion to approve  
Beth Dawson – I second  
All in favor

**B. Public Comment on Non-Agenda Matters**

No additional comments

**C. Updates from Subcommittees**

1. Special Events/Fundraising Outcomes and Planning (Sarah Tendall, Maggie Zavala, Tiffany Melville): Teacher appreciation roll out, spring read-a-thon/ Copperfields.

Summary: Sarah Tendall shared the teacher appreciation menu. The menu will be sent to staff by e-mail, amount of appreciation \$35 per staff, \$20 from one sections and \$15 from the other section; mostly local business were included in the list. This is a 3<sup>rd</sup> of the allocated funds; we hope to to massage chair and/or taco truck in the spring. Beth Dawson asked for a car appreciation parade, the subcommittee will look into organizing that.

Fundraiser: Maggie Zavala share we made over \$5,000 total, the check should be in coming any day, all the prices came in and hopefully they will get pick up soon. It was easy.

Readathon: Beth Dawson will contact Copperfield. Sarah Tendall checked with Scholastic, they are doing multiple options, drive through, online, social distancing fair.

2. Finance (Ben Kaun, Mike Bollinger)

Summary: Ben Kaun shared the latest budget; minor changes were made. Ben incorporated the profits from Charleston wrap, reduced the corporate matching, added website cos, liability, and insurance policy. He also has coach Page starting in January. Keri Pugno added that coach Page will not be starting in January, he probably won't be back until the 3<sup>rd</sup> trimester. Ben will make the adjustments to reflect this change. 0-outed mini grants and updated the staff appreciation category. Also, instead of 8<sup>th</sup> grade graduation dinner we now have 8<sup>th</sup> grade graduation. Donations are averaging a level of \$2,000/month.

Ben Kaun - our balance sheet is strong, we are not in a declining trend, but we are working our way down in a slow rate, if it becomes a multiyear trend it will be concerning. Can we send an end of a year parent reminder about making donations?

Erin Hillmer – we can add it to the Monday messages with our tax ID.

Erin Hillmer move the emotion to approve the budget.

Beth Dawson seconds.

All in favor.

3. Governance (Mike Bollinger, Ana Horta) Erin Hillmer received and signed the MOU.

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

Summary: not much to be reported, the newsletter was sent to encourage passive fundraiser. Before the readathon a message will be send to parents to consider volunteering with and give parent the opportunity to get to know the GPA. A volunteer might be needed to help with the passive fundraiser, since it is a robust undertaking.

5. School Liaison (Alison Herman)

Summary: Allison has been picking up the checks from both campuses. Discussion about sorting out and separating junk mail, Allison will sort out the mail.  
Erin Hillmer – have we found the Screaming Mimi's certificate?  
Certificates have not been found. Erin Hillmer moved amotion to approve the purchase of \$20 gift certificates that got lost.  
Allison Herman seconds the motions.  
All I favor.

**E. Principal's Reports:**

Keri Pugno - I do not have any thing additional to report.

**F. Superintendent's Report**

David Rose – I have nothing substantial. We started testing staff and 95% test submitted all negative. We are contracting with a company that offers FDA approved saliva test. The idea is to increase the teacher's comfort level to eventually come back to in-person learning when the conditions are right. I just want to add that we are all very thankful for the GPA's support.

Keri Pugno – I ditto that, teachers are also very thankful.

Motion is moved to end the meeting since there are not additional things to be discussed.  
Motion is seconded. All in favor, meeting adjourn at 7:28 pm



**Mission and Vision Statement:**

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

**GPA Board Meeting Agenda**

**1/2-19-21 6:00 pm Online Zoom Meeting**

**A. Secretary's Report**

1. Approval of 12/15/20 board minutes.
2. Confirm Upcoming GPA meetings dates (2/16/21; 3/16/21; 4/20/21; 5/18/21; June TBD)

**B. Public Comment on Non-Agenda Matters**

**C. Updates from Subcommittees**

1. Special Events/Fundraising (Sarah Tendall, Maggie Zavala, Tiffany Melville): Let's discuss the book fair and secure a date. Roles need to be decided upon.
2. Finance (Ben Kaun, Mike Bollinger):
3. Governance (Mike Bollinger, Ana Horta)
4. Communications (Erin Hillmer, Tiffany Melville, Beth Dawson): We need to promote recruitment of GPA members.
5. School Liaison (Allison Herman)

**E. Principal's Reports**

**F.. Superintendent's Report**

Mr. Rose has a proposal to discuss regarding student health and the considered purchasing of heart monitors for Hillcrest students.

Gravenstein Union School District  
Facilities Report  
February 2021  
Prepared by Brian Sposato

**Heat Mitigation Project at Hillcrest:**

QKA has submitted a proposal to provide phase 1 design services for the project at Hillcrest. The plan of implementation is to re-roof buildings A + B as a maintenance project and thus not subject to DSA review, and QKA will provide bid documents for this project. The second piece is the mechanical upgrades which will be subject to DSA review for fire and safety as well as structural. Based on QKA's discussions with DSA, ADA improvements will be exempt from additional scope of the project. The construction project cost for these two improvements is projected to be projected to be \$1.7 million. The estimated timeline is to have design and bid documents by March 15th. Based on time estimates from DSA we would hope to have full review and DSA approved plans by May 3rd, and construction would be able to commence this summer. Additionally, we will also be examining our existing solar and investigate if we would need to add additional solar to offset the increased electrical demand of the new mechanical improvements. We find that this approach will work best with our timeline of getting the two biggest heat mitigation measures done this summer.

**Covid 19 Measures:**

As a continuation of Covid-19 prevention measures, we established committees at both school sites to look at regular areas of identifying potential Covid exposures, we looked at protocols, logistics and other areas of potential concern. We found the meetings to be very constructive and allowed some good ideas and considerations to move in the direction of getting back to on-campus instruction. We have also ordered and received more air purifiers that will be getting installed in all the remaining restrooms that do not currently have them.

Obviously, this entire situation has had many changes and unknowns with regards to school reopenings. From a district level, I am very appreciative of the efforts of what the district administration has done to organize and address all the moving pieces that need to be considered.



## **CBO Report for the February 11, 2021 Board Meeting**

- 1) ConApp reporting certified (Consolidated Application: Title I, Title II, Title IV)
- 2) CARES Act expenditure reporting has been submitted for all resources
- 3) CALPADS has been recertified with final adjustments made in the amendment window
- 4) CalSAAS 2019-20 review & submission in process for the 2020-21
- 5) Hillcrest Middle & Gravenstein Elementary Modernization Eligibility
  - a. Funding is still on track for the modernization that was applied for in 2018. Funds are expected in the spring of 2022
  - b. Funding reports for current and future projects are in process
- 6) Prop 39 Energy Efficiency Final Reporting to CDE in Process
- 7) Second Interim Reporting in process
- 8) Sonoma Clean Power's Battery Assessment Program in process
- 9) Human Resources/Payroll self-audits are in process
- 10) Future projects:
  - a. Budget Development to match LCAP as it is developed

January 8, 2021

David Rose, Superintendent  
Gravenstein Union School District  
3840 Twig Avenue  
Sebastopol, CA 95472

Dear Mr. Rose,

In accordance with Education Code Section 42131, a review of Gravenstein Union School District (District) First Interim Report for Fiscal Year 2020-21 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2020-21 First Interim Report as Positive. After a review of the financial data, the County has accepted the report as **Positive**. The Qualified Certification is assigned to any district that may be unable to meet its financial obligations for the remainder of the current fiscal year or two subsequent fiscal years (Education Code Section 42131).

#### **Current Environment**

The County recognizes challenges all Districts are facing with the COVID-19 Pandemic and the change to Distance Learning in March 2020. The 2020-21 State budget includes Federal Learning Loss Mitigation funds for LEAs across the state and a requirement to include the Budget Overview for Parents for board approval along with the 2020-21 First Interim Report. The Budget Overview for Parents highlights the alignment with the 2021 Learning Continuity Plan and the increased or improved services for high needs students with the First Interim Budget. More State and federal relief funding may be on the horizon, however, at this time, details have not been fully vetted.

In place of significant budget reductions in 2020-21, the State implemented cross-year cash deferrals beginning in February and continuing through June 2021. The cash deferrals add additional challenges for districts to address in order to remain fiscally solvent and in a positive cash status. As LEAs navigate through these unprecedented fiscal challenges, maintaining fiscal solvency continues to be the priority. Monitoring cash flow is crucial, as well as developing multiple budget assumptions, including best and worst-case scenarios for multiyear projections.

#### **First Interim and Multi-Year Projection (MYP)**

The 2020-21 First Interim MYP reflects an ending fund balance in the General Fund, which includes the district and its conversion charter schools, of \$7,513,830; comprised of \$6,905,873 in unrestricted fund balance and \$607,957 in restricted fund balance. In 2020-21, the General Fund reports unrestricted deficit spending of -\$1,893,646. The District is projecting an unrestricted ending fund balance of \$4,846,376 in 2021-22 with unrestricted deficit spending of -\$2,057,497 and \$2,529,169 in 2022-23 with unrestricted deficit spending of -\$2,317,207. Even though the District meets minimum reserve requirements, the County Office remains concerned

about on-going deficit spending. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

The State minimum reserve for economic uncertainty of 4% is met in all three years. Deficit spending of this magnitude is of great concern to the County and the elimination of structural deficit spending is critical in order to maintain required reserve levels. The District is currently projecting that the unrestricted ending fund balance will decline by 71% by 2022-23.

#### **Budget Overview for Parents**

The District submitted the Board approved 2021 Budget Overview for Parents along with the 2020-21 First Interim Report. The County appreciates the timely submission and reminds the District to post this report prominently on the District web site, along with the Learning Continuity Plan approved in September 2020.

#### **Cash Position**

As part of the First Interim review process, the County compared the annual cash flow to the current submitted budget and verified the principal apportionment cash deferrals are properly accounted for. Currently the District appears to be maintain sufficient cash balances for the 2020-21 fiscal year or has incorporated other internal cash borrowing measures.

#### **Collective Bargaining**

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2020-21 fiscal year are settled. Because these costs make up the largest portion of the District's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the district. We caution the District to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

#### **Summary**

Our Office appreciates the preparation and timely submittal of your First Interim Report. A technical review will be communicated to the business office. The Second Interim Report is due to our office no later than March 15, 2021. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,



Shelley Stiles

Director, External Fiscal Services

c:

Wanda Holden, District CBO

Dr. Steven Herrington, County Superintendent of Schools

Mary Downey, SCOE Deputy Superintendent, Business Services

Linda Daugherty, SCOE District Fiscal Management Advisor



# Sonoma County

## Office of Education

January 12, 2021

**David Rose**

Superintendent

Gravenstein Elementary School/Gravenstein Union School District

Dear David Rose

Thank you for submitting a proposal to receive a COVID-19 Technology Support Fund Grant from the Sonoma County Office of Education (SCOE). These mini-grants are made possible through a donation from the Bank of Marin, Sonoma County Vintners Association and other community contributions.

**I am pleased to say that SCOE will be able to provide Gravenstein Union School District with \$5,000 toward "To date, our district has spent in excess of \$40,000 dollars for hot spots and connectivity services, and another \$230,000 for Chromebooks that will be issued to students. Our district would truly benefit from this grant opportunity to help support these expenditures and ensure connectivity for the duration of mandated distance learning. If approved, we will focus the grant funding on our efforts to ensure connectivity through the deployment of hot spots and the district paying for the connectivity services. "**

No reports are necessary for these funds. However, we invite you to share any pictures or stories related to these funds with [communications@scoe.org](mailto:communications@scoe.org). While not required, any information you can share will help us tell the story of the impact of these funds with our generous donors.

Your check is enclosed. If you have any questions, please contact Dan Blake, SCOE Director of Innovation and Partnerships, at [dblake@scoe.org](mailto:dblake@scoe.org).

Steven D. Herrington, Ph.D.  
Sonoma County Superintendent of Schools

ReqPay12d

Board Report

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

Board Meeting Date February 11, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1816971	01/07/2021	Advanced Security Systems	01-5800	Fire Alarm Monitoring 2020-21	7.56	
			03-5800	Fire Alarm Monitoring 2020-21	86.94	94.50
1816972	01/07/2021	AT&T Mobility	01-5840	Wireless Service - year 1	141.50	
			03-5840	Wireless Service - year 1	1,697.98	
			04-5840	Wireless Service - year 1	990.49	2,829.97
1816973	01/07/2021	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		483.40
1816974	01/07/2021	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2020-21	1.38	
			03-5520	Light Poles at Grav Elem 2020-21	15.92	17.30
1816975	01/07/2021	SWRCB Accounting Office Drinking Water Program Fees	01-5530	Gravenstein Water Sys Fees 2020-21	70.05	
			03-5530	Gravenstein Water Sys Fees 2020-21	805.55	
			04-5530	Hillcrest Water Sys Fees 2020-21	635.80	1,511.40
1816976	01/07/2021	T-Mobile USA, Inc.	01-5840	T-Mobile Hotspots	6.50	
			03-5840	T-Mobile Hotspots	78.00	
			04-5840	T-Mobile Hotspots	45.50	130.00
1816977	01/07/2021	Verizon	01-4440	Verison Hotspots- Grav and Hillcrest	5.70	
			03-4440	Verison Hotspots- Grav and Hillcrest	68.42	
			04-4440	Verison Hotspots- Grav and Hillcrest	39.91	114.03
1816978	01/07/2021	U.S. Bank Corporate Payment	01-4440	Amazon-Electronics-Covid	24.08	
			01-5830	Mirimus- Covid Testing	522.13	
			03-4310	Amazon- Molding Clay-4th SS Curi. Grav-Sopis Learning-SE	55.89	
					69.00	
			03-4440	Amazon-Electronics-Covid	289.02	
			03-5826	Pacific Sanitation- Drive-in FT 4th	374.60	
			03-5830	Mirimus- Covid Testing	6,265.55	
			04-4310	Amazon-Class Curi.-Johnson	63.70	
			04-4400	HMS- Wagons	432.95	
			04-4440	Amazon-Electronics-Covid	168.60	
			04-5830	Mirimus- Covid Testing	3,654.91	11,920.43
1816979	01/07/2021	U.S. Bank Corporate Payment	01-4362	Dist Fuel	4.06	
			01-4380	Maint Supplies- Dist	9.60	
			01-4400	DistMaint	4.94	
			01-5869	Bank Fees	19.09	
			03-4362	Dist Fuel	48.76	
			03-4380	Maint Supplies- Dist	150.30	
			03-4400	Maint Supplies- Dist	56.76	
				Maint. Covid	347.57	
				Maint. Covis	30.22	

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.

ESCAPE ONLINE



ReqPay12d

Board Report

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

Board Meeting Date February 11, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1816979	01/07/2021	U.S. Bank Corporate Payment	04-4362	Dist Fuel	28.44	
1816980	01/07/2021	Sara Rachel	04-4380	Maint. Supplies	1,018.65	1,718.39
1816981	01/07/2021	Clover-Stornetta Farms Inc.	12-8689	Beyond the Bell Refund		100.00
1816982	01/07/2021	MakeMusic, Inc.	13-4700	Milk Purchases 2020-21		70.00
1816983	01/07/2021	Pacific Gas & Electric	03-4340	Music DL Accounts		450.00
			01-5520	Electric and Gas for 2020-21 @ Gravenstein	173.25	
			03-5520	Electric and Gas for 2020-21 @ Gravenstein	2,354.27	
1816984	01/07/2021	U.S. Bank Equipment Finance	04-5520	Electric and Gas for 2020-21 @ Hillcrest	1,603.65	4,131.17
			01-5631	Copier Lease for Schools and DO for 2020-21	35.29	
			03-5631	Copier Lease for Schools and DO for 2020-21	423.38	
			04-5631	Copier Lease for Schools and DO for 2020-21	246.96	705.63
1816985	01/07/2021	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2020-21	40.92	
			03-5530	Gravenstein Elem Water Service for 2020-21	470.54	511.46
1817972	01/14/2021	Ally Technology Consulting LLC	01-5840	IT Consultant 2020-21	162.50	
			03-5840	IT Consultant 2020-21	1,950.00	
			04-5840	IT Consultant 2020-21	1,137.50	3,250.00
1817973	01/14/2021	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		32.00
1817974	01/14/2021	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2020-21	14.33	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2020-21	171.00	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2020-21	85.23	
				Hillcrest AT&T CALNET 3 Charges 2021-21	66.52	337.08
1817975	01/14/2021	AT&T Mobility	01-5840	Wireless Service - year 1	83.65	
			03-5840	Wireless Service - year 1	1,003.79	
			04-5840	Wireless Service - year 1	585.54	1,672.98
1817976	01/14/2021	Constant Contact, Accounts Receivable	01-5800	Constant Contact for Monday Messages	18.90	
			03-5800	Constant Contact for Monday Messages	226.80	
			04-5800	Constant Contact for Monday Messages	132.30	378.00
1817977	01/14/2021	Counterpoint Construction Services, Inc.	40-6200	Facilities Project Management Services	617.50	
				Hillcrest Temperature Mitigation	1,500.00	2,117.50

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.

ESCAPE ONLINE

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

Board Meeting Date February 11, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1817978	01/14/2021	Employment Development Dept.	01-9555	Unemployment Taxes for the year 2020-21		779.16
1817979	01/14/2021	McGraw-Hill School Education	04-4110	Study Sync- 7th Grade Language Arts		698.40
1817980	01/14/2021	Office Depot	13-4400	Food Service -File Cabinet		215.53
1817981	01/14/2021	Ray Morgan Company	01-5633	Copier Contract Charges 2020-21		884.92
1817982	01/14/2021	Stanroy Music Center Inc.	04-5630	Instrument repair and supplies 2020-21		319.24
1817983	01/14/2021	Weeks Drilling & Pump Co. Inc.	04-5530	Hillcrest Water Service for 2020-21		475.00
1817984	01/14/2021	Zaner-Blosser Inc.	03-4110	Handwriting Books-K		7.64
1818919	01/21/2021	Haas, Elsbeth B	03-4310	Reimb. Math Manipulatives		28.72
1818920	01/21/2021	Carey, Paul R	01-4310	Reimb. Covid STEM supplies	34.71	
			03-4310	Reimb. Covid STEM supplies	399.15	433.86
1818921	01/21/2021	Benz, Lisa	04-5950	Reimb. Postage		16.00
1818922	01/21/2021	CASBO	01-5200	CASBO- Workshops	13.00	
			03-5200	CASBO- Workshops	156.00	
			04-5200	CASBO- Workshops	91.00	
			13-5200	CASBO- Workshops	260.00	520.00
1818923	01/21/2021	Clover-Stometta Farms Inc.	13-4700	Milk Purchases 2020-21		65.00
1818924	01/21/2021	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2020-21	3.20	
			03-5862	Fingerprinting for staff 2020-21	38.40	
			04-5862	Fingerprinting for staff 2020-21	22.40	64.00
1818925	01/21/2021	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		333.40
1818926	01/21/2021	Juvo	04-5830	Autism and Behavioral Services		901.99
1818927	01/21/2021	Pitney Bowes	01-5950	Fees for Pitney Bowes Account	2.52	
			03-5950	Fees for Pitney Bowes Account	30.40	
			04-5950	Fees for Pitney Bowes Account	17.74	50.66
1818928	01/21/2021	Presence Learning, Inc.	01-5830	Flat Rate SLP Services Contract FY21	391.80	
			03-5830	Flat Rate SLP Services Contract FY21	4,701.72	
			04-5830	Flat Rate SLP Services Contract FY21	2,742.67	7,836.19
1818929	01/21/2021	Recology Sonoma Marin	01-5560	Recology-Gravenstein	73.82	
			03-5560	Recology-Gravenstein	848.94	
			04-5560	Recology-Hillcrest 2020-21	649.50	1,572.26
1818930	01/21/2021	Redwood Pediatric Therapy Asso	03-5811	OT/Consult Svcs for Students RH and JZ		259.58
1818931	01/21/2021	SyTech Solutions	01-5830	Document Management Services 2020-21	12.53	
			03-5830	Document Management Services 2020-21	150.30	
			04-5830	Document Management Services 2020-21	87.67	250.50
1819881	01/28/2021	Grimm, Alexis	03-4340	Reimb. Computer Software-Covid		149.99
1819882	01/28/2021	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	10.15	
			03-5830	Water testing for Gravenstein	98.85	109.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE



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

Board Meeting Date February 11, 2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1819883	01/28/2021	AT&T Mobility	01-5840	Wireless Service - year 1	48.19	
			03-5840	Wireless Service - year 1	578.38	
			04-5840	Wireless Service - year 1	337.39	963.96
1819884	01/28/2021	Business Card	01-5800	Conctant Contact 1 month	2.25	
			01-5869	Finance Charge	49.01	
			03-5800	Conctant Contact 1 month	27.00	
			04-5800	Conctant Contact 1 month	15.75	94.01
1819885	01/28/2021	Eric Armin Inc. dba EAI Education	04-4310	Classroom Instruction - Safe-TCompass		96.13
1819886	01/28/2021	Fishman Supply Company	01-4370	Custodial Supplies-District	1.67	
				District Wide Custodial Supplies	57.24	
			03-4370	Custodial Supplies-District	19.86	
				District Wide Custodial Supplies	686.92	
			04-4370	Custodial Supplies-District	11.59	
				District Wide Custodial Supplies	400.70	1,177.98
1819887	01/28/2021	MCI Comm Service	12-5911	Daycare Phone Line for 2020-21		14.98
1819888	01/28/2021	Office Depot	04-4350	District Office Supplies		92.00
1819889	01/28/2021	Santa Rosa City Schools	01-4710	Lunch Program for 2020-21	450.68	
			13-4710	Lunch Program for 2020-21	1,866.82	2,317.50
1819890	01/28/2021	Hawkins, Kim I	03-4310	Reimb.Rockalingua 1 mo stop gap		20.00
1819891	01/28/2021	Carey, Paul R	01-4440	Reimb. Virtual Tours Camera	37.15	
			03-4440	Reimb. Virtual Tours Camera	427.19	464.34
1819892	01/28/2021	All-Guard Alarm Systems, Inc	03-5800	Alarms-Hillcrest & Gravenstein 2020-21 SY	936.75	
			04-5800	Alarms-Hillcrest & Gravenstein 2020-21 SY	663.75	1,600.50
1819893	01/28/2021	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	2.98	
			03-5830	Water testing for Gravenstein	29.02	32.00
1819894	01/28/2021	Arch's Glass Inc.	03-5830	Window Replacement-Grav		329.00
1819895	01/28/2021	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2020-21		52.00
1819896	01/28/2021	Fluency Matters	04-4310	Spanish Instruction- Fluency Matters	318.26	
				Unpaid Tax	2.94	315.32
1819897	01/28/2021	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		300.00
1819898	01/28/2021	Grainger Inc.	01-4370	N95 Resperators	11.88	
			03-4370	N95 Resperators	142.53	
			04-4370	N95 Resperators	83.14	237.55
1819899	01/28/2021	Juvo	04-5830	Autism and Behavioral Services		1,730.66
1819900	01/28/2021	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2020-21		2,059.20
1819901	01/28/2021	ZOOM VIDEO COMMUNICATIONS, INC	04-4340	Zoom Upgrade-Hillcrest		262.60
<b>Total Number of Checks</b>					<b>62</b>	<b>60,706.01</b>

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.

ESCAPE ONLINE

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

Board Meeting Date February 11, 2021

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

Fund	Description	Check Count	Expensed Amount
01	General Fund	33	6,271.49
03	Gravenstein Elementary Charte	37	27,556.60
04	Hillcrest Middle Charter	37	22,119.03
12	Child Development Fund	2	114.98
13	Cafeteria Fund	6	2,529.35
40	Special Reserve-capital Proj	1	2,117.50
Total Number of Checks		62	60,708.95
Less Unpaid Tax Liability			2.94
<b>Net (Check Amount)</b>			<b>60,706.01</b>

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.

Gravenstein Union School District  
January Payroll Report

February 2021 Regular Board Meeting

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**Certificated Salary & Benefits**

Regular: \$ 521,085.40

Supplemental: \$ 5,069.41

**Classified Salary & Benefits**

Regular: \$ 169,141.57

Supplemental: \$ 6,564.42

**Total Salary & Benefits**

\$ 701,860.80

# Board of Education Regular Meeting Minutes

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

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

## [Zoom Link](#)

### **I. CALL TO ORDER AT 5:00 PM**

Meeting was late to start because the Zoom link for the meeting sent some people to a different room.

Meeting called to order at 5:13pm with all board members (Gregory Appling - GA, Alexander Kahn - AK, Jennifer Koelemeijer - JK, and Patrick Lei - PL) in attendance except Joyce Eichelberger - JE who showed up within a minute or two. (She ended up in the alternate room to start).

### **II. ADOPTION AND APPROVAL OF THE AGENDA** **Approval of the agenda for January 14, 2021 (2 min.)**

Action taken/comments:

GA moves to approve as written  
PL 2nds

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

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JE: \_\_\_\_\_

### **III. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

Board Members and Dave Rose (DR) went to a breakout room at 5:15 for Closed Session.

**IV. ADJOURNMENT TO CLOSED SESSION (15 min.)**

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

**1.0 (See GUSD Website to review the agreement) Conference with Negotiations team:  
2017-2020 Collective Bargaining Agreement**

**V. RECONVENE TO OPEN SESSION**

Board members and Dave returned at 5:23pm

**VI. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION**

Nothing to report.

**VII. REPORTS, AND ORAL COMMUNICATIONS**

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

Keri Pugno (KP) - Report in Packet. Our enrollment is holding steady. Our attendance and engagement have stayed solid. We started our new Wednesday schedule last week. It is not the same for all grades. Students are enjoying more enrichment activities with the new Wednesday schedule. The teachers are appreciative for the time on Wednesday.

The office has been keeping busy getting ready for next year.

AK - really thrilled with the new Wednesday schedule. Wonders if there are hard numbers on the attendance to enrichment classes?

KP - right now we don't have anything, but not sure if what they get will be a concrete number because some of the classes are pre recorded videos and sometimes pods are sharing a screen.

AK - wondering if there will be some kind of Winter or Spring event that we could do virtually?

KP - has been trying to watch some of the winter concerts that have been held virtually at other venues. Mentioned that some of the teachers whose windows face the courtyard have already been putting pictures up. Maybe we could work on putting things up in the courtyard in some way.

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

William Deeths (WD) - Another great month at Hillcrest. Enrollment is steady. Our aides are just an incredible group, they have been working so hard to keep in touch with our students. Really proud that on Jan. 29 we are offering parent education. 31 people have already signed up.

We did participate in the Hessle Church Food Drive where we had over 600 food items donated.

Wednesdays at Hillcrest, we did a little bit of a split. 6th grade teachers meet with their students in the morning to give them things to work on and then spend the rest of the day reaching out to students and parents.

7th and 8th grade teachers felt they just couldn't lose those educational days when their students are so close to high school, so they are keeping the days the same.

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

Beth Triv (BT) - Covid Testing is happening, we are very appreciative of that. Teachers are very pleased with the new Wednesday schedule. Wishing Gregory a great first meeting and great year ahead.

**D. District Site Council (0 min.)**

No meeting, but will be meeting this coming month.

GA asked if they would like a board member on the council?

DR yes please

GA we will work that out

JK I thought we had someone on the committee already, does anyone have access to that document?

DR I am looking for it now...GA is the winner.

GA Asked if any other Board members would be interested in taking on that committee and to contact him if so.

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

- 1. Minutes from November 17, 2020**
- 2. Agenda for December 15, 2020**

Sara Tendall (ST) - trying to figure things out for staff appreciation, since they can't do the normal food trucks they would do at the end of the year.

Beth Dawson (BD) - trying to keep GPA engaged without over taxing parents.

**F. Trustee Reports (5 min.)**

PL - no report

AK - Starting the 2nd semester, I think there is a level now of anxiety that, believe it or not, is higher now than it was before. I think people thought that 2021 was going to be so much easier and it isn't. My daughter's level of enthusiasm is so much lower than what it was in the fall. Not because of the teachers, just because of all that is happening. Feels that mental health is important and maybe we need to revisit the idea of creating a safe space for all students to express their feelings and emotions. Would be happy to volunteer his time. Mental health right now seems really really important to me.

GA - as part of Item F we are going to have a discussion about mental health.

JE - nothing to report, but comment on what AK said, glad we are going to talk about Mental Health. Joyce is in the process of looking for a residency within the school district. So she will be a Trustee on Leave pending her re-establishing a district residence.

GA - explained what this means to the board. She had to leave the District, but is working to get back in the District.

JK - appreciates AK talking about mental health and wants to be sure that we keep it as a high priority for not only our students, but our staff as well. Thank you AK for bringing this up.

GA - JK sent me some information regarding Mental Health for staff and I need to do some research in hopes that we can add it to what we are working on.

**G. Racial Justice Committee (5min.)**

WD - A survey was sent to staff and we received 33 responses and we are now working on one for parents. They have added a resource page to the GUSD Website. We will be having evening meetings as well so that we can get as many parents involved as possible. A report was supposed to occur, but it didn't happen because of me. I will be making that report tonight. The committee was supposed to discuss the report.

He read the following:

**Racial Justice & Equity Committee Report**  
**January, 2021**

Racial Justice and Equity survey was sent to all staff in the GUSD and 33 surveys were returned. A parent survey, based on the survey given to staff, is being prepared and will be distributed in the next week. The data is being tabulated and will be shared with the results of the parent survey at our Tuesday March 2nd Racial Justice and Equity meeting.



A Racial Justice and Equity Resource page has been added to the GUSD website-  
<https://grav-ca.schoolloop.com/racialjusticeresources>

We will be holding a evening meeting to update our families about our work Tuesday March 2nd, 2021

Mid year report from the Racial Justice Committee-

- 1) Hiring an outside consultant will be discussed and a recommendation will be made to the GUSD Board once the parent surveys are completed and data from both the Staff and Parent survey have been tabulated and discussed. The Committee will look at the day and come to a consensus on a recommendation on whether a consultant should be hired and if so what their area of expertise and focus needs to be. The data from the surveys will allow us to find a consultant that can focus on the areas that our families and staff see as areas of growth for our schools.
- 2) Having the GUSD take part in the Black Lives Matter Week of Action has not been discussed at the Committee level however the ideas and activities for the events that take place during this week will be introduced to our staff members so they can be introduced in our classrooms at other times during the year. The one area of concern about these types of events is that we feel that we need to facilitate systemic change within our schools and the study of Racial Justice and Equity should not be limited to a day or a week or even a month but as a regular part of our school curriculum.
- 3) I have reached out to other Sonoma County School Districts HR departments to see what methods they are using to monitor their efforts in hiring for diversity. I believe that we need to expand this to also see what tools other Districts are using for the actual recruitment of a more diverse staff.
- 4) The committee has been bringing examples of Restorative Justice programs so we can make a recommendation to the Board to be implemented for next school year. There will need to be significant time allotted for professional development for our staff. We want to be sure that we select a program that has a proven track record of success, will work for our campus community and addresses the goals of the Resolution.
- 5) We are building a foundation for increasing Social Justice Student Clubs on our campuses. The Gay Straight Alliance at Hillcrest was already established prior to DL. The Administration of both schools must be clear and repeat regularly with our staff that we will support teachers and staff members who come to them with the desire to form these clubs. We will utilize weekly bulletins, Monday Messages and other forms of school to home communication to advertise these clubs to our students.



- 6) A plan is in place in February 2021, when the ELA and Math Departments at Hillcrest meet to discuss the process for enrolling 7th and 8th graders in the Accelerated classes, we will discuss what steps we can take to make sure that the racial and gender makeup of the class is representative of Hillcrest's Student Body.

This committee has been quite an interesting journey for me. I had a meeting with a parent that was enlightening. Trying to have difficult conversations with people without offending them.

PL - Will, would it be possible to get a copy of what you read.

WD - Yes, I will be sharing it with all board members.

Erin Hanauer (EH) - so happy that this committee exists and looking forward to attending one of the evening meetings. Wondering if the discussions can happen in the classroom in a meaningful way.

DR - we do have something set up.

EH - that is great, but students haven't mentioned it in class. So maybe we need something more.

DR - it is up to the teachers if they want to discuss matters like last week.

EH - I am just wondering if there is something else that could be done.

GA - I have visited the website and there is some very digestible information there. Also we are just starting and we don't want to scatter ourselves. We will continue to work on this and increase what we are doing.

Beth Dawson - Thank you Erin for mentioning this. Yes there are some schools who are broaching the subject to the entire school. Have a question for the committee, I was a little confused, is this an overall inclusion meeting or is it focusing on racial justice.

DR - it is the latter, but as Mr. Deeths commented, I know those other areas are being added to the agenda.

GA - I would caution against this I think if you add to much at the beginning you could lose focus. I would suggest a second committee.

#### **H. Master Plan Committee (5 min.)**

DR - we are in the process now of requesting qualification documents.

**I. (p.17) Facilities Report (5 min.)**

Included in the packet. The heat mitigation project will be split into two parts. also working on the FIT reports. Part of the school accountability report card.

**J. CBO Report (5 min.)**

Wanda Holden (WH) - didn't submit anything, but just an overview of what has been going on in the business office. The posting of all carry over amounts have been done. The teachers can now find out what their class balances are. We are waiting on 1099 and W-2s, but they are complete. We have been focusing on training new staff.

Have a meeting with Terra Verde, for battery assessment for getting battery back up for our solar system.

Been working with Jack Shrader for possible funding for our AC.

Up and coming is the ACA reporting.

DR - did we also get some kind of information from the State about funding for the solar project.

WH - that is probably what Jack Shrader is calling about.

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

**1. Questions from the December Board Meeting**

DR - The percentage of spending regarding one time vs on going. He showed a report on the screen.

JK - asked if this could be sent to the Board. Does this capture the funds that are collected by GPA.

WH - no this does not include what they are paying the contractors or donations to the district. And we will be able to update it when we get the donations for teachers supplies.

DR - explains that donations can't be included into the budget until they have actually been received.

JK - was looking for the piece that would show what we would have to pay if GPA couldn't make the payment.

WH - that is something GPA would have to provide.

## 2. (p.18) 20/21 Mid-Year Report

Highlights (Included in packet):

- Almost 100 new initiatives during the first half of the school year
- Nearly 99% Attendance
- In-person support for 40 students currently
- Incredible DL platform created by teachers and admin.
- Weekly COVID testing program
- Design and implementation of academic support MTSS system
- Design and implementation of mental health support program (MTSS design, tchr training, ACEs & trauma, LMFT with academic counselor)
- Progress on Heat Mitigation Project
- Rapid response to meeting fiscal and HR challenges brought about by COVID
- Safety work done by Maintenance staff
- Updated website, Racial Justice Committee, resolution and video, "Wonder" coverage

## 3. Review of Emergency Powers

No Emergency Powers were used.

### **VIII. PUBLIC COMMENT** (15 min.)

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

Beth Triv - Is it your understanding that the health departments will work with schools to notify staff or do we need to have our members look out for text or announcements of when they can be vaccinated.

DR- the first. Unfortunately Sonoma County seems to be behind some other counties and we are not sure when we will get the vaccines. We will be keeping an eye on it, but if you find you are able to get the vaccine, please don't wait on us.

### **IX. CONSENT AGENDA** (2 min.)

### **ACTION ITEM**

- A. (p.25) Warrants
- B. (p.32) Payroll
- C. (p.33) Minutes from the Regular Board Meeting of December 10, 2020
- D. (p.49) Quarterly Williams Report

Action taken/comments:

JK moves to approve  
PL 2nds

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

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JE: \_\_\_\_\_

**X. GENERAL ACTION ITEMS**

**A. (p.52) Facility Inspection Tool (FIT) Reports (5 min.)**

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

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

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

Action taken/comments:

The FIT tool and report are included in the packet. The overwhelming response is that our schools are in good repair. This helps lay the groundwork for our deferred maintenance program.

GA Moves to approve

JK 2nds

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

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JE: \_\_\_\_\_

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

**Situation:** The Board is asked to approve the School Accountability Report Cards for the District’s schools: Gravenstein Elementary, Gravenstein First, Hillcrest Middle School, and Community Day. State law requires that schools that receive state funding prepare and distribute a SARC. The purpose of the report card is to provide parents and the community with important information about each school. The SARC contains a

variety of information including a profile that provides background information about the school and its students, the school's mission, goals, and accomplishments, and a variety of state law required information including: demographics, school safety and climate for learning information, academic data, school completion rates, class sizes, teacher and staff information, curriculum and instruction descriptions, and fiscal and expenditure data. School report cards must be updated annually and published by February 1.

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

**Recommended motion:** For the Board to approve the SARC's.

Action taken/comments:

DR - Technically we prepare 2 SARC's but because of the Day School and Grav 1st we actually create four reports. Surprised that this still exists since it is included in the LCAP, but it is something we are required to do.

JK - Noticed on the SARC that the ratios seemed kind of strange. They are probably right, but wanted to question.

DR - which of the 4 SARC's are you looking at and what page number?

JK - Grav Elementary the page that talks about academic counselors P 12 of 14. Also odd in the Hillcrest one p 12 of 14 as well.

It is because the Counselor is spread over 4 schools. It has to do with her FTE at the different schools.

GA - what isn't listed here is the FTE percentage for each school. You have to take the ratio and multiply it by 4 to get the number of students for that school.

JK - questions 6 classes with more than 33 students...not sure if she is reading it correctly, but sure we don't have 6 2nd grade classes with over 33 students.

DR - we will get some clarity on that. Thank you!

AK moves to approve

PL 2nds

WH - If we do any adjustments we will share that with you in February.

JK - should we make that part of the motion

GA approve pending edits of class size, PL are you okay with that.

PL yes

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

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JE: \_\_\_\_\_

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

**Situation:** Preparation, review, and submission of the Financial Audit is the fifth and final step in a five step process of our annual budget process. Local educational agencies (LEAs) are required to file an end of the year financial audit that summarizes the fiscal transactions of the district for the preceding year and reports the financial status of the district at the close of the previous school year. This report, following Board approval, is submitted to the county superintendent for review and then submitted to the state superintendent of public instruction.

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

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

Action taken/comments

WH - Audit Document included in packet. Page number 8 is important, shows changes in net position from last year. Please look at page 16, it shows your assets and liabilities and total balance sheet expenditures. Summary is on page 83. On page 83 on the first line where it says yes/no and they are both blank the x that is on the line below actually belongs on the line above. The Yes should be x on the first line. Wanda caught this and brought it to the attention of the auditor and he will be sending an updated page.

The audit findings were mostly because we didn't have enough staff, we now have Ms. Melacha with more FTE hours and so shouldn't have any more issues.

The other finding was to do with attendance and we are working on ways to make sure that doesn't happen any more. The attendance that was submitted was correct, but the teacher records did not reflect the correct attendance.

GA - the bonds listed on page 35, do we have any concerns or are they moving along as expected.

WH - they are moving along as expected.

GA - pg 73 the general fund, the change in fund balance for each year, is that the increase in the fund balance for 17/18 and 19/20.

WH - answered satisfactorily.

JK moves to approve  
GA 2nds

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

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JE: \_\_\_\_\_

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

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

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

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

Action taken/comments

GA moves to certify the corrective actions  
AK 2nds

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

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JE: \_\_\_\_\_

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

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

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

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

Action taken/comments

DR - we had planned to finish this last year, but "something" in March of last year derailed us. We have managed to be able to work on it during the summer and recently. None of the talk was about teacher pay or benefits, it was about contract language. Contract language edits are outlined in the document.

Due to Covid there are still a couple of items we need to work out and discuss.

Both teams are in agreement with what we have at this time.

BT - says we have all had a chance to look over it and they are in agreement.

JK moves to approve  
AK 2nds

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

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JE: \_\_\_\_\_

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

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

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

**Recommended motion:** None at this time.

Action taken/comments



Nothing in need of attention by the board

However we did receive today a new document regarding schools reopening. I have not had a chance to digest it just yet.

GA - I would like to have the Board Members speak at this time regarding Mental Health.

JK - my hope was to bring a board policy on how, we as a district, want to prioritize mental health not only for our students, but also for staff. Thinks the document provided has a lot to offer. Also has some other articles she would like to have shared with the board. Found these very interesting and helpful.

GA - outside of this, are you looking for any other changes.

JK - specifically I think this addresses some of the items that AK brought up. Is hoping these issues can be addressed district wide.

GA - when you talk about SEL are you talking about what we are currently doing, being done across all grades and classrooms.

JK - not necessarily, I think different grades have different needs. Mental health at this point should be a priority for our district. All these different factors have affected us all and it is important that we provide the kids with tools they need.

AK - wants to second this idea of dealing with it more holistically and not just targeted.

GA - based on what is here their tier one is holistic the targeted comes in tier 2 and 3.

JK - I think I read that document and that is one narrow view of what we are talking about. This is not just for students, but staff as well.

PL - I don't have any specific questions or comments, but I agree that this is an emotional time. I need to look at this board policy a little bit more and look at the state guidance, because I am experiencing it as well.

JE - I am glad this is going to be discussed and there is an importance for the students to have the opportunity to express or hear from others about what is going on in their lives. Thank you for talking about this

Erin H. - I want to thank JK and AK for bringing this up. I really appreciate that you are looking out for the kids and the staff. I really appreciate that you are looking into having a proactive approach instead of reactive. I know the teachers are really working hard, but the middle school students have no space for talking to each other, they don't even have a homeroom. Agrees that it is so true, that even hearing what others are going through can be helpful.

Beth Dawson what is the curriculum currently as a district? I've noticed some sweet lessons coming home with my 3rd grader and what is the frequency is it 2nd step.

DR - 2nd step is what we have adopted and each teacher is using it as they will. There is some SEL going on everyday. It may not be noticeable to outsiders, but they are using tools to have that Tier 1 action happening.

BD - so what I am hearing is that each teacher has the discretion to use it as they see fit for their class.

DR - Yes because each teacher has different skill sets and is comfortable with different ways to use these tools.

More discussion about what the teachers are doing and about the training they had over the summer to prepare them for the school year in distance learning.

Sarah Tendall - wants to echo and truly appreciates that this has been brought up. Do appreciate and see the 2nd step curriculum coming home. Thinks there might be a disconnect between the curriculum and real life scenarios. Wondering if the board or district had discussed any upcoming surveys coming out. Something just asking how things are going would be very well received.

AK - I appreciate this info, it has been very helpful. don't forget the question about a parent survey.

DR - yes we are very aware of the mental stress, we aren't sure that there is anything new they can share. Right now if the board wants to spend time creating a survey, we can do that.

AK - I think what parents are looking for is just a simple "how are you doing?" Not spending 40 hours on a survey and the 40 hours to analyze and so forth. Just a simple "how are you doing?"

JE - Sarah I really appreciate what you said. What is a stress check?

DR - a teacher could ask at the end of a lesson "how are feeling about the lesson, thumbs up, down or sideways"

JE - I found that primarily as a primary teacher doing class meetings that the students were ready and able to sit in a circle and were ready to listen and or share about their emotions. This was at a different level than the 7th graders, but it allowed them to open up and relieve themselves of feelings that they are having also.

WD - I have been hearing a lot about middle school here. I have worked in middle school for 20 years. You have such a large range of kids. A 6th grader who looks 8 and another that you wouldn't question if he came in to buy a beer. One who lost both parents and never cries and another that cries at the drop of a hat. I use extremes because there is such a massive range. The hours I have spent in the classrooms in the last couple of months have been the best hours I have had. Enrollment is up because kids want to come to school, they want that normalcy.

Our grades are good, our attendance is good. I really think we need to be careful by looking at what we do. These middle school kids are a unique breed. This is a whole different animal.

Erin Hanauer - I appreciate what everyone has said, I really like looking at the mental health component with a growth mindset. I heard what DR said about the training in August, but it isn't August anymore. I think we need to recognize that seeing a child on a 3 by 3 screen, the teachers can't see their bodies to recognize any symptoms. I understand that the district feels that what they are doing is enough, but I really feel there needs to be more. Just talking about mental health and realizing that this is dragging on, if we could look at bringing the kids on campus just outside with masks on for even a couple of hours, I think that would really help fill peoples buckets.

DR - I am not saying we are doing enough I said we are using a cutting edge program. We are continuing discussions with teachers about bringing the kids on campus. We have seen the joy of the kids on campus during materials exchange and other ways they have been able to come to campus. DR provides a summary of a list of multiple SEL activities done daily by a group of 4 7th grade teachers:

For example, on a given day, a 7th grader would experience a mix of different activities that are not direct instruction but are specifically designed to increase engagement, connections, and help counteract feelings of isolation.

These activities include:

- three truths and one lie
- breakout rooms
- IXL team challenges
- games such as SKUNK (dice game)
- math stretches introducing complementary and supplementary angles with these as well as other math terms. (Zero slope and undefined slope)
- daily exit question, feedback about how homework is going, how they are feeling about a topic, what good things they are going to do for their health (mental, physical or social).
  
- Design a "digital locker," a "Get to know you" activity. Added information about self to a digital locker. Shared aloud. Fun!
- Weekly "Motivational Monday" google form - topics related to SEL. Students reflect weekly on an SEL topic.
- Occasional "Wellness Wednesday" activity - drawing, meditation/breathing/ stretching. (Monthly)
- Daily "song" during bell ringer activities. Students put a request for a song in, and I play appropriate student requests.
- Daily "quotes" for reflection.
- Happy Birthday class notes. Google form that students write kind notes to other students on their birthday. I send notes to birthday students.
- SEL Padlets (about once a month) Example: Gratitude Padlet, Kind Deeds Padlet, Funny Friday Padlet (jokes/riddles)
- Social Games - "Where in the World Is...in Zoom?"

-Culture/Object Share - We shared our cultural traditions and shared important objects we value over zoom.

-Check Ins (weekly) - Different forms of check ins - google forms, one word check ins - hold up a finger to show how you're doing right now - write your thoughts in chat / private chat etc...

-I also make sure to do any of the school wide wellness activities:  
Bring a pet to class, Spirit Weeks, Exercise Day

- "Stress Checks,"

- "What's Filling/Emptying My Bucket,"

- "Thank Someone"

-We do a physical warm up before each class. (Physical and emotional, can assist each other).

-We follow the physical warm up with a few moments of mindfulness - where students repeat a positive affirmation or statement of gratitude to themselves.

-We grapple with a variety of critical thinking and debate topics, with the agreement that our class is a safe space where we can "agree to disagree."

-I promote, model, and encourage working from a "growth mindset" space for learning.

Allie Brown - wants to say thank you so much for this dialog. Will, I felt you spoke from the heart and I really appreciate that. We really are facilitating community meetings in the best way we can. In our morning review that we complete every day, the final question is about how they are feeling. And they are tracking the answers, but it is shared with the teachers only.

AK - Allie I think that is wonderful, could that approach be done in the middle school as well? Is there not a way we could set up a 20 minute time everyday for the middle school where it is an SEL experience every day? I appreciate all that you are doing and I don't want to make things more complicated just throwing this out there as a suggestion.

JE - I just wanted to throw out there that I clearly do not know the teachers at Gravenstein and when I shared what I had with my students it was not meant as a negative to our teachers, just sharing my own personal experiences.

JK - I want to acknowledge Will's comments. I think this means though that we really need to give them the tools they need to help with their emotional well being.

GA - highlights - board policy that JK has circulated. AK would like a one question survey. There was also a request for more parent teacher discussion about what SEL they are currently working on. Response to the question to more in person meetings, some of that is not up to us it comes from the state. Also we still need to have discussions with staff.

EH - thought a few people asked about a homeroom for the middle school.

JK - asked about the 2nd step program in middle school.

DR - 2nd Step is much more geared towards elementary school children. At the middle school level the teachers have different tools.

AK - is not asking to add more to the teachers, just asking for once a week maybe or something, just something that is a regular thing...need to figure out how to word this.

GA - cautions against adding to the teachers plate.

Beth Dawson - wondered if it wasn't brought up that the mental health person could host a drop in where the kids could drop in and discuss a certain topic as set by the host, Sam or Rosie. This wouldn't add to the teachers.

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

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

**XI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

Adjourn to close session at 7:57pm

**XII. ADJOURNMENT TO CLOSED SESSION (15 min.)**

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

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

**XIII. RECONVENE TO OPEN SESSION**

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

Action taken/comments:

No Action taken.

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

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

**XV. FUTURE BOARD MEETINGS**

**A. February 11, 2021 at 5pm**

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

**XVI. ADJOURNMENT**

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



January 12, 2021

Management and Governing Board of  
Gravenstein Union School District  
3840 Twig Avenue  
Sebastopol, CA 95472

**Year 3 of 3-year contract**

This letter confirms that Gravenstein Union School District has requested our firm to perform only the audit services described in this letter and has not requested our firm to provide any specific internal control review or fraud audit service. This letter also confirms our understanding of the terms and objectives of our audit engagement and the nature and limitations of the services we will provide.

We are pleased to confirm our understanding of the services we are to provide Gravenstein Union School District for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Gravenstein Union School District as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Gravenstein Union School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Gravenstein Union School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison information
3. Schedules of the proportionate share of the net pension liabilities
4. Schedules of contributions
5. Schedule of changes in total OPEB liability and related ratios

We have also been engaged to report on supplementary information other than RSI that accompanies Gravenstein Union School District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

The Schedule of Financial Trends and Analysis will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2020-21 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following, and will include tests of the accounting records of Gravenstein Union School District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Gravenstein Union School District's financial statements. Our report will be addressed to the Governing Board of Gravenstein Union School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Gravenstein Union School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.



**Audit Procedures - General (Concluded)**

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

**Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Gravenstein Union School District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes, management's discussion and analysis, budgetary comparison information, depreciation schedule, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information (nonaudit services), as applicable, of Gravenstein Union School District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.



**Management Responsibilities (Concluded)**

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services (management's discussion and analysis, budgetary comparison information, depreciation schedule, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information, as applicable) we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and any other nonaudit services we provided and that you have reviewed and approved the financial statements and related notes and any other nonaudit services we provided prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In accordance with Education Code 41020, audit reports will be filed with the County Superintendent of Schools, the California Department of Education, and the State Controller's Office by December 15<sup>th</sup> following the close of the fiscal year. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Stephen Roatch Accountancy Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee, Department of Education, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Stephen Roatch Accountancy Corporation personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Habbas Nassar, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$17,925** for the fiscal year ended June 30, 2021. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. An additional fee will be charged for attending meetings with the District's Board, if deemed appropriate.



Management and Governing Board of  
Gravenstein Union School District  
January 12, 2021  
Page Seven of Eight

**Engagement Administration, Fees, and Other (Concluded)**

Either party may terminate this agreement at any time for any reason, providing 30 days written notice is given to the other party. It is understood that payment shall be made for services rendered to the point of termination.

It is agreed that the District will withhold ten (10) percent of the audit fee until the State Controller certifies that the report conforms to the reporting provisions of the *2020-21 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

In accordance with Education Code Section 14505, it is further agreed that the District will withhold fifty (50) percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the *2020-21 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

The State Controller of California has required that all Districts and auditors contracting for multi-year engagements include a stipulation that the contract is null and void if the auditor is declared ineligible to perform LEA audits.

In the event that the GASB, FASB, AICPA, GAO, OMB, or the Education Audit Appeals Panel's Office issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be our standard hourly rates for each person involved in the additional work.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our applicable hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

Management and Governing Board of  
Gravenstein Union School District  
January 12, 2021  
Page Eight of Eight

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. We have attached a copy of our latest external peer review report of our firm for your consideration and files. We are very pleased to participate in this review program as continued evidence of our emphasis on providing Gravenstein Union School District, the highest quality audit.

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to Gravenstein Union School District and believe this letter accurately summarizes the significant terms of our engagement. If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign this letter in the spaces provided and return the original signed letter to our office, keeping a fully-executed copy for your records.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION



Habbas Nassar, Certified Public Accountant  
Vice President

RESPONSE:

This letter correctly sets forth the understanding of Gravenstein Union School District.

**Management - Approved by:**

**Governing Board - Acknowledged by:**

Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Board President

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

\_\_\_\_\_

**Emerald CPA Group, LLP**

450 Country Club Road, Suite 155  
Eugene OR 97401

## **Report on the Firm's System of Quality Control**

July 24, 2020

To the Shareholders of  
Stephen Roatch Accountancy Corporation  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the auditing and accounting practice of Stephen Roatch Accountancy Corporation (the firm) in effect for the year ended December 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.



### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Stephen Roatch Accountancy Corporation in effect for the year ended December 31, 2019 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Stephen Roatch Accountancy Corporation has received a peer review rating of *pass*.

*Emerald CPA Group, LLP*

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

This agreement is effective on 11/09/2020 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 June 30, 2021, unless sooner terminated as provided in the Master Contract and by applicable law.

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

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 ( ) \_\_\_\_\_

Address \_\_\_\_\_ City Sebastopol State/Zip CA  
(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	20 Hrs/Week	\$42.00/Hr	33 weeks	\$27,720.00
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	4 Hours/Month	\$109.00/Hr	8 Months	\$3,488.00
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) \$ \$31,208

D. SPECIALIZED EQUIPMENT/SUPPLIES \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/RELATED SERVICES COSTS/SPECIALIZED EQUIPMENT/SUPPLIES (A, C, & D) or (B, C, & D) \$ \$31,208

4. Other Provisions/Attachments:

\_\_\_\_\_

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON \_\_\_\_\_

6. Progress Reporting Requirements: \_\_\_\_\_ Quarterly  Monthly \_\_\_\_\_ Other (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-

-DISTRICT/LEA-

Juvo Autism + Behavioral Health Services

Gravenstein Union School District

Name of Nonpublic School/Agency

Ally Peraza

1/29/2021

Signature

Date

Ally Peraza, Authorization Coordinator

Name and Title

Adam Stein / Gravenstein Union School District

SELPA Director/ Name of LEA

Date

Senior Deputy Chief of Continuous School Improvement Date

President, Board of Education Date

Secretary, Board of Education Date

# Notice of Exemption

# Appendix E

To: Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: (Public Agency): Gravenstein Union School District  
3840 Twig Ave, Sebastopol, CA 95472

County Clerk

County of: Sonoma  
585 Fiscal Dr., room 103  
Santa Rosa, CA 95403

(Address)

Project Title: Hillcrest Middle School Heat Mitigation Project

Project Applicant: Gravenstein Union School District

Project Location - Specific:

**Hillcrest Middle School - 725 Bloomfield Rd, Sebastopol, CA 95472**

Project Location - City: Sebastopol Project Location - County: Sonoma

Description of Nature, Purpose and Beneficiaries of Project:

This project is intended to mitigate the high temperatures in the existing classrooms. The project will include: new roofing, insulation, cooling HVAC units, window replacements, solid surface coatings for cooling and new planting for shade.

Name of Public Agency Approving Project: Gravenstein Union School District

Name of Person or Agency Carrying Out Project: Gravenstein Union School District

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: 15301- Existing Facilities
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

Repair and maintenance of public facilities involving no expansion of current use, inclusive of rehabilitation of deteriorated facilities and mechanical equipment to meet current standards of public health and safety

Lead Agency

Contact Person: Dave Rose Area Code/Telephone/Extension: (707) 823-7008

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_



PresenceLearning, Inc.  
180 Montgomery Street, Suite 1850  
San Francisco, California 94104  
Phone (415) 512-9000

Date: January 21, 2021

To: Gravenstein Union Elementary School District

This is an Amendment (“Amendment”) of the Master Services Contract (“Contract”), dated August 14, 2020 by and between Gravenstein Union Elementary School District (“Partner”) and PresenceLearning, Inc. (“PresenceLearning”). PresenceLearning and Partner are referred to herein individually as a “Party” or collectively as the “Parties.” This Amendment is entered as of January 21, 2021 (the “Amendment Effective Date”). Except as set forth below, the Contract shall remain unmodified and in full force and effect. The below table summarizes the revised Service Levels and Terms of the Contract as they apply to the 2020-2021 School Year.

AGREEMENT TERM	DESCRIPTION	AMOUNT
Term	The term of the agreement will be extended through June 30, 2021.	N/A

If you have any questions concerning this Amendment, contact Emma Perpich at 734-478-3124.

[Signatures on following page]

Services are billed at an hourly rate; total monthly fees vary from \$8,000 - \$11,000 monthly dependent upon work load. Total cost for this extension is estimated to be \$50,000.



IN WITNESS WHEREOF, the Parties hereto have caused this Amendment along with its Contract and Extension to be executed as of the Amendment Effective Date.

---

PresenceLearning, Inc.

LEA

By:

By:

Name:

Name: Dave Rose

Title:

Title: Superintendent

Date:

Date:

---

# Comprehensive School Safety Plan SB 187

## Compliance Document

### 2020-2021

### School Year

## DRAFT

**School:** Gravenstein Union School District  
**CDS Code:** 49707146051742  
**District:** Gravenstein Union Elementary School District  
**Address:** 3840 Twig Ave  
 Sebastopol, CA  
 95472  
**Date of Adoption:**

**Approved by:**

Name	Title	Signature	Date
David Rose	Superintendent		
Gregory Appling	GUSD Board President		
	District Site Council Chair		

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## **Senate Bill 187: Comprehensive School Safety Plan Purpose**

The California Education Code (sections 32280-32288) outlines the requirements of all schools operating any kindergarten and any grades 1 to 12, inclusive, to write and develop a school safety plan relevant to the needs and resources of that particular school.

In 2004, the Legislature and Governor recast and renumbered the Comprehensive School Safety Plan provisions in SB 719 and AB 115. It is the intent of the Legislature in enacting the provisions to support California public schools as they develop their mandated comprehensive safety plans that are the result of a systematic planning process, that include strategies aimed at the prevention of, and education about, potential incidents involving crime and violence on school campuses.

The historical requirement of the Comprehensive School Safety Plan was presented in Senate Bill 187, which was approved by the Governor and chaptered in 1997. This legislation contained a sunset clause that stated that this legislation would remain in effect only until January 1, 2000. Senate Bill 334 was approved and chaptered in 1999 and perpetuated this legislation under the requirement of the initial legislation.

Comprehensive School Safety Plans are required under SB 719 & AB 115 and contains the following elements: Assessment of school crime committed on school campuses and at school-related functions

- Child abuse reporting procedures
- Disaster procedures
- Suspension and expulsion policies
- Procedures to notify teachers of dangerous pupils
- Discrimination and harassment policies
- School wide dress code policies
- Procedures for safe ingress and egress
- Policies enacted to maintain a safe and orderly environment
- Rules and procedures on school discipline
- Hate crime reporting procedures

The Comprehensive School Safety Plan will be reviewed and updated by March 1st every year. In July of every year, the school will report on the status of its school safety plan including a description of its key elements in the annual school accountability report card.

A copy of the Comprehensive School Safety Plan is available for review at 3840 Twig Ave.; Sebastopol, CA 95472.

### **Safety Plan Vision**

The GUSD School Vision and Mission Statements were updated in the 2019-2020 school year and approved at the January 2020 Board meeting.

### **Vision Statement:**

By providing a rigorous and engaging education, GUSD will prepare all students academically and socially-emotionally for excellence in secondary education and beyond.

### **Mission Statements:**

- 1) GUSD will provide a rigorous and innovative educational experience that gives every student all the tools necessary for annual academic and social emotional growth.
- 2) The educational experience for all GUSD students will be based on a solid foundation of expert core instruction and will be enhanced by a variety of enrichment experiences.
- 3) The GUSD Board and leadership will work together with the community to provide outstanding staff; attractive, safe schools; and to maintain a position of fiscal strength.

Special education services on each site include a Learning Lab serving all special education and Title 1 students, speech and language services, and full inclusion availability for all grades. Our district also offers a before/after school childcare and homework club, "Beyond the Bell." School bus transportation is provided to students for a fee.

## Components of the Comprehensive School Safety Plan (EC 32281)

### Gravenstein Union School District Safety Committee

Dave Rose, Superintendent, GUSD

Brian Sposato, Head of Maintenance, Classified Staff

Keri Pugno, Principal, Gravenstein Elementary

Will Deeths, Principal, Hillcrest Middle School

Beth Haas, Gravenstein Elementary Teacher

Dexter, Hillcrest Middle School Teacher

Stephanie Tomksy, Gravenstein Elementary Teacher

Jessica Ramussen, Gravenstein Parent

Christina Connelly, Gravenstein Parent

Bonny Russell Larrain, Hillcrest Parent

Amy Gloeckner Hillcrest Parent

### 2020 – 2021 GUSD Actions – COVID 19

As a result of the COVID-19 pandemic and the suspension of in-person instruction, GUSD added several staff training modules and implemented multiple virus-spread prevention activities. The details of the training modules and activities can be found on the GUSD website through the following links:

[Injury and Illness Prevention Plan \(IIPP\) COVID-19 Addendum](#)

[GUSD COVID Prevention Plan](#)

[GUSD School Guidance Checklist](#)

[GUSD Small Cohort Plan](#)

[GUSD MOU with GUTA](#)

[GUSD MOU with GUCE](#)

### Assessment of School Safety

Safe and effective schools are places that are free from disruptive behavior and discipline problems that interrupt learning. Safe schools have a responsibility to provide safe, disciplined, and drug-free environments where students feel safe from intimidation, bullying, rejection, and physical harm. They allow students to concentrate on learning; teachers to focus on teaching; and parents to be confident their children are in a secure, peaceful environment.

### Strategies and Programs to Provide and Maintain a High Level of Safety (EC 32281(a)1, items A-J)

GUSD has designed and is implementing a Multi-Tiered System of Supports to address campus safety and student supports. We have a variety of Tier I Universal Supports in place including site and community resources such as the Second Step program, Police Education Programs, Student Health Education Programs, student handbook, class meetings, assemblies, orientation and kick-off events, childhood trauma awareness training for staff, and daily classroom-based SEL activities. We select pro-social themes for each school year and each month a different positive life skill is also celebrated (e.g. courage, imagination, empathy).

Our Tier II Targeted Interventions include the hiring of a Licensed Marriage and Family Therapist, the development of a district Mental Health Team, referral process for counseling support, and ongoing efforts to build and maintain relationships with our service-providing community partners such as CPS, law enforcement, Gravenstein Health Action Committee, SELPA, SCOE, and the Sonoma County Department of Health Services.

We have developed the following action plan for our school community (some portions of this work have been interrupted due to the suspension of in-person instruction for the 20/21 school year):

#### Action Plan

1. Staff will utilize gang/bullying awareness and SEL programs sponsored by the district (Second Step).
2. Playground supervisors will be continually educated to include programs for suspected bullying/gang activities.
3. All staff will annually review and be updated on Child Abuse policies.
4. All staff will receive training in school wide disaster response.



5. Monthly assemblies and teacher-led activities celebrating pro-social life skills via activities, and student recognition for demonstrating the positive behaviors.

Next steps:

- Continue to improve, formalize, document, and implement with fidelity the MTSS system that has been developed.
- Classroom teachers will continue to develop and implement daily classroom-based SEL activities with the guidance and support of the Mental Health Team.
- The GUSD Mental Health Team will lead a series of grade level assemblies focusing on the anti-bully and school wide Second Step curriculum.
- Hillcrest campus continues to work towards using the new Second Step materials with more fidelity in every 6-8th grade ELA classroom.

TK/Kindergarten – 2nd: Second-Step Program which includes: Empathy, Impulse Control, Anger Management, Friendship Skills

3rd – 5th: Second-Step Program which includes: Empathy, Impulse Control, Anger Management, Bully Prevention

4-5th: Puberty/Sexual Harassment Prevention/Sexual Health/Gender/Relationships

6th – 8th: Second-Step Program which includes: Empathy, Impulse Control, Anger Management, Bully Prevention, Suicide Prevention/LBGT/Gender

Parent Education Nights: "Vaping" in 2018-2019 and 2019-2020, "Screenagers" and "Positive Discipline" in 2019-2020. "Parenting Through COVID" in 2020-2021.

**(A) Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)**

**RECEIPT AND ACKNOWLEDGMENT OF CHILD ABUSE REPORTING REQUIREMENTS**

Section 11166 of the Penal Code requires any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse to report the suspected abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child abuse" means a physical injury which is inflicted by other than accidental means on a child by another person. "Child abuse" also means the sexual abuse of a child or any act or omission proscribed by Penal Code section 273a (willful cruelty or unjustifiable punishment of a child) or 273d (corporal punishment or injury). "Child abuse" also means the neglect of a child or abuse in out-of-home care. Child abuse does not mean a mutual affray between minors.

"Reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training or experience, to suspect child abuse. For the purpose of the child abuse laws, the pregnancy of a minor does not, in and of itself, constitute the basis of reasonable suspicion of sexual abuse.

"Child care custodian" includes teachers; an instructional aide, a teacher's aide, or a teacher's assistant employed by any public or private school, who has been trained in the duties imposed by this article, if the school district has so warranted to the state Department of Education; a classified employee who has been trained in the duties imposed by this article, if the school district has so warranted to the state Department of Education; administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensees; administrators and employees of licensed community care or child day care facilities; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities; and social workers or probation officers, or any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.

"Health practitioner," includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, optometrists or any other person who is currently licensed under Division 2

(commencing with section 500) of the Business and Professions Code, marriage, family and child counselor, any emergency medical technician I or II, paramedic, a person certified pursuant to Division 2.5 (commencing with section 1797) of the Health and Safety Code, a psychological assistant registered pursuant to section 2913 of the Business and Professions Code, marriage, family and child counselor trainees, as defined in subdivision (c) of section 4980.03 of the Business and Professions Code, unlicensed marriage, family and child counselor interns registered under section 4980.44 of the Business and Professions code, state or county public health employees who treat a minor for venereal disease or any other condition, coroners, paramedics and religious practitioners who diagnose, examine, or treat children. (Penal Code Section 11165.2)

Failure to comply with the requirements of section 11166 is a misdemeanor, punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000) or by both.

Attached hereto is a copy of Penal Code sections 11166 and 11167, which explain the procedure for reporting child abuse and outline what must be in the report.

### **(B) Disaster Procedures (EC 35295-35297; GC 8607 and 3100)**

#### **Disaster Plan (See Appendix C-F)**

##### **Emergencies and Disaster Preparedness Plan Overview**

Whenever there is any type of disaster, the safety of the students is the first concern. All district employees are disaster service workers subject to such disaster activities as may be assigned by their supervisors or by law.

In this guide, you will find reference to specific needed items. This guide is to be used by staff members in case of an emergency. Each employee should keep this booklet in an accessible place for ready reference and be familiar with its contents. All district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and events that threaten to result in disaster. Remember, knowing what to do in an emergency may save your life or the life of a fellow employee or student.

This plan details the provisions for handling all foreseeable emergencies and disasters. This plan shall be reviewed and updated at least annually.

##### **District and site plans shall address at least the following situations:**

- a. Fire
- b. Shooter/Terrorism, Civil Unrest
- c. Bomb Threat
- d. Natural Disasters, i.e. floods, earthquakes, severe weather
- e. Man-Made Disasters, i.e. airplane crashes, chemical accidents.

##### **Handicapped Students**

Each handicapped student, unable to follow emergency procedures on his or her own, will be assigned a staff member whose responsibility it will be to assist the student in appropriately responding to the emergency.

##### **CONTACT INFORMATION FOR MAJOR SYSTEMS FAILURE, SUCH AS POWER FAILURE, TELECOMMUNICATION, HEATING SYSTEM, WATER OUTAGE, NATURAL GAS LEAK**

1. Contact District Office at 823-7008 or campus intercom 211, 213, 210, 249
2. Contact Gravenstein School Office 823-5361 or campus intercom 211
3. Contact Hillcrest School Office 823-7653 or campus intercom 310, 312

##### **Gravenstein Union School District Vendor Contacts for Emergencies:**

**Power Failure of Gas Leaks:** PG&E 800-743-5000 Follow menu prompts.

**Fire Department:** Gold Ridge Fire 823-1084

**Law Enforcement:** Sonoma County Sheriff 565-2121

**Fire Alarm Monitoring Gravenstein** (Fire Alarm drills or actual Alarms):  
Advanced Security 800-580-0881 (central dispatch # station for false alarms asap.

**Fire Alarm Monitoring for Hillcrest** (Fire Alarm drills or actual Alarms):  
Slembrouck-Many Corporation 800-458-4519

**Fire Dispatch:**  
Redcom (for Fire) 528-5151  
568-5933 is business line to be used to inform of planned drills

**Intrusion Alarms** (both sites):  
All-Guard Alarm Systems 800-255-4273  
State address and school site and room #s, because there are multiple accounts for each school site.

**Phone Service Problems Outages or Static issues:**  
AT&T 800-246-8464 (follow prompts)

**Buses:**  
West Sonoma County  
Transportation 206-9988  
Emergency nights/weekends 953-3019

**Water System** (No water or other serious problem with system):  
Weeks Drilling and Pump 879-4049 (24hr number)

**Animal Control:**  
Sonoma County Animal Control for possible animals that may pose a threat 565-7100. If not available, call Sonoma County Sheriff 565-2511.

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## **Gravenstein Union School District - Vendors Contacts List**

Below is a list for Vendors we use to report issues for repair or other issues.

**Intrusion/Security Alarm Systems:**  
All-Guard Alarm Systems 800-255-4273  
State address and school site and room #s, because there are multiple accounts for each school site.

**Fire Alarm troubles or actual alarms GRAVENSTEIN** (alarm panel located in Admin/Office building):  
Gravenstein site: Advanced Security Systems 800-580-0881 Central Dispatch # Station for false alarms asap. Account #9913  
Service or trouble: Advanced Security 544-9200 Mention Account #9913  
\*Note often the trouble with fire alarm systems is a phone line issue with AT&T. If they say UDACT trouble, then usually there is a problem with an outside line with AT&T. Call AT&T (see them down below) to schedule service. Fire alarm line dial #s:  
1) 824-1971  
2) 823-3492

**Fire Alarm troubles or actual alarms HILLCREST:**  
Hillcrest Site Slembrouck-Many Corporation 800-458-4519 central station to false alarms asap. Account #65-1050  
Service or trouble: Slembrouck-Many Corporation 778-0170 Account #65-1050  
\*Note often the trouble with fire alarm systems is a phone line issue with AT&T. If they say UDACT trouble then usually there is a problem with an outside line with AT&T. Call AT&T (see them down below) to schedule service. Fire alarm line #s are  
1) 823-7031  
2) 823-7033

**No Power at site or Gas Leaks:**  
PG&E follow menu prompts 800-743-5000

**Electrical:**

Blakeslee Electric: Electrical issues  
14 W 3rd St, Santa Rosa, CA 95401  
(707) 545-6393

**Mechanical HVAC Systems (For broken heaters or gas line issues):**

Roberts Mechanical and Electrical  
4649 Dowdell Ave, Santa Rosa, CA 95407  
(707) 584-5880

**Roofing:**

1) Henris Roofing (Major Leaks)  
741 Petaluma Blvd S, Petaluma, CA 94952  
(707) 763-1535  
2) Cornerstone Roofing 546-3547

**Plumbing Issues Major backups or broken pipes:**

1) Mr. Rooter Plumbing of Sonoma County (707) 327-2001  
2) Roto Rooter 578-5885  
3) Simeone Plumbing 414-3995

**Phones (Outside Lines General static or non-working):**

AT&T 800-247-2020 follow voice prompts, to create trouble report.  
-When technician is on site they want to know where the MPOE (Main Point of Entry) is located. At  
-Gravenstein it is on the outside of classroom 5 in the Gray Box.  
-At Hillcrest it is inside the A building custodial closet.

**Phone system Inside wiring or bells not working:**

AT&T 800-247-2020  
Windsor Telcom 578-4748

**Locks/Keying issues:**

Redwood Lock 829-3303  
Bill's Lock and Safe Santa Rosa 544-7355  
Hardware Tech Inc. 545-1543

**NO WATER OR PROBLEMS WITH WATER SYSTEM:**

Weeks Drilling and Pump 879-4049 (24hr number)

**Sonoma County Animal Control (For possible animals that may pose a threat):**

565-7100 if not available, call Sonoma County Sheriff 565-2511

**Public Agency Use of School Buildings for Emergency Shelters**

N/A

**(C) School Suspension, Expulsion and Mandatory Expulsion Guidelines**

The Governing Board has established policies and standards of behavior in order to promote learning and protect the safety and well-being of all students. When these policies and standards are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

(cf. 5144 - Discipline)

\*\*\*Note: The following optional paragraph excludes suspended or expelled students' participation in extracurricular activities.\*\*\*

Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion. (cf. 6145 - Extracurricular and Co-curricular Activities)

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct. (Education Code 48900.5)

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student.

Except for single acts of a grave nature, expulsion shall be used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to self or others. The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

**(D) Procedures to Notify Teachers of Dangerous Pupils (EC 49079)**

(a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

(d) For the 1994-95 school year, the information provided shall be from the previous two school years. For the 1996-97 school year and each school year thereafter, the information provided shall be from the previous three school years.

(e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

**(E) Sexual Harassment Policies (EC 212.6 [b])**

\*\*\*Note: Education Code 231.5 and 34 CFR 106.9 mandate the district to have written policies on sexual harassment. The following policy addresses harassment by and/or of students; for policy addressing the sexual harassment by and/or of employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment. \*\*\*

\*\*\*Note: A district can be held liable for student-on-student or employee-on-student sexual harassment pursuant to Title IX (20 USC 1681-1688) and/or Education Code 220, if the district is found to have been "deliberately indifferent" in its response to known sexual harassment. In Davis v. Monroe County Board of Education, the Supreme Court held that a district would be deliberately indifferent if (1) the harasser and the context in which the sexual harassment occurred were within the district's control; (2) the harassment was so severe, pervasive, and objectively offensive that it deprived the victim of access to educational opportunities or benefits provided by the district; (3) the district had actual knowledge of the harassment; and (4) the district's conduct was unreasonable considering



the surrounding circumstances. This standard was applied by an appellate court in *Donovan v. Poway Unified School District* based on Education Code 220. \*\*\*

\*\*\*Note: In addition to filing a private civil lawsuit, a victim of sexual harassment may file a complaint with the California Department of Education and/or the U.S. Department of Education's Office for Civil Rights (OCR). In April 2011, OCR issued its Dear Colleague Letter: Sexual Violence to supplement its January 2001 Revised Sexual Harassment Guidance on federal Title IX requirements as they pertain to sexual harassment. In the letter, OCR clarifies that sexual violence, including rape, sexual assault, sexual battery, and sexual coercion, is a form of sexual harassment that must be addressed by districts in the same way as other forms of sexual harassment, such as unwelcome sexual advances. \*\*\*

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Instruction/Information:

\*\*\*Note: In its April 2011 Dear Colleague Letter: Sexual Violence, OCR restates the requirement that a district's procedure for investigating sexual harassment complaints must be widely disseminated and be written in language appropriate to the age of the school's students so that students understand how it works. Examples include having copies of the procedure available throughout the school, publishing the procedure in the student handbook, and identifying individuals who can explain how the procedure works. The following optional section is based on OCR recommendations and may be revised to better accommodate student needs and district practice. \*\*\*

The Superintendent (or designee) shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

\*\*\*Note: In its April 2011 Dear Colleague Letter: Sexual Violence, OCR acknowledges that possible rule violations by victims or other students may affect their willingness to report sexual harassment or violence. For example, a victim who is sexually harassed while he/she is away from school without permission may be reluctant to file a complaint if he/she believes that he/she may be disciplined for the violation. Thus, OCR suggests that, in communicating items #2 and #3 below, districts should emphasize that student safety is the primary concern and that any other rule violation will be addressed separately from the sexual harassment or violence issue. \*\*\*

2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable Complaint Process

\*\*\*Note: Pursuant to Education Code 231.5, the district's policy must contain information on where to obtain a specific procedure for reporting charges of sexual harassment and pursuing available remedies. In addition, 34 CFR 106.8 requires a district to adopt and publish a grievance procedure providing for a prompt and equitable resolution of student complaints alleging sexual harassment. Because courts have held that a district may be liable for student-on-student harassment if an employee with authority to take corrective action has actual knowledge of the harassment, it is recommended that the district's instruction to its students include examples of employees who may have such authority (e.g., principals, teachers, and coaches). In addition, even if the matter has been referred to law enforcement for investigation, a district still has a responsibility to investigate the complaint as a matter of sex discrimination. \*\*\*

\*\*\*Note: The accompanying administrative regulation details a site-level complaint procedure, including timelines, conduct of the investigation, and remedies. However, districts may instead consider using the uniform complaint procedures, pursuant to 5 CCR 4600-4687, to resolve such complaints; see BP/AR 1312.3 - Uniform Complaint Procedures. \*\*\*

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)  
(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

#### Disciplinary Actions

\*\*\*Note: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. However, districts should note that Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. See AR 5144.1 - Suspension and Expulsion/Due Process. \*\*\*

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

#### Confidentiality and Record-Keeping

\*\*\*Note: Pursuant to 5 CCR 4964, districts are required to keep complaints and allegations of sexual harassment confidential, except when disclosure is necessary to further the investigation, other needed remedial action, or ongoing monitoring. In its April 2011 Dear Colleague Letter: Sexual Violence, OCR counsels districts to respond to sexual harassment that comes to their attention even when a victim requests anonymity. \*\*\*

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records)

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.



Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships 1714.1

Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs UNITED

STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs COURT

DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

**(F) School-wide Dress Code Relating to Gang-Related Apparel (EC 35183)**

Dress Code: The purpose of student dress and appearance regulations is to encourage students to dress appropriately and attend school properly prepared for participation in the educational process. Guidelines also serve to prevent disruption of the classroom atmosphere, to eliminate disturbances and distractions among students and to protect the safety, health and welfare of the individual student. Appropriate dress and personal appearance at school and school-related activities shall not include any clothing, attire or accessory that by its manner of appearance, arrangement, trademark, fit, or any other attribute, is: unsafe, disruptive, unhealthful,

obscene, profane, ethnically, racially or sexually degrading, libelous or slanderous, exposing undergarments, provocative or revealing, advocating unlawful behavior or illegal substances, or suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts. Current examples of inappropriate dress include but are not limited to the following:

Unsafe:

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

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

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

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

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

Disruptive, Provocative or Revealing:

Clothing considered undergarments

Clothing exposing undergarments

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

Shorts or skirts that are too short (administrative determination)

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

#### **(G) Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to and from School (EC 35294.2)**

District Rules and Policies

1. All visitors entering the school campus are to sign in at the school office. Parents or visitors are NEVER to go directly to a classroom during normal business hours.
2. All students are to exit and enter vehicles at the designated areas.
  - An adult who is holding the student's hand or guiding the student in close proximity MUST accompany each student walking through the parking lot.
3. All students are to play in designated playground areas under adult supervision
  - Students are not to leave playground areas unless they have permission
4. Students are not to leave the school campus during the instructional school day unless they are being picked up by a parent/guardian or a person whose name appears on the student's emergency card on file in the school office. Acceptance of a facsimile with the parent's signature, email, or phone call authorizing a pick up may be approved by the school administration only in emergency situations.
5. Parents or guardian must sign in students coming to school late, and all students leaving before dismissal must be signed out through the office by a parent/guardian or someone on the emergency card (refer to #4).
6. Students who normally ride the bus must follow the same procedures as in #4 in order to have permission to be picked up by someone other than a parent/guardian.
7. Students arriving/leaving by bicycle or walking must have a signed permission slip from the parent/guardian on file with the school office.
8. Students arriving/leaving by bicycle must wear a helmet, as required by law.
9. Any students who attend after school care must have their parent or guardian notify the school secretary and teacher when there is a change in the scheduled attendance. (See Beyond the Bell contract)

10. Teachers and staff will help monitor traffic flow and pickup areas after school to ensure that students are leaving school in a safe manner and to ensure all students are picked up. Students who have not been picked up, (missed the bus, missed communication with parent, vehicle breakdown etc.) will go to the school office so either the student or the school secretary can contact the parent/guardian.
11. All field trips require permission slips giving the students permission to leave the campus. Parents who volunteer to drive on field trips must submit a verification of insurance form and have it signed by the superintendent or principal to be approved. Parents/guardians also have the option to sign a waiver to drive their own student only on fieldtrips. Parents or guardians who sign this waiver may not transport any student but their own.

**(H) A Safe and Orderly School Environment Conducive to Learning (EC 35294.2) Component:**

"Go Bags" for student safety - disaster/accident preparedness for classroom, field trips, & safety drills- The initial goal was accomplished in December 2017. All classrooms now have an emergency backpack that contains necessary student information and emergency supplies.

**Element:**

Disaster procedures, routine and emergency

**Opportunity for Improvement:**

Teachers need an emergency "go bag" stocked with first aid supplies, water, class lists, students' emergency contacts, etc. to keep in the classroom for small injuries; take on field trips; and take out on emergency drills, or in case of an actual emergency.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Emergency "Go Bags" in each classroom	Research, seek Site Council and GUSD Board approval, purchase, and distribute emergency backpacks	Safety funds from RESIG inspection completed on time and general funds	Administrative Staff	Backpacks have been distributed as of Dec 2017
Maintain "Go Bags"	Create a checklist of materials to be included  Ensure each backpack has updated class lists each year, student emergency contacts & medical releases, and copies of student accident and student dismissal/release logs		Each teacher is responsible for updating the bag's contents each year.	Principals responsible for putting the tsk on a staff mtg agenda each Sept.

**Component:**

Window coverings for a safe and healthy learning environment. This goal was accomplished in the 2018-2019 school year.

**Element:**

Safe school environment

**Opportunity for Improvement:**

Currently, many classrooms and offices are without window coverings. If window coverings were installed, they would provide more safety to students and staff during a lockdown in place order. Also, some Hillcrest classrooms are getting too much sun, and therefore can get too warm, and window coverings can help classroom temperature control.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Install window coverings that can be closed quickly and provide insulation to classroom and office windows on both school campuses.	Research available products, gather staff input, obtain bids, present to GUSD Board, purchase, schedule installation	Fund 40, Fund 14	Brian Sposato and Administrative Staff	All installed within 2018-2019 school year
Continue to monitor use of coverings and impact on temperature control	Gather room temperature data during the fall (hottest dates)		Brian Sposato and Administrative Staff	

**Component:**

Establish and practice shooter on campus evacuation and lock down in place disaster protocols

**Element:**

Disaster procedures, routine and emergency

**Opportunity for Improvement:**

We want to ensure that all students and staff are practiced and confident in what to do if a shooter is on campus, or in a lock down in place drill.

Objectives	Action Steps	Resources	Lead Person	Evaluation
Establish and practice shooter on campus evacuation and lock down in place disaster protocols	Administrative staff works with Site Council to establish a plan for lock down in place and shooter on campus	District Site Council	Administrative staff	
	Share established protocols with staff and fine tune, as needed based on staff feedback	Teaching staff	Administrative staff	Teacher feedback
	Communicate with parents our plans prior to working with students	Parents	Administrative staff	Parent feedback
	Share protocols with students prior to practicing a drill	Students	Administrative staff	
	Practice lock down in place & shooter on campus drills	Staff and students	Administrative staff	Successfully complete drills

## **(H) School Discipline Rules and Consequences (EC 35291 and EC 35291.5)**

### **Gravenstein Union School District Student Conduct Code**

At the beginning of each school year, the principal of each School shall ensure that all students and parents are notified in writing of all Standards of Behavior and related disciplinary procedures. The School/Family Compact shall be sent home to families at the beginning of each school year and upon any student's initial enrollment. Beginning with the 2014-15 school year, the School/Family Compact shall include the link to the District's website where all policies and regulations concerning student discipline are posted. Upon request, a copy of AR 5144.1, AR 5144.1 – Charters, and any other student discipline policy or regulations shall be provided to any parent.

### **Conduct Code Procedures**

Rules and Discipline Procedures:

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

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

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

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

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

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

### **STANDARDS OF BEHAVIOR - GROUNDS FOR TEMPORARY REMOVAL AND REMOVAL**

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell a controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant.



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



- (i) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above
- (ii) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
- (iii) Creating a false profile for the purpose of having one or more of the effects listed above.

"False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

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

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

- 20. Committed sexual harassment. Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.
- 21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, Hate violence means any act punishable under Penal Code section 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's statutory rights or state or federal constitutional rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.
- 22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating Substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment.
- 23. Any ground for suspension or expulsion as specified in the California Education Code as from time-to-time amended.
- 24. Excessive tardiness or absenteeism which is not the result of student's illness or injury or other excusable reason as determined by the Principal or designee. Excessive tardiness means 15 or more late arrivals, of 30 minutes or more, to school or class per trimester. Excessive absenteeism means 15 or more absences from school or class per trimester. After a student has been tardy 10 times, in excess of 30 minutes or more, or had 10 unexcused absences during a trimester, an attempt will be made to have a parent- teacher-administrator conference.
- 25. Any chronic violation or a serious violation of the Standards of Behavior or rules specified in the GUSD School/Family Compact or GUSD Student Handbook.

#### SCHOOL OR SCHOOL ACTIVITIES

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

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

**Sexual Harassment:**

Sexual Harassment policies are on the district website at [www.grav.k12.ca.us](http://www.grav.k12.ca.us) . The student Sexual Harassment policy is BP/AR 5145.7.

This policy applies to students in grades 4-12.

**(J) Hate Crime Reporting Procedures and Policies**

See #20 & 21 below for hate crime policy:

**Notice of Regulations**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. (Education Code 48900.1, 48980)

(cf. 5144 - Discipline)

(cf. 5145.6 - Parental Notifications)

**Grounds for Suspension and Expulsion**

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self- defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(s))

Pursuant to Penal Code 417.27, students are prohibited from possessing a laser pointer on school premises, except for a valid instructional or other school-related purpose. See BP 5131 - Conduct.

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b)) (cf. 5131 - Conduct)

(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053- 11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c)) (cf. 5131.6 - Alcohol and Other Drugs)

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, 2 substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d))

5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))

6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))

7. Stole or attempted to steal school property or private property. (Education Code 48900(g))

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h)) 9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))

10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k)) \*\*See note below. 12. Knowingly received stolen school property or private property. (Education Code 48900(l))

13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

(Education Code 48900(o))

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription 3 drug Soma. (Education Code 48900(p))

17. Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q). (Education Code 48900(q))

Note: Pursuant to Education Code 48900.7, the making of a terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

18. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

19. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2) (cf. 5145.7 - Sexual Harassment) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3) (cf. 5145.9 - Hate-Motivated Behavior)

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

(Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

\*\* This paragraph was added to the GUSD Safety Plan to help staff and parents understand the updated laws and operation dates for the restrictions on suspensions or expulsions for 48900 K.

(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

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

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program.

(Education Code 48900(r))

(cf. 5138 - Conflict Resolution/Peer Mediation)

Alternatives to suspension or expulsion shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

(cf. 5113 - Absences and Excuses) (cf. 5113.1 - Truancy)

## **Safety Plan Review, Evaluation and Amendment Procedures**

The District Safety Plan is reviewed annually by the members of the District Site Council team.

The safety plan is discussed and recommendations for improvement are provided by team members in consultation with the stakeholder groups they represent.

The District Site Council makes recommended changes to the Safety Plan as needed.

Superintendent works with local law enforcement to review the proposed plan and receive additional feedback. (In 2017-18, Sebastopol Police Chief Weaver (ret.) and Battalion Fire Chief Schroth-Cray were consulted on this plan.)

An updated safety plan is presented to the GUSD Board for approval in February, and have an updated final draft posted by March.

**Safety Plan Appendices:  
Emergency Contact Numbers**

**Utilities, Responders and Communication Resources**

Type	Vendor	Phone Number	Comments
School District	District Office	707-823-7008	
School District	Gravenstein Elementary	707-823-5361	
School District	Hillcrest Middle School	707-823-7653	
Emergency Services	Poison Control Center	(800) 523-2222	
Law Enforcement/Fire/Paramedic	Gold Ridge	707-823-1084	
Law Enforcement/Fire/Paramedic	Sonoma County Fire	707-576-1371	
Law Enforcement/Fire/Paramedic	Sonoma County Sheriff	707-565-2121	
Law Enforcement/Fire/Paramedic	REDCOM - So. Co. Emergency Dispatch	707-528-5151	
Other	All Guard Alarm	800-255-4273	
Emergency Services	Child Protective and Child Welfare Services	707-565-4304	

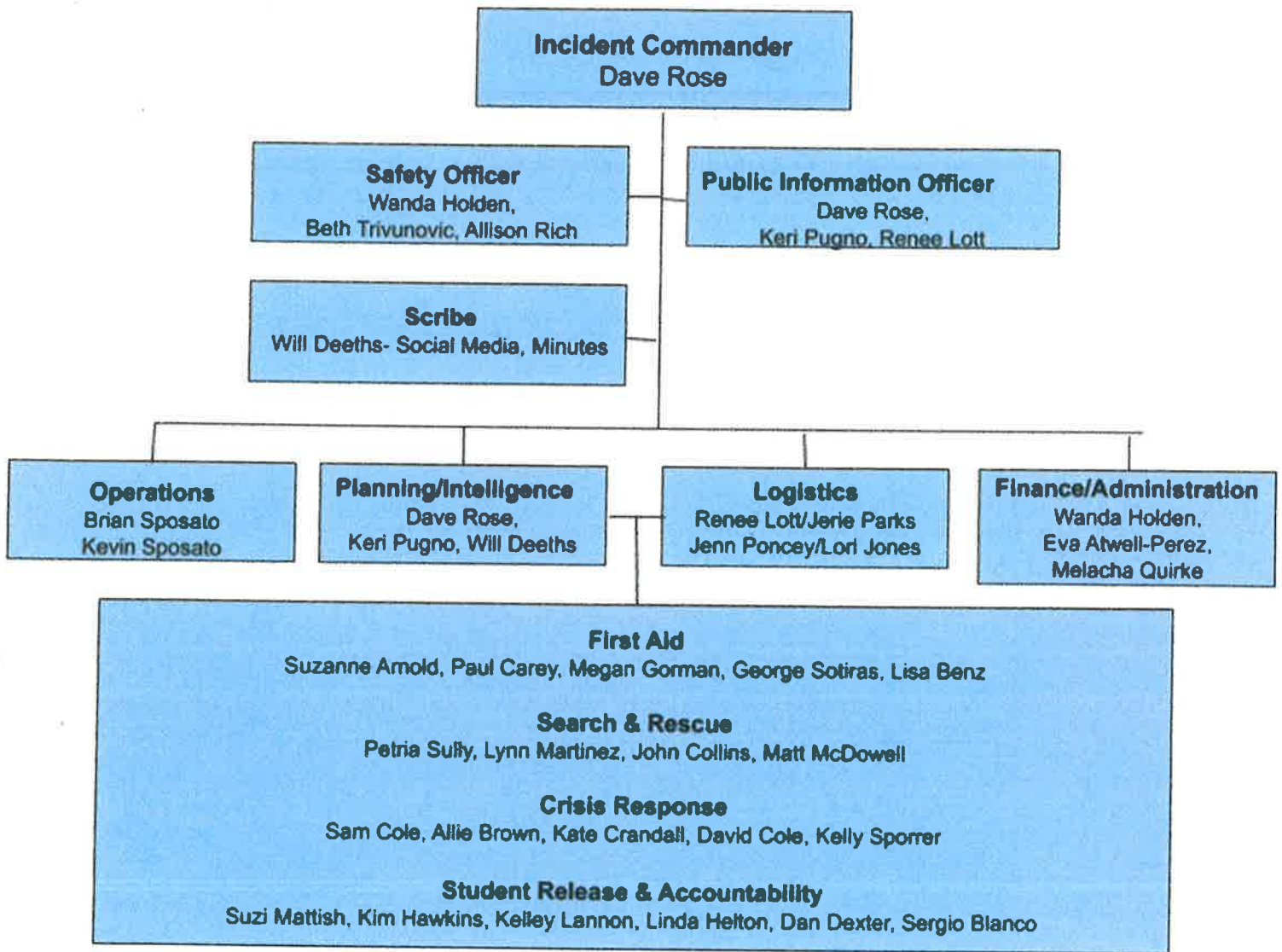
**Safety Plan Review, Evaluation and Amendment Procedures**

Activity Description (i.e. review steps, meetings conducted, approvals, etc)	Date and Time	Attached Document (description and location)
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District Site Council/Safety Committee met to discuss opportunity to improve safety on the District's campuses.	Sept. 27, 2017	At the District Office, 3840 Twig Ave., Sebastopol, CA 95472
District Site Council/Safety Committee met and reviewed the most recent written Safety Plan. Each team member received a hard copy of the plan to edit and propose changes.	Oct 25, 2017	At the District Office, 3840 Twig Ave., Sebastopol, CA 95472
District Site Council/Safety Committee met and reviewed the updated Safety Plan. Each team member received a hard copy of the plan to edit and propose further changes.	Jan 31, 2018	At the District Office, 3840 Twig Ave., Sebastopol, CA 95472
The final draft went to the GUSD Board for approval in February or March 2018.	March 2018	GUSD Board meeting in Room 13 3840 Twig Ave., Sebastopol, CA 95472
District Site Council/Safety Committee met to discuss updates and review the Safety Plan.	September 2019	At the District Office, 3840 Twig Ave., Sebastopol, CA 95472
A draft went to the GUSD Board for approval in February 2020.	February 13, 2020	GUSD Board meeting in Gravenstein MPR 3840 Twig Ave., Sebastopol, CA 95472



**Gravenstein Union School District Incident Command System**



**Incident Command Team Responsibilities**

**Standardized Emergency Response Management System Overview**

The California Standardized Emergency Management System (SEMS) is designed to centralize and coordinate emergency response through the use of standardized terminology and processes. This greatly facilitates the flow of information and resources among the agencies participating in response to an emergency. SEMS consists of five functions:

**Management**

During an emergency, the Incident Commander directs response actions from a designated Command Post. To effectively do this, the Incident Commander must constantly assess the situation, and develop and implement appropriate strategies. The Incident Commander must be familiar with the available resources, accurately document all response actions, and effectively communicate response strategies to others participating in the response. This function is typically filled by the school principal. The principal is assisted in carrying out this function by a Public Information & Liaison Officer and Safety Officer.

**Planning & Intelligence**

Planning and Intelligence involves the use of various methods to efficiently gather information, weigh and document the information for significance, and actively assess the status of the emergency. This understanding and knowledge about the situation at hand is vital to the effective management of a response. These activities are performed by a single person who reports directly to the Incident Commander.



**Operations**

All response actions are implemented under by Operations. This includes staff performing first aid, crisis intervention, search and rescue, site security, damage assessment, evacuations, and the release of students.

**Logistics**

Logistics supports the response by coordinating personnel; assembling and deploying volunteers; providing supplies, equipment, and services; and facilitating communications among emergency responders.

**Finance & Administration**

Finance & Administration involves the purchasing of all necessary materials, tracking financial records, timekeeping for emergency responders, and recovering school records following an emergency. These activities are performed by a single person who reports directly to the Incident Commander.

**Emergency Response Guidelines****Step One: Identify the Type of Emergency****Step Two: Identify the Level of Emergency****Step Three: Determine the Immediate Response Action****Step Four: Communicate the Appropriate Response Action**

## **Types of Emergencies & Specific Procedures**

### **Aircraft Crash**

Depending on location - evacuation or reverse evacuation

### **Animal Disturbance**

Students shelter in place while staff secures the animal(s), and call the animal's owner or animal control for pick up.

### **Armed Assault on Campus**

Shooter/Intruder on campus:

Inside:

- 1) Immediately lock doors and windows if safe to do so.
- 2) Close blinds or curtains
- 3) Keep students and staff low and away from windows. Do not get up and walk around room.
- 4) Maintain silence
- 5) Do not allow anyone into or out of the room until "All clear" is signaled.
- 6) Call 911 for assistance if possible.

Outside:

- 1) If shots are fired immediately "Drop and Cover" 2) If it is safe to do so, move to the closest building.
- 3) If necessary, students have permission to evacuate campus or hide to achieve safety. Then meet at designated location off-campus when safe to do so.  
(Off site evacuation location near Hillcrest - Hardcore Coffee at Bloomfield Rd and Hwy 116)  
(Off site evacuation location near Gravenstein - Yarn Shop/Repair Shop at Lone Pine and Hwy 116)

### **Police Action near the School**

- 1) Wait for instructions from the district office before taking action
- 2) Law enforcement will be in contact with the school
- 3) If "lock-down" is ordered—follow procedures above

### **Biological or Chemical Release**

HAZARDOUS MATERIAL or CHEMICAL SPILL

Action: Evacuation or Reverse Evacuation or Shelter in Place

The action will depend upon the circumstances of the incident. If the incident is on school grounds or directly adjacent to the school, follow either the EVACUATION or REVERSE EVACUATION (returning to the classroom) procedure.

If the incident is in the surrounding neighborhood of the school and the campus is not in immediate danger, it may be better to use Shelter in Place.

Remember to wait for instructions from the main office. However, if you believe that students are in danger, use your judgment and act immediately --- do not wait for permission.

### **Chemical Accident outside Area**

- 1) Call Gravenstein school office 823-5361, Hillcrest school office 823-7653 district office 823-7008, Gold Ridge Fire department 823-1084, or 911.
- 2) Determine whether the students should leave the site.
- 3) Turn off heating and air-conditioning, if any.

- 4) If it is necessary to leave the site, move crosswind, NEVER directly with or against the wind which may carry fumes.
- 5) Give first aid.
- 6) Take a roll book or current roster. Lock the classroom door to prevent re-entry.

#### Chemical Spill Inside Area

This Includes spills from Science Labs, Custodial Areas, Maintenance Areas, Office Areas etc.

- 1) Notify the office immediately. Call district office 823-7008 or ext. 213 If not available contact school office 823-5361 ext 211 2) If possible, block or rope off area—DO NOT TOUCH ANYTHING.
- 3) Evacuate room if necessary. Turn off air conditioning or heating system if applicable.
- 4) Use rubber gloves, retain the spilled container (don't throw away).

#### Bomb Threat/ Threat Of violence

##### I. Person receiving bomb threat telephone call

1. Listen – do not interrupt the caller. Calmly ask the following questions (in priority order) \*
  - a. When is it set to explode?
  - b. Where is it located?
  - c. What does it look like?
  - d. What was the bomb planted?
  - e. Who placed it?
  - f. What is your address?
  - g. What is your name?

\*person receiving bomb threat completes "bomb threat checklist" in red folder

2. Notify supervisor or principal immediately after completing the call – meet with superintendent immediately to discuss plan of action while making calls below:

One of the above calls Sheriff's Office immediately 565-2121 and reports receipt of the bomb threat and whatever details are known.

##### II. Principal

###### Step 1

Determine if bomb threat merits an evacuation. If yes, evacuate school buildings via "all call" over the intercom.

- Teachers and Aides "glance" around room to look for "anything out of the ordinary as students are lining up to exit room. ● Students take backpacks in response to evacuation announcement over the intercom.

Note: Students who are outside (i.e., P.E., recess, class activity, etc.) remain outside and go directly to the fire drill area.

###### Step 2

Superintendent or Principal and custodial team search the school (indoor, outdoor, restrooms, etc.)

- Request Sheriff's deputy to assist in the search – district will provide appropriate employee support.
- Consult with the Sheriff's deputy before allowing students to reenter buildings.

### Step 3

- If a suspicious item is found, the deputy on scene will determine if the bomb squad should be called.
- Implement school evacuation plan(s) – the Sheriff and Fire Personnel will assist with an evacuation.

### Step 4

Follow-up (after incident is concluded)

1. File a report with the Sheriff's office.
2. Prepare a note to send home with students and/or via One Call system, explaining the incident and the school's response.

### Bus Disaster

Bus transportation is provided by West County Transportation Agency, and they have their own procedures for a disaster occurring on a school bus. When a serious incident on a school bus occurs, resulting in injury or delay in service, the WCTA has a communication system in place to notify parents of students impacted by the incident. West County Transportation Agency - 707-206-9988

### Disorderly Conduct

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

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

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

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

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

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell a controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.

13. Possessed an imitation firearm. Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code section 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purposes of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.

18. Made terrorist threats against school officials and/or school property,  
 A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.

19. Engaged in "bullying" which means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in paragraphs 20, 21, or 22, below, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic act" means the creation and transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (A) A message, text, sound, or image.
- (B) A post on a social network Internet Web site including, but not limited to:
  - (1) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed above.
  - (2) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
  - (3) Creating a false profile for the purpose of having one or more of the effects listed above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. (C)

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

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

20. Committed sexual harassment. Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence,  
 Hate violence means any act punishable under Penal Code section 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's statutory rights or state or federal constitutional rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.
22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment,
23. Any ground for suspension or expulsion as specified in the California Education Code as from time-to-time amended.
24. Excessive tardiness or absenteeism which is not the result of student's illness or injury or other excusable reason as determined by the Principal or designee. Excessive tardiness means 15 or more late arrivals, of 30 minutes or more, to school or class per

trimester. Excessive absenteeism means 15 or more absences from school or class per trimester. After a student has been tardy 10 times, in excess of 30 minutes or more, or had 10 unexcused absences during a trimester, an attempt will be made to have a parent- teacher-administrator conference.

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

#### SCHOOL OR SCHOOL ACTIVITIES

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

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

#### Sexual Harassment:

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

#### Earthquake

When an earthquake occurs inside a classroom or building:

- 1) Teacher shall instruct students to implement the DUCK, COVER AND HOLD ON procedure.
  - a) Students and staff should duck under equipment (desk, table, etc.) where available. Otherwise students and staff should get next to an inside wall or under a doorway.
  - b) Students and staff should drop to knees with back to the windows and knees together.
  - c) Students and staff should bury face in arms, protecting the head. Close eyes tightly.
  - d) Students and staff should remain tucked until procedure or emergency is over or until further instructions are announced. Such instructions will depend upon circumstances and the extent of damage to buildings or surrounding areas to the school site.
- 2) As soon as possible, teachers shall move the students away from windows and from heavy suspended light fixtures.
- 3) Teachers shall implement action to leave the building when the earthquake is over. Leave the door open during an earthquake to avoid becoming trapped inside when the building shifts and prevents door from opening. Teachers also need to make sure students do not run during evacuation.

IF SAFETY OF THE STUDENTS OR STAFF IS THREATENED AT ANY TIME, DO NOT WAIT FOR PERMISSION—EVACUATE IMMEDIATELY!!!

Earthquake while on school grounds (Playgrounds or other areas outside buildings)

- 1) The teacher or other staff in authority shall direct students to walk away from buildings, trees, poles, or wires.
- 2) The teacher shall implement the DUCK, COVER AND HOLD ON procedure. Teachers and students should focus on closing their eyes and covering ears.
- 3) Teachers and students shall stay in the open until the earthquake is over, or until further directions are given.

#### Subsequent Emergency Procedures

- 1) Teachers shall see that students avoid touching wires that may have fallen.
- 2) Teachers or students shall not turn on/off any light switch until the area is declared safe.
- 3) Teachers shall render first aid if necessary. Teachers should note any injuries and provide information to the emergency response team.
- 4) Teachers shall take roll of their classes.



IF SAFETY OF THE STUDENTS OR STAFF IS THREATENED AT ANY TIME, DO NOT WAIT FOR PERMISSION—EVACUATE IMMEDIATELY!!!

#### Disaster Drill Procedure Earthquake Scenario

- 1) A single long bell will sound
  - 2) Students are to remain in class utilizing DUCK COVER AND HOLD ON procedure under desks, tables.
  - 3) The classroom door shall be open and lights are to be turned off.
  - 4) Students outside at the time of the drill need to stay away from structures such as trees, building and overhanging wires etc...
  - 5) Students outside are to get on knees and cover head and neck with arms
  - 6) An all clear bell will sound, or message over the PA will give direction
  - 7) Class will evacuate and arrive at outside meeting location to complete safety drill procedure OTHER STAFF RESPONSIBILITIES
- 
- 1) It is important that no one reenters buildings for any reason until the buildings are declared safe.
  - 2) Custodian or designee shall shut off gas utilities such as heaters, water heaters, and stoves.
  - 3) Principal or Superintendent shall report damage, assistance if needed through appropriate channels from the county or city Office of Emergency Services or fire or police departments.
  - 4) Custodian or principal shall notify PG&E of any break or suspected break in gas lines. Custodian shall shut off all utilities at main valve.
  - 5) The principal or custodian shall determine the advisability of closing school, with advice of fire department, building inspectors, or other qualified agency.
  - 6) Following the earthquake, the principal and/or custodian shall inspect all buildings for safety with the following guidelines. Custodian shall make a thorough inspection immediately following an earthquake and shut-off all utilities to the buildings.

#### Checkpoints:

1. Large cracks affecting buildings
  2. Earth slippage affecting buildings
  3. Water leaks
  4. Gas Leaks
  5. Electrical breakages
- b. If custodian or the other personnel believe the school is damaged sufficiently to be a hazard, he/she shall notify the superintendent or request assistance to check for structural failure and equipment adequacy. Until this is done, building shall not be occupied.
- c. A building inspector shall be responsible for determining whether the structure is safe for occupancy. The superintendent in conjunction with the board shall expedite reconstruction and replacement of equipment.

#### Explosion or Risk Of Explosion

##### Action:

1. EVACUATION or
2. SHELTER IN PLACE

**Evacuation:** If an explosion has occurred on campus, determine the extent of the damage before deciding to evacuate. Often it is safer to remain inside an undamaged building than to evacuate. If fire is present, evacuate immediately.

**Shelter in Place:** If there is little or no damage to the building, and no fire is present, close windows and doors and wait for further instructions.

**Note:** Explosions can happen from ruptured gas mains; acts of terrorism; fallen aircraft; and other unknown causes. There may be toxic fumes and other hazardous materials involved. Until you know the cause of the explosion and can determine the safest procedures to follow, it is best to remain inside and wait further instructions from the district or school office or first responders unless there is an immediate danger of fire or collapse.

## **Fire in Surrounding Area**

### Fire near the school

- Report fire to district office or school office.
- Wait for instructions from district or school office.
- First responders will determine if it is necessary to evacuate based on the risk to the school.
- Keep radio tuned to a local emergency channel for current information (1350AM KSRO).

### Fire Drill Procedure

- 1) Lights flash, alarm will sound
- 2) Students and teachers will evacuate to their assigned areas
- 3) Make sure classroom door is closed upon leaving and turn off lights
- 4) Teachers bring class roster and take roll.
- 5) Teachers indicate whether students are all present or not, by having the first student in line hold one of three signs: Green= All Present; Yellow= Someone Missing; Red= Emergency!/Help Needed
- 6) An all-clear message will sound.
- 7) All students and teachers will return to their rooms.

## **Fire on School Grounds**

### At the school site

- If you see a fire:
  - a. Attempt to extinguish only if it is small but do not endanger yourself.
  - b. Never use water on electrical or oil fires. Activate the nearest fire alarm if possible.
  - c. Report fire to district office or school office - OR 911 (dependent on circumstance/emergency)
    - If you hear the fire alarm- evacuate immediately and go to designated evacuation areas as indicated on the classroom wall. Even if you don't smell smoke or see a fire, always evacuate at the sounding of the alarm unless an "All Clear" signal indicates a false alarm.
    - Take a class roll book, and leave the classroom door closed but unlocked, to allow easy access to firefighters to battle the fire.

### Fire Drill Procedure

- 1) A beeping horn will sound
- 2) Students and teachers will evacuate to their assigned areas
- 3) Make sure classroom door is closed upon leaving and turn off lights
- 4) Teachers bring class roster and take roll.

- 5) Teachers indicate whether students are all present or not, by having the first student in line hold one of three signs: Green= All Present; Yellow= Someone Missing; Red= Emergency!/Help Needed
- 6) An all-clear bell will sound.
- 7) All students and teachers will return to their rooms.

### **Flooding**

FLOOD:

Action: Evacuation

Flooding can happen during severe storms when rivers, creeks, or constant rain overwhelms flood communities and roadways. During storms, river levels are monitored closely and emergency response agencies can normally provide adequate warning to schools. So they can notify parents and make arrangements to move students to safety. However, sometimes the rivers can rise unexpectedly and evacuation to higher ground needs to occur.

Flooding can happen suddenly, without warning such as in the case of dam failure. All students and staff should be aware of any potential dams or large bodies of water close to the school that might pose a risk of flooding.

### **Loss or Failure Of Utilities**

If loss of utilities occurs before 7AM, and enough time allows for use of the District's "One Call" system to notify parents, then school can be closed for the day.

The Superintendent makes the call to close school, and notifies the County Superintendent at SCOE to officially close school.

If loss of utilities (such as electricity) occurs after students have either begun transport to school or have already arrived at school, then school remains in session until normal dismissal time. Parents will be notified via One Call system, if power does not return. Even if we are without utilities during the school day, school remains in session because it is unsafe to release students early, as parents may not be available to retrieve them.

### **Motor Vehicle Crash**

- Prior to leaving on a field trip, the classroom teacher leaves a packet of emergency information with the school office including: names of parent drivers and which students are in each driver's car; parent cell phone numbers; the classroom teacher's cell phone number, and itinerary for the trip.
- Parent drivers are given the cell phone number for the classroom teacher; the number for the Sonoma County Sheriff Dept; and list of students and drivers in each car, and directions for the trip.
- Teachers additionally carry contact info and a medical release for each child in their class (the Parent Authorization for Medical Treatment form).

If a car accident occurs:

- Call 911, if first responders needed
- Parent of crashed car notifies classroom teacher
- Classroom teacher calls the school office
- An administrator calls all the parents of children in the car that had the accident, and gives them an update.

### **Psychological Trauma**

Our District works with a number of individuals to provide care for students and staff in the event of a psychological trauma.

1. Contact SCOE Crisis Team. They will send professional counselors, MFTs, social workers, and therapy animals to the school site immediately.
2. Our School Psychologist is able to provide counseling

3. Each school site has identified a crisis team to provide comfort to students experiencing emotional trauma. (See Incident Command chart)
4. The District contracts with community resources (like California Parenting Institute) to provide short term intensive support following a traumatic event.

**Suspected Contamination of Food or Water**

Our well water is tested monthly for risk of contamination. If we were to have a risk of contamination, then we would bring portable water coolers to campus and place them in central locations for student and staff use. The classrooms would also all be provided with gallon bottles and cups for drinking water.

We receive our school lunches from Santa Rosa City School's kitchens. If the food was found to be contaminated we would not serve it to students, and we would either request a new meal shipment, or go to the local market to get ingredients for a simple meal of sandwiches, fruit and milk.

**Unlawful Demonstration or Walkout**

In the event of a walk out, students would be grouped in such a way that they can be safely supervised with the staff that remains until normal dismissal time that day.

Gravenstein Union School District							2021-2022 School Year Calendar							Draft - 1/28/21																		
<b>JULY 2021</b>							<b>Legal/Local Holidays</b>							<b>JANUARY 2022</b>																		
S	M	T	W	T	F	S	July 5	Observe Independence Day	S	M	T	W	T	F	S	July 5	Observe Independence Day	S	M	T	W	T	F	S								
				1	2	3	Sep. 6	Labor Day							1	Sep. 6	Labor Day							1								
4	5	6	7	8	9	10	Nov. 11	Veteran's Day	2	3	4	5	6	7	8	Nov. 11	Veteran's Day	2	3	4	5	6	7	8								
11	12	13	14	15	16	17	Nov. 24, 25, 26	Thanksgiving Holiday	9	10	11	12	13	14	15	Nov. 24, 25, 26	Thanksgiving Holiday	9	10	11	12	13	14	15								
18	19	20	21	22	23	24	Dec. 23, 24	Observe Christmas Eve/Day	16	17	18	19	20	21	22	Dec. 23, 24	Observe Christmas Eve/Day	16	17	18	19	20	21	22								
25	26	27	28	29	30	31	Dec. 30, 31	Observe New Year's Eve/Day	23	24	25	26	27	28	29	Dec. 30, 31	Observe New Year's Eve/Day	23	24	25	26	27	28	29								
<b>AUGUST 2021</b>							<b>Breaks</b>							<b>FEBRUARY 2022</b>																		
S	M	T	W	T	F	S	Dec. 20 – Dec. 31	Winter Break	S	M	T	W	T	F	S	Feb. 21	President's Day	S	M	T	W	T	F	S								
1	2	3	4	5	6	7	March 21 – March 25	Spring Break							1	2	3	4	5	Feb. 21	President's Day							1	2	3	4	5
8	9	10	11	12	13	14			6	7	8	9	10	11	12	6	7	8	9	10	11	12										
15	16	17	18	19	20	21			13	14	15	16	17	18	19	13	14	15	16	17	18	19										
22	23	24	25	26	27	28			20	21	22	23	24	25	26	20	21	22	23	24	25	26										
29	30	31							27	28						27	28															
<b>SEPTEMBER 2021</b>							<b>Professional Development/Parent Conference Days - No School for Students</b>							<b>MARCH 2022</b>																		
S	M	T	W	T	F	S	Professional Development: August 16, 17	S	M	T	W	T	F	S	March 1	Parent Conferences: October 1	S	M	T	W	T	F	S									
			1	2	3	4	Parent Conferences: October 1							1	2	3	4	5	March 1	Parent Conferences: October 1							1	2	3	4	5	
5	6	7	8	9	10	11			6	7	8	9	10	11	12	6	7	8	9	10	11	12										
12	13	14	15	16	17	18			13	14	15	16	17	18	19	13	14	15	16	17	18	19										
19	20	21	22	23	24	25			20	21	22	23	24	25	26	20	21	22	23	24	25	26										
26	27	28	29	30					27	28	29	30	31	27	28	29	30	31														
<b>OCTOBER 2021</b>							<b>Beginning/End of Trimesters</b>							<b>APRIL 2022</b>																		
S	M	T	W	T	F	S	First Day of School: August 18	S	M	T	W	T	F	S	April 1	1	2	3	4	5												
						2	Tri 1 Progress Repts. sent home: Sept. 29							6	7	8	9	10	11	12												
3	4	5	6	7	8	9	End of Trimester 1: Nov. 12							13	14	15	16	17	18	19												
10	11	12	13	14	15	16	Tri 1 Report Cards sent home: Nov. 23							20	21	22	23	24	25	26												
17	18	19	20	21	22	23	Tri 2 Progress Repts. sent home: Jan. 13							27	28	29	30	31														
24	25	26	27	28	29	30	100 <sup>th</sup> day of School: Jan. 28																									
31							End of Trimester 2: March 1																									
<b>NOVEMBER 2021</b>							<b>Emergency Days</b>							<b>MAY 2022</b>																		
S	M	T	W	T	F	S	School will be in session on these days only if Emergency Closure Days are needed earlier in the year: November 1, April 18, May 27	S	M	T	W	T	F	S	May 1	1	2	3	4	5	6	7										
	1	2	3	4	5	6									8	9	10	11	12	13	14											
7	8	9	10	11	12	13									15	16	17	18	19	20	21											
14	15	16	17	18	19	20									22	23	24	25	26	27	28											
21	22	23	24	25	26	27									29	30	31															
28	29	30																														
<b>DECEMBER 2021</b>							<b>Number of Instruction Days, Work Days for Certificated and Classified Staff</b>							<b>JUNE 2022</b>																		
S	M	T	W	T	F	S	Months	Instruction	Certificated	S	M	T	W	T	F	S	June 1	1	2	3	4											
			1	2	3	4	July	0	0							5	6	7	8	9	10	11										
5	6	7	8	9	10	11	August	10	12							12	13	14	15	16	17	18										
12	13	14	15	16	17	18	September	21	21							19	20	21	22	23	24	25										
19	20	21	22	23	24	25	October	20	21							26	27	28	29	30												
26	27	28	29	30	31		November	17	17																							
							December	13	13																							
							January	20	20																							
							February	18	18																							
							March	18	18																							
							April	20	20																							
							May	20	20																							
							June	3	3																							
							Total	180	183																							

Gravenstein Union School District

Basic Assumptions for 2021-2022 Calendar Draft Construction

1. Desire to approximate West County and Santa Rosa City schedules.
2. 180 school days, 183 certificated work days
3. Monday and Tuesday of Thanksgiving week are typically school days
4. Halloween falls on a Sunday, placement of first Emergency Day on November 1 as a likely non-school day
5. Easter is on April 17, an Emergency Day is scheduled for the next day, April 18
6. As recommended by CDE and SCOE, emergency days are built in, up to 3 days, that can become school days if it becomes necessary to close school for any fall/winter days:
  - November 1 was selected to have a likely non-school day after Halloween
  - We did not align our scheduled Emergency Days with West County
  - April 18 was selected as it would add on an off day after Easter
  - May 27 was selected as it would create a 4-day Memorial Day Weekend if unused
7. Parent Conference Day is October 2, 31 days into the school year
8.
  - Trimester 1 Progress Report Day is on the 30th school day, September 29
  - End of Trimester 1 is on the 59th school day, November 12
  - Trimester 1 Report Cards are to be sent home 7 days after the end of trimester, November 23
  - Trimester 2 Progress Report Day is on the 90th school day, January 13
  - The 100th day of school is January 28
  - End of Trimester 2 is on the 120th school day, March 1
  - Trimester 2 Report Cards are to be sent home 7 days after the end of the trimester, March 10
  - Trimester 3 Progress Report Day is on the 150th school day, April 20
  - Trimester 3 Reports are to be sent home on the last day of school, June 3
9. Consideration was given to a later start date, possibly the first week of September, as a strategy to avoid the hot days experienced during the last few weeks of August. Based on early discussions with administration, Board Members, and GUTA Leadership, this strategy was to be studied more closely this year, however, we were in distance learning and were not able to evaluate the effectiveness of the interventions we had planned. Our Phase 1 Heat Mitigation Project work will be in process or near completion in August/September 2021 and we can revisit this possible action after we observe the impact of the work on decreasing classroom temperatures



**Consolidated Application and Reporting System,  
2020-2021 Winter Submission**

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



\_\_\_\_\_  
Signature of authorized representative

David Rose  
\_\_\_\_\_  
Printed name of authorized representative

Superintendent  
\_\_\_\_\_  
Title

2/5/21  
\_\_\_\_\_  
Date

**RESOLUTION ADOPTING PROCEDURES AND GUIDELINES FOR SELECTION OF  
LEASE-LEASEBACK CONTRACTOR AND APPROVING PREQUALIFICATION  
QUESTIONNAIRE PACKET AND REQUEST FOR PROPOSALS FOR HILLCREST  
MIDDLE SCHOOL HEAT MITIGATION PROJECT – RESOLUTION #210211-01  
(Education Code §17406)**

**WHEREAS**, Education Code section 17406 requires California school districts to use a best value process to select the lease-leaseback contractor; and

**WHEREAS**, for such lease-leaseback contracts, Education Code section 17406 requires the governing board of the school district to adopt required procedures and guidelines for evaluating the qualifications of proposers that ensure that the best value selections by the school district are conducted in a fair and impartial manner; and

**WHEREAS**, for such lease-leaseback contracts, Education Code section 17406 states that the best value process shall be a competitive procurement process where the contractor is selected on the basis of objective criteria for evaluating the qualifications of the proposers with the resulting selection representing the best combination of price and qualifications; and

**WHEREAS**, Education Code section 17406 requires that the lease-leaseback contractor selection process shall at a minimum include that statute's requirements.

**NOW THEREFORE BE IT RESOLVED** that the procedures and guidelines specified in Administrative Regulation 3311.2, attached hereto as Exhibit A, are adopted for use by the District.

**BE IT FURTHER RESOLVED** that the Governing Board of the Gravenstein Union School District approves the use of the lease-leaseback delivery method pursuant to Education Code sections 17400 *et. seq.*, and Administrative Regulation 3311.2, for the Hillcrest Middle School Heat Mitigation Project.

**BE IT FURTHER RESOLVED** that the Governing Board of the Gravenstein Union School District approves the Prequalification Questionnaire Packet and the Request for Proposals, attached hereto as Exhibit B, for the Hillcrest Middle School Heat Mitigation Project – Phases I & II and authorizes the District Superintendent to proceed with publishing the Prequalification Questionnaire Packet and Request for Proposals as required by law and Administrative Regulation 3311.2.

The foregoing Resolution was adopted by the Governing Board of the Gravenstein Union School District of Sonoma County, State of California, at a meeting held of said Board held on the 11<sup>th</sup> day of February, 2021, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
President, Governing Board  
Gravenstein Union School District

I, \_\_\_\_\_, Clerk of the Governing Board of the Gravenstein Union School District, County of Sonoma, State of California, do hereby certify that the foregoing is a true copy of the Resolution adopted by said Board at a regular meeting thereof, at the time and by the vote therein stated, which original Resolution is on file in the office of said Board.

\_\_\_\_\_  
Clerk, Governing Board  
Gravenstein Union School District

## EXHIBIT A

### **Administrative Regulation 3311.2 Lease-Leaseback Contracts**

The district may lease currently owned district property to any person, firm, or corporation for a minimum of \$1 per year, as long as the lease requires the person, firm, or corporation to construct a building or buildings on the property for the district's use during the lease and the property and building(s) will vest in the district at the expiration of the lease ("lease-leaseback"). (Education Code [17406](#))

(cf. [3280](#) - Sale or Lease of District-Owned Real Property)

(cf. [3312](#) - Contracts)

Any lease-leaseback contract shall be awarded through a competitive "best value" procurement process whereby a person, firm, or corporation is selected on the basis of objective criteria for evaluating the qualifications of proposers, with the resulting selection representing the best combination of price and qualifications. To make this determination, the district shall use the following procedures: (Education Code [17400](#), [17406](#))

1. Request for Sealed Proposals: The Superintendent or designee shall prepare a request for sealed proposals which shall include:

- a. An estimate of the project's price
- b. A clear, precise description of any preconstruction services that may be required and the facilities to be constructed
- c. The key elements of the contract to be awarded
- d. A description of the format that proposals shall follow and the elements they shall contain
- e. The standards the district will use in evaluating proposals
- f. The date on which proposals are due
- g. The timetable the district will follow in reviewing and evaluating proposals

2. Notice: At least 10 days before the date for receipt of the proposals, the Superintendent or designee shall give notice of the request for sealed proposals using both of the following methods:

- a. Providing notice at least once a week for two weeks in a local newspaper of general circulation pursuant to Public Contract Code [20112](#)
- b. Providing notice in a trade paper of general circulation published in the county where the project is located

The Superintendent or designee also may post the notice on the district's web site or through an electronic portal.

3. Prequalification: A proposer shall be prequalified in accordance with Public Contract Code [20111.6\(b\)-\(m\)](#) in order to submit a proposal. Any electrical, mechanical, and plumbing subcontractors shall be subject to the same prequalification requirements.

(cf. [3311](#) - Bids)

4. Evaluation Criteria: The request for sealed proposals shall identify all criteria that the district will consider in evaluating the proposals and qualifications of the proposers, including relevant experience, safety record, price proposal, and other factors specified by the district. The price proposal shall include, at the district's discretion, either a lump-sum price for the contract to be awarded or the proposer's proposed fee to perform the services requested, including the proposer's proposed fee to perform preconstruction services or any other work related to the facilities to be constructed, as requested by the district.

The request for sealed proposals shall specify whether each criterion will be evaluated on a pass-fail basis or will be scored as part of the "best value" score, and whether proposers must achieve any minimum qualification score for award of the contract. For each scored criterion, the district shall identify the methodology and rating or weighting system that will be used by the district in evaluating the criterion, including the weight assigned to the criterion and any minimum acceptable score.

5. Evaluation of Proposals: All proposals received shall be reviewed to determine whether they meet the format requirements and the standards specified in the request for sealed proposals. The district shall evaluate the qualifications of the proposers based solely upon the criteria and evaluation methodology set forth in the request for sealed proposals, and shall assign a best value score to each proposal. Once the evaluation is complete, all responsive proposals shall be ranked from the highest best value to the lowest best value to the district.

6. Award of Contract: The award of the contract shall be made by the Governing Board to the responsive proposer whose proposal is determined, in writing by the Board, to be the best value to the district.

If the selected proposer refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the second highest best value score, if deemed in the best interest of the district. If that proposer then refuses or fails to execute the tendered contract, the Board may award the contract to the proposer with the third highest best value score.

Upon issuance of a contract award, the district shall publicly announce its award, identifying the entity to which the award is made, along with a statement regarding the basis of the award. The statement regarding the contract award and the contract file shall provide sufficient information to satisfy an external audit.

7. Rejection of Proposals: At its discretion, the Board may reject all proposals and request new proposals.



Prior to entering into a lease-leaseback agreement, the Superintendent or designee shall have on file the contractor's enforceable commitment that the contractor and its subcontractors at every tier will use a skilled and trained workforce to perform all work on the project or contract that falls within an apprenticeable occupation in the building and construction trades. (Education Code [17407.5](#))

Any lease-leaseback agreement shall be reviewed by the district's legal counsel to ensure that all required terms, including a lease term that provides for the district's occupancy of the building or improved property during the lease and an appropriate financing component, are included in the agreement.

(cf. [9124](#) - Attorney)

Legal Reference:

EDUCATION CODE

[17400](#) Definitions

[17406](#) Lease-leaseback contract

[17407.5](#) Use of a skilled and trained workforce

PUBLIC CONTRACT CODE

[20111.6](#) Prequalification procedures

[20112](#) Notices

COURT DECISIONS

McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)

Davis v. Fresno Unified School District, (2015) 237 Cal.App.4th 261

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>



**EXHIBIT B**

**[Insert Prequalification Questionnaire Packet and Request for Proposals]**

**Gravenstein Union School District**

**Resolution Declaring Instructional Method for 2020-2021 School Year**

**Resolution Number #210211-02**

WHEREAS, Section 34 of Senate Bill 98 (“SB 98”), signed by the Governor on June 29, 2020, addresses the ability of Local Educational Agencies (“LEAs”) to offer distance learning in the 2020-2021 school year; and

WHEREAS, Education Code Section 43503 subparagraph (2) of subdivision (a) was added by SB 98 to allow LEAs to offer distance learning under either of the following circumstances:

“(A) On a local educational agency or school wide level as a result of an order or guidance from a state public health officer or a local public health officers.

(B) For pupils who are medically fragile or would be put at risk by in-person instruction, who are self-quarantining because of exposure to COVID-19.”; and

WHEREAS, on June 26, 2020, both the State Senate and Assembly issued letters to the Senate Journal for the purpose of clarifying the intent of SB 98, as it relates to distance learning (“Clarifying Letters”); and

WHEREAS, the Clarifying Letters state that Section 34 of SB 98 was intended to provide LEAs with flexibility in determining how K-12 instruction would be provided to meet the needs of students, families and the community during the COVID-19 pandemic such that LEAs would have discretion to adopt a distance learning, hybrid, or mixed-delivery instructional model; and

WHEREAS, both the State Senate and Assembly acknowledged in the Clarifying Letters that while the intent of the Legislature was for LEAs to offer in-person instruction in the 2020-2021 school year to the greatest extent possible, Education Code Section 43503(a)(2)(A) was not intended to require an LEA to seek out or receive approval from a state or local public health officer prior to adopting a distance learning model, but to simply consult and collaborate with state or local public health officials in making this determination; and

WHEREAS, the Clarifying Letters also stated that it was not the Legislature’s intention to prevent an LEA from adopting a distance learning, hybrid or mixed-delivery instructional model to ensure safety, but rather to give LEAs flexibility to determine what instructional model the LEA will adopt during the COVID-19 pandemic, taking into account the needs of their students and staff, and their available infrastructure, provided the model adheres to an applicable state or local public health order or guidance; and

WHEREAS, the June 12, 2020, Sonoma County Roadmap to Reopening Schools incorporates the state and local public health guidance that Sonoma County LEAs must follow; and

WHEREAS, the Governing Board of the Gravenstein Union School District (“District”) has reviewed the Sonoma County Roadmap to Reopening Schools in determining which

instructional model best meets the needs of the District, its students and staff, in light of the District's available infrastructure and safety concerns.

NOW THEREFORE, BE IT RESOLVED THAT, the Governing Board of the Gravenstein Union School District has determined that at this time full in-person direct instruction cannot be provided in compliance with the Sonoma County Roadmap to Reopening Schools.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Gravenstein Union School District has determined that full in-person direct instruction will not be offered as an available instructional model from March 1, 2021 through March 19, 2021.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Gravenstein Union School District will be able to offer the following instructional methods during the 2020-2021 school year:

Distance Learning with small group in-person meetings with health protocols in place as allowed pursuant to current regulations or waiver approval by the Sonoma County Department of Health Services

Independent Study designed to meet the needs of families unable to attend daily in-person remote learning activities.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Gravenstein Union School District, pursuant to guidance from county and state health official as well as the Office of Governor Gavin Newsom, will pursue any available waivers or options to offer in-person instruction to the greatest extent possible should a change in restrictions occur prior to March 19, 2021.

PASSED AND ADOPTED by the Governing Board of the Gravenstein Union School District as its meeting on the \_\_\_ day of \_\_\_\_\_, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Gregory Appling  
Clerk, Governing Board  
Gravenstein Union School District