

Board of Education Regular Meeting Agenda

[Zoom Link](#)

DATE: Tuesday, July 13, 2021
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

- I. CALL TO ORDER AT 5:00 PM**
- II. ADOPTION AND APPROVAL OF THE AGENDA**
Approval of the agenda for July 13, 2021 (2 min.)

Action taken/comments:

Motion _____ Second _____

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

- III. REPORTS, AND ORAL COMMUNICATIONS**
- A. Gravenstein Union Teachers' Association (5 min.)**
 - B. District Site Council (3 min.)**
 - C. (p.1) Gravenstein Parent Association, GPA (5 min.)**
 - 1. Financials for May, 2021**
 - 2. Minutes for May 18, 2021**
 - 3. Agenda for June 15, 2021**
 - D. Trustee Reports (10 min.)**
 - 1. Meeting Format**
 - E. Racial Justice Committee (5min.)**
 - F. Master Plan Committee (5 min.)**
 - G. Facilities Report (5 min.)**
 - H. (p.12) CBO Report (5 min.)**
 - 1. Attendance Projections/Enrollment Update**
 - I. Superintendent Report/District Correspondence (15 min.)**
 - 1. Questions from the June Board Meeting**
 - 2. Summer Jumpstart Program**
 - 3. (p.13) Annual Report**

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.25) Local Control Accountability Plan, Federal Addendum
Title III, Part A**
- B. (p.27) Williams Quarterly Report**
- C. (p.30) Contract Agreement for Vended Meal Services with the City of Santa Rosa High School District for the 2021/2022 School Year**
- D. (p.35) Warrants**
- E. (p.40) Payroll**

Action taken/comments:

Motion _____ Second _____

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

VI. GENERAL ACTION ITEMS

A. (p.41) Enrollment Capacity for GUSD, Resolution #210713-01 (5 min)

Situation: This proposed resolution, which the Sonoma County Office of Education strongly recommends governing boards adopt, is to establish, on a yearly basis, capacities for various grades, special classrooms, and special programs. The purpose of adoption of such a resolution is to assist GUSD when granting or denying enrollment requests, so that GUSD has an established capacity prior to making determinations about space. While some districts may proceed to adopt a policy establishing capacity limits, a resolution may be adopted on a year-to-year basis to reflect new capacities each year - both limits and growth - which may fluctuate on a yearly basis.

Plan: Establishing capacity is helpful evidence for a district to present in the context of resolving OCR complaints where the complainant has asserted that a student who is a member of a protected class of people was subjected to discriminatory denial of an enrollment request.

Recommended Motion: For the Board to adopt Resolution #210713-01

Motion _____ Second _____

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

B. (p.43) Master Planning Services Contract - Quattrocchi Kwok Architects (5 min)

Situation: This proposed contract, based on discussions with the Master Plan Committee during a meeting on June 7, 2021, describes the two phases of the Master Planning process for GUSD (Facilities Assessment, then Facilities Planning).

Plan: Pending Board approval, the process of Facilities Assessment will begin to identify potential improvements for Gravenstein Elementary School and Hillcrest Middle School.

Recommended Motion: For the Board to approve the Master Planning Services Contract.

Motion _____ Second _____

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

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

1.0 Student Discipline

2.0 Pending litigation

3.0 Administrator Performance Updates

4.0 Conference with Negotiations team:

a) GUTA negotiations update

b) GUTA membership of a management employee

IX. RECONVENE TO OPEN SESSION

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

Action taken/comments

Motion _____ Second _____

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

XI. FUTURE BOARD MEETINGS

- A. August 10, 2021 at 5pm**
- B. September 14, 2021 at 5pm**
- C. October 12, 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 Parent Association Profit & Loss Budget Performance May 2021

| | May 21 | Budget | \$ Over Budget | Jul '20 - May 21 | YTD Budget | \$ Over Budget | Annual Budget |
|--|-----------|----------|----------------|------------------|------------|----------------|---------------|
| Ordinary Income/Expense | | | | | | | |
| Income | | | | | | | |
| Parent Donations | 1,068.00 | 2,795.34 | -1,727.34 | 47,116.43 | 30,748.66 | 16,367.77 | 33,544.00 |
| Special Fundraising Inc | | | | | | | |
| AmazonSmile | 205.73 | 56.95 | 148.78 | 552.29 | 270.06 | 282.23 | 327.00 |
| Box Tops | 21.30 | 0.00 | 21.30 | 21.30 | 0.00 | 21.30 | 0.00 |
| Escrip | 116.75 | 113.34 | 3.41 | 1,066.39 | 1,246.66 | -180.27 | 1,360.00 |
| Network for Good FB Fundraiser | 0.00 | 14.16 | -14.16 | 170.00 | 155.84 | 14.16 | 170.00 |
| Read-a-Thon | 150.00 | 1,125.00 | -975.00 | 150.00 | 12,375.00 | -12,225.00 | 13,500.00 |
| Wrapping Paper | 0.00 | 333.34 | -333.34 | 5,047.10 | 3,666.66 | 1,380.44 | 4,000.00 |
| Total Special Fundraising Inc | 493.78 | 1,642.79 | -1,149.01 | 7,007.08 | 17,714.22 | -10,707.14 | 19,357.00 |
| Corporate Matching | 291.70 | 316.66 | -24.96 | 7,516.70 | 3,483.34 | 4,033.36 | 3,800.00 |
| Spr 2020 SCOE Contribution | 0.00 | 2,178.34 | -2,178.34 | 26,140.00 | 23,961.66 | 2,178.34 | 26,140.00 |
| Interest income | 6.55 | 30.00 | -23.45 | 96.42 | 330.00 | -233.58 | 360.00 |
| Other Donations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Income | 1,860.03 | 6,963.13 | -5,103.10 | 87,876.63 | 76,237.88 | 11,638.75 | 83,201.00 |
| Gross Profit | 1,860.03 | 6,963.13 | -5,103.10 | 87,876.63 | 76,237.88 | 11,638.75 | 83,201.00 |
| Expense | | | | | | | |
| General & Admin Expense | | | | | | | |
| Bank Fees | 313.85 | 199.66 | 114.19 | 3,007.47 | 2,196.34 | 811.13 | 2,396.00 |
| Bookkeeping | 0.00 | 584.34 | -584.34 | 3,717.00 | 6,427.66 | -2,710.66 | 7,012.00 |
| General Liability | 0.00 | 108.66 | -108.66 | 1,304.00 | 1,195.34 | 108.66 | 1,304.00 |
| Lawyers Fees | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Merchant Fees | 43.04 | | | 375.59 | 0.00 | 375.59 | 0.00 |
| Misc. Expense | 0.00 | | | 93.00 | 0.00 | 93.00 | 0.00 |
| Office Supplies | 0.00 | 50.00 | -50.00 | 295.27 | 550.00 | -254.73 | 600.00 |
| Postage | 0.00 | 10.00 | -10.00 | 0.00 | 110.00 | -110.00 | 120.00 |
| Printing | 0.00 | 50.00 | -50.00 | 1,194.80 | 550.00 | 644.80 | 600.00 |
| Tax Return Preparation | 0.00 | | | 810.00 | 810.00 | 0.00 | 810.00 |
| Taxes | 0.00 | 300.00 | -300.00 | 75.00 | 3,300.00 | -3,225.00 | 3,600.00 |
| Website | 206.22 | 18.25 | 187.97 | 206.22 | 200.75 | 5.47 | 219.00 |
| Total General & Admin Expense | 563.11 | 1,320.91 | -757.80 | 11,078.35 | 15,340.09 | -4,261.74 | 16,661.00 |
| Independent Contractors | | | | | | | |
| Art | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Athletics | 0.00 | 416.66 | -416.66 | 0.00 | 4,583.34 | -4,583.34 | 5,000.00 |
| Chorus | 0.00 | 770.84 | -770.84 | 7,750.00 | 8,479.16 | -729.16 | 9,250.00 |
| Drama | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Science | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Independent Contractors - Other | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Independent Contractors | 0.00 | 1,187.50 | -1,187.50 | 7,750.00 | 13,062.50 | -5,312.50 | 14,250.00 |
| School Support Expenses | | | | | | | |
| 8th Grade Dinner | 0.00 | 250.00 | -250.00 | 0.00 | 2,750.00 | -2,750.00 | 3,000.00 |
| Staff Water Delivery-Alhambra | 230.05 | 90.00 | 140.05 | 1,461.57 | 990.00 | 471.57 | 1,080.00 |
| Teacher Mini Grants-\$500 Max | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Teacher Support \$350@48 Teacher | 15,750.00 | 1,312.50 | 14,437.50 | 31,500.00 | 14,437.50 | 17,062.50 | 15,750.00 |
| Teacher/Staff Appreciation Week | 200.00 | 833.34 | -633.34 | 3,684.74 | 9,166.66 | -5,481.92 | 10,000.00 |

10:39 AM

06/15/21

Accrual Basis

Gravenstein Parent Association
Profit & Loss Budget Performance
May 2021

| | <u>May 21</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>Jul '20 - May 21</u> | <u>YTD Budget</u> | <u>\$ Over Budget</u> | <u>Annual Budget</u> |
|--------------------------------------|-------------------|-----------------|-----------------------|-------------------------|-------------------|-----------------------|----------------------|
| Total School Support Expenses | 16,180.05 | 2,485.84 | 13,694.21 | 36,646.31 | 27,344.16 | 9,302.15 | 29,830.00 |
| Special Fundraising | | | | | | | |
| Misc Promotional | 0.00 | 0.00 | 0.00 | 0.00 | 78.48 | -78.48 | 78.48 |
| Read a Thon Expense | 0.00 | | | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Special Fundraising | 0.00 | 0.00 | 0.00 | 0.00 | 78.48 | -78.48 | 78.48 |
| Total Expense | 16,743.16 | 4,994.25 | 11,748.91 | 55,474.66 | 55,825.23 | -350.57 | 60,819.48 |
| Net Ordinary Income | -14,883.13 | 1,968.88 | -16,852.01 | 32,401.97 | 20,412.65 | 11,989.32 | 22,381.52 |
| Net Income | -14,883.13 | 1,968.88 | -16,852.01 | 32,401.97 | 20,412.65 | 11,989.32 | 22,381.52 |

Gravenstein Parent Association
Balance Sheet
 As of May 31, 2021

| | May 31, 21 |
|---------------------------------------|------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Exchange Bank Checking | 244,782.25 |
| Exchange Bank Savings | 257,111.77 |
| Paypal | 3.15 |
| Venmo | -31.00 |
| Total Checking/Savings | 501,866.17 |
| Other Current Assets | |
| Prepaid expenses | 1,246.00 |
| Total Other Current Assets | 1,246.00 |
| Total Current Assets | 503,112.17 |
| TOTAL ASSETS | 503,112.17 |
| LIABILITIES & EQUITY | |
| Equity | |
| GSF Reserve Transfer | 95,504.87 |
| 32000 - Retained Earnings | 375,225.33 |
| Net Income | 32,381.97 |
| Total Equity | 503,112.17 |
| TOTAL LIABILITIES & EQUITY | 503,112.17 |



Mission and Vision Statement:

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

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

Meeting called to order at 6:05.

Members at large:

Amber Ray Hernandez
Ashley Cochran
Vy Le-Morse (left meeting at 7:40)
Tawnya Deeths
Christina Connelly (arrived at 6:42 pm)

Board members present:

Erin Hillmer
Beth Dawson
Ana Horta
Ben Kaun
Allison Herman
Maggie Zavala

Faculty present:

David Rose
Keri Pugno
William Deeths

Absent: Mike Bollinger

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

All members introduce themselves.

B. Public Comment on Non-Agenda Matters

Erin Hillmer – we drafted the sent memo to file to cover Zoom meeting during the pandemics. We need approval.

Allison Herman – I second

Beth Dawson – I second

All in favor, memo has been approved.

Erin Hillmer – other comments?

Vy Le-Morse – Can we consider moving the meeting to Thursdays?

Discussion about moving the meeting. Proposal to move the meeting to the 3rd Thursday of each month, all in favor, motion approved.

C. Secretary's Report

1. Approval of board minutes from April 20, 2021. All in favor, minutes approved.

D. Description of Role/Function and Updates from Subcommittees

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

- a. Readathon results report

Maggie Zavala- readathon did great 36,00 minutes read all together. Total toward the school is \$14,000 dollars.

- b. Teacher Appreciation Month report

Sarah Tendall - Staff appreciation is going well. The 1st Monday we had the Baking Company, 2nd Monday we had Guayaki Yerba Mate and cookies from Sebastopol Cookie Company, yesterday was Chloe's Kitchen sandwiches. Last day will be Mexican food from El Paso.

William Deeths – I want to say thank you. The staff is so appreciative, thank you so much.

Allison Herman - I was going to echo that, everyone is so grateful.

Keri Pugno - The staff is so thankful, thank you for all the personalized appreciation.

Beth Dawson – Can we discuss the Urmini wine donation?

Keri Pugno – Yes, it is being deliver tomorrow between 3-4

Sarah Tendall – we need to write thank you notes to Guayaki and Urmini.

Erin Hillmer – I will get those thank you cards out.

1. Finance (Ben Kaun, Mike Bollinger)

- a. Discuss Paypal dispute and confusion about how our name shows up on Paypal

Ben Kaun - I sent out some financials, I looked it up and the parents donation is not there, it is only the fundraising. The other document I got from Shelly had the month donations. There is a

issue with the consolidated version. Also, Shelly said she only received one check for about \$100 for the readathon.

Maggie Zavala – the check should come 10-12 days after it ends. It ended May 3rd and then they will send another check. It shows the check was sent on the 15th.

Erin Hillmer - we budget to earn \$11,000 and we went over that; let's circle back to that later. Last time we discuss if we want to not take donations from stripe. We got a net of \$11, 000 through Stripe since we started. It seems to me that is good to have many options to donate. We have equal amount donated through Paypal and. The problem is that our bookkeeper cannot log into the Stripe account, she will need my cell phone number. Maybe we stop doing Venmo?

Ben Kaun– Megan has the Venmo account under her. It creates extra process, I typed up all the names and send it to the bookkeeper.

Beth Dawson – Stripe it is pretty user friendly.

Erin Hillmer – yes, fewer snags than Paypal.

Beth Kaun– we can probably eliminate a 3rd option.

Erin Hillmer- one thing in favor of keeping Paypal, we have a Paypal card reader, we use their credit card reader. I feel Paypal and Stripe have good reports, Venmo does not. I feel we can get rid of Venmo.

Beth Dawson – Ben is it ok to eliminate the Venmo?

Ben Kaun – yes, that is ok.

1. Governance (Mike Bollinger, Ana Horta)

Nothing to report.

1. Communications (Erin Hillmer, Beth Dawson)

Erin Hillmer – I have nothing to report.

1. School Liaison (Alison Herman)

Allison Herman – everything is going great.

E. GPA Board Election

1. **General Board Election:** Members interested in joining the board self-nominate and we will vote in board via hand raising. Results recorded by secretary.
2. **Election of directors:** Newly elected members will self-nominate for director roles. Bylaws state that election of directors shall be by written ballot. However, we are submitting a memo citing the shelter at home orders and tiers to make an exception to how we vote, given these are unprecedented circumstances.

- a. Only one member interested in each role: Vote by hand, recorded by secretary.
 - b. More than one member interested in role: A vote by mail ballot will be sent to each member for written voting.
2. Welcome to the GPA board!

Erin Hillmer – members will self-nominate by raising your hand, type your name in the chat as well. The board has 4 executive (president, vice-president, treasurer, and secretary) board position, only board member vote.

Nominations

Candidates raising hands for nomination: Erin Hillmer, Amber Ray Hernandez, Ashley Cochran, Ben Kaun, Vy Le-Morse, Maggie Zavala, Allison Herman, and Ana Horta.

Executive positions

Erin Hillmer nominated herself for the President position.

Ben Kaun nominated himself for the Treasurer position.

Amber Ray Hernandez nominated herself for the Vice President position.

Ashley Cochran nominated herself for the Secretary position.

Member at large: Vy Le-Morse, Maggie Zavala, Allison Herman, Christina Connelly, and Ana Horta.

Motion to approve the newly elected board, all in favor, new board approved.

Erin Hillmer- next meeting we will discuss the subcommittees. I cannot be the president and be in the communications subcommittee, we will need someone. Ho I want to move a motion to move the meetings to Thursday.

All in favor of moving the meeting to the 3rd Thursday of each month, motion approved.

F. 2021-22 School Year Planning

1. District Plan for 2021-22 Enrichments: Returning to pre-COVID offerings? Any changes or updates planned?

Keri Pugno – Gravenstein enrollment numbers are looking great, numbers are going from 464 to 492, numbers are going back up. We would like to do a return to normal with all regular schedule for the fall. We are planning to offer the same enrichment classes. In terms of the packet, I am planning to do an email blast to all our KG parents. We are having a KG welcoming night, maybe GPA can be present. The KG kick off will be on August 4,5,6 from 9-12.

Erin Hillmer– any board member can be there for the KG kick off?

Vy Le-Morse – I can be there.

Allison Herman – how about selling spirit gear?

Keri Pugno - Annie, from student council she wants to organize it. Can we dedicate some money toward spirited gear inventory?

Erin Hillmer – I want to move a motion to dedicate \$500 toward spirited gear inventory.

Allison Herman – I second

Eight members in favor, Christina Connelly abstains, motion approved.

2. Status of survey about enrichment classes (Mr. Rose)

Erin Hillmer - if we are planning on going back to normal, I am assuming it is roughly the same amount of money as it was before.

Kerry Pugno and Dave Rose - yes!

William Deeths – numbers are fantastic. We have a wait list for 8th grade, we are full as of right now, we are planning on returning to normal. Students will be able to have 2 electives. We began work on the spring musical; they are working on the show. We will be looking at consumable costs, screen lab, buying the rights. We will be looking for GPA's support.

3. Review + Approve GPA/GUSD MOU

4. Pledge Packet Discussion

- a. Does the district have a proposed donation request?
- b. Does GPA want to review our donation strategy with new numbers from additional fundraising sources?
- c. Who is creating packet.
- d. What is the best way to distribute?

Erin Hillmer – I want to talk about the ask amount for next year. Does Hillcrest and Gravenstein have the same dollar ask? Hillcrest has less donations. Do we want to have different asks for Gravenstein and Hillcrest?

Sarah Tendall – It might be worth the same ask but different packets, this is what you are getting at Hillcrest, and this is what you get at Gravenstein.

William Deeths – I think is better to have one common denominator across the board. I am hoping for the D& D enrichment. Ben, do you have a perspective?

Ben – it is an 80/20 rule, 20% give 80% of the money. We are not breaking even. We have a good balance sheet is because there is an amount that sits there and it is cover for 5 years, there is a balance to support this, but it does not mean that is sustainable.

Discussion about donation amount.

William Deeths – How about \$99 and we give it one year to test it out.

Keri Pugno - I agree.

Ashley Cochran – How about \$95.

Ben Kaun – Is the district going to ask for field trip money?

Keri Pugno – yes, each class will ask for a field trip money.

Ben Kaun – I support \$95.

Keri Pugno – it is important to remind parents what the donations are going toward. Band and music attract all the parents. If we can come up with the wording, like STEM, donations go to materials for Mr C. class.

Erin Hillmer – I like that, getting more tangible. I Make a motion to the \$95 donation.

Ashley Cochran – I second.

Eight members in favor, VY Le-Morse abstain, motion approved.

Erin Hillmer - Do we need to be sending 1099 to these contractors?

Ben Kaun– The bookkeeper did that. I think that is part of it.

G. Principal's Reports

William Deeths – I have nothing to add, just thank you again.

Keri Pugno– yes, a huge thank you. EL support, we created a new position created. We have done a lot of outreach to our bilingual families.

H. Superintendent's Report

Dave Rose – we are doing state holder LCAP planning, it is a look at academic behavior, and attendance data. This give us a chance to provided direct feedback that will be incorporate to the plan. Meeting will be on June 8th. We will have a new CBO; the announcement will go out in the next couple of days.

Erin Hillmer - any other words? Meeting adjourned at 8:07pm



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**GPA Board Meeting Agenda
6-15-21 6:00 pm Online Zoom Meeting**

A. Public Comment on Non-Agenda Matters

B. Secretary's Report

1. Approval of board minutes from May 18, 202

C. Review Role/Function of Subcommittees and recruit volunteers for each

1. Special Events/Fundraising Outcomes and Planning
 - a. 2021-22 Calendar of Events review
 - b. Confirmation of Scholastic Book Fair bucks and discussion of using some for Hillcrest 8th Grade
2. Finance
3. Governance
4. Communications
 - a. Need volunteers for website maintenance, weekly Monday Message communication, newsletter?
5. School Liaison

D. 2021-22 School year and Projection for Enrichments

1. Hillcrest funding for zero hour PE ask
2. Pledge packet update/review
3. Summer meeting planning

E. Principal's Reports:

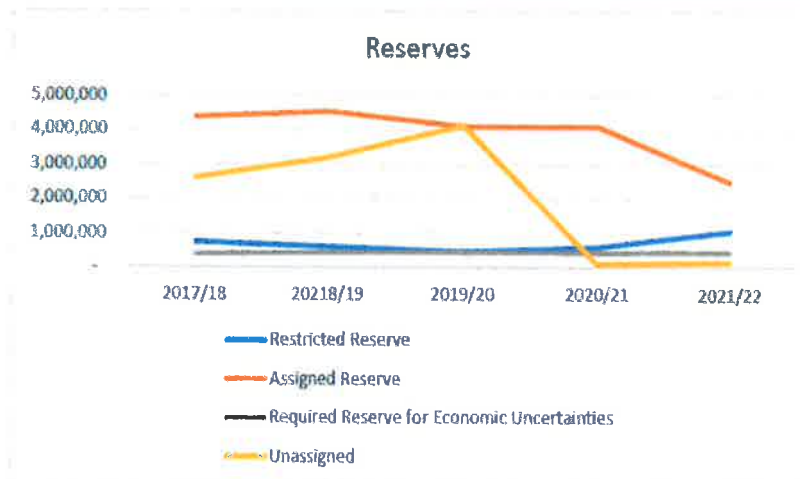
F.. Superintendent's Report

CBO Report: July 13th Regular Board Meeting

- Submission of the 2021-22 Adopted Budget to the County Office of Education. Estimated approval July 30th
- Submission of the 2021-22 Local Control and Accountability Plan (LCAP) to the County Office of Education. Estimated approval July 30th
- Approval of the Summer Seamless Operator application to become eligible for fully reimbursable meals (Lunch and Breakfast) for all students in 2021-22 school year, including the summer Jumpstart Program.
- Submission of FEMA Grant - awaiting preliminary estimate on funding allocation
- ESSER III application for assurances submitted to secure eligibility
- CARES Federal COVID Allocation Reporting for Q2 submitted
- Year End Closing -roll forward of fiscal year 2020-21 cash to start the year end closing process
- Finalized hiring for the Summer Jumpstart Program. One new teacher, Emily Husar, to join GUSD for the summer.

5 Year Overview of Reserves

| | Unaudited Actuals 2017/18 | Unaudited Actuals 2018/19 | Unaudited Actuals 2019/20 | Second Interim 2020/21 | Adopted Budget 2021/22 |
|---|---------------------------------|---------------------------------|---------------------------------|------------------------------|------------------------------|
| Restricted Reserve | 745,239 | 610,353 | 466,857 | 602,848 | 1,056,654 |
| Assigned Reserve | 4,380,814 | 4,549,856 | 4,120,000 | 4,120,000 | 2,500,000 |
| Required Reserve for Economic Uncertainties | 384,200 | 431,643 | 444,268 | 433,934 | 450,265 |
| Unassigned | 2,611,591 | 3,206,620 | 4,144,011 | 109,271 | 160,420 |





GRAVENSTEIN UNION SCHOOL DISTRICT

Dave Rose, Superintendent

3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008
Email: drose@grav.k12.ca.us

Board of Trustees

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

June 30, 2021

Memo To: Gravenstein Union School District Board of Trustees

From: David Rose, Superintendent

Subject: 2020/2021 Annual Report

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

Enrollment - Final enrollment for GUSD for 20/21 was 748, 3.4% or 26 fewer students than at the close of the 19/20 school year. The impact of COVID-19 is the main factor for the decline, whether it be families deciding not to start their student in K or TK this year or families that have moved out of the state due to economic or other concerns. As of 6/1/21, we are projecting an enrollment of 795 students for 21/22, an increase of 47 students (6.3%) over 20/21 final enrollment.

Attendance - Attendance and engagement during the 20/21 school year has been phenomenal, averaging approximately 98% for each month of the year. The biggest reason the rate is this high is due to the incredible work of our teachers and the engaging, dynamic platforms that they created. For any student facing barriers to daily engagement, our teachers, support staff, and administrators implemented Tier I and Tier II interventions to address and remove challenges, which resulted in almost every student attending every day.

Discipline - There was only one suspension during the school year. This can also be attributed to the planning and engaging lessons provided by our teachers, during which there have been minimal incidents of student misbehavior.

Academic Progress - This is a very challenging year in terms of gathering valid assessment data. CAASPP testing did not take place during the 19/20 or 20/21 school years and student assessments and work are impacted by varying degrees of parent support and other factors. The two main indicators we relied on during the year that reflect academic progress are attendance/engagement rates (which were incredibly strong), and subjective teacher judgement of grade level achievement for students. Upon our return to in-person instruction, we were able to use our publisher tools for a more formal assessment. That data is included here, as well as average CAASPP data from the three prior administrations:

Gravenstein Elementary:

School-wide average, 2016/17 through 2018/19, CAASPP Results School-wide percentage
77% Of all Gravenstein students Exceeded or Met Standards in ELA

71% Of all Gravenstein students Exceeded or Met Standards in Math

2020/21, Local Assessment Results (Open Court for ELA, GOMath! for Mathematics)

76% Of all Gravenstein students Exceeded or Met Standards in ELA

82% Of all Gravenstein students Exceeded or Met Standards in Math

Hillcrest Middle:

School-wide average, 2016/17 through 2018/19, CAASPP Results School-wide percentage

71% Of all Hillcrest students Exceeded or Met Standards in ELA

56% Of all Hillcrest students Exceeded or Met Standards in Math

2020/21, Local Assessment Results (IXL for both ELA and Mathematics)

67% Of all Hillcrest students Exceeded or Met Standards in ELA

62% Of all Hillcrest students Exceeded or Met Standards in Math

Based on this data and the perspective of our teachers, our students did incredibly well given the circumstances. During the year, district-wide, based on teacher concerns, we provided Tier II and Tier III interventions (in-person support, modified schedule or assignments, case manager support (Counselor or EL Teacher) for approximately 7% of our population, roughly 50 students.

Specific Activities and Accomplishments

The activities below are categorized pursuant to the focus areas of Governance from the California School Boards Association (CSBA). (Updates added since the Mid-year report are in red, the Board adopted GUSD Mission Statement(s) that each activity supports is in blue).

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

Annual Activities:

- 1) **Annual Board Organizational Meeting held, successful election of President and Clerk, adoption of 2021 Board Meeting Calendar (MS 3)**
- 2) **Draft and conduct Public Hearing on the 20/21 LCAP (Learning Continuity and Attendance Plan) (MS:3)**
- 3) **2020/2021 LCAP (Learning Continuity and Attendance Plan) approved by Board and SCOE (MS: 3,4)**
- 4) **Drafted and received approval for 21/22 school year calendar (MS: 3)**

New or Additional Activities for 20/21:

- 5) **Superintendent Goals and action items to support mission/vision statements drafted (MS:3)**
- 6) **Masters in Governance (MS:1,2,3,4)**
- 7) **One-on-one Board Agenda Review Sessions (MS:3,4)**
- 8) **Drafted, adopted, and received approval of the 20/21 CDE COVID-19 Operations Written Report (MS:1,2,3,4)**
- 9) **Creation and guidance of Reopening Committee and Subcommittees (MS:3)**

- 10) Board Bylaw revisions for BB9220 (Trustee Election Ballot Fees) and BB9121 (Duties of the Board President) (MS:3)
- 11) Board Study Session (October 1, In-Person Instruction Waiver) (MS:1,2,3,4)
- 12) Election and Appointment of Trustees to fill **four** vacancies (MS:3)
- 13) Investigate and report on progress of district unification efforts in Sonoma County (MS:3)
- 14) Draft multiple COVID-19 and Distance Learning compliance and planning documents including: GUSD Waiver Application, Sonoma County Schools Reopening Checklist, Small Cohort Plan, GUSD COVID-19 Testing Protocol, GUSD Reopening Committee, Cal/OSHA COVID Prevention Plan (MS:1,2,3,4)
- 15) **The Superintendent attended multiple trainings to support the development of Return to In-Person Instruction, Annual Review, and LCAP planning including: SCOE LCAP Workshop (3 part series), School Reopening Dashboard Training for School Districts, School Reopening Update for Educational Leaders, LCAP - A Focused Look at the New Template, and Combining LCAPs with SCOE (MS:1,2,3,4)**
- 16) **Interviewed Diversity, Equity, and Inclusion (DEI) consultant candidates, performed reference checks, secured Board approval for top candidate, began planning with Equity First for fall implementation (MS:1,2,3)**
- 17) **School Accountability Report Cards (SARCs) drafted, submitted to and approved by the Board (MS:1,2,3,4)**
- 18) **Drafted multiple COVID-19 return to in-person instruction compliance and planning documents including: GUSD COVID Prevention Plan, Addendum to GUSD Injury and Illness Prevention Plan, School Guidance Checklist, Return to In-Person Instruction COVID Safety Plan, ESSER III Assurances (MS:1,2,3,4)**
- 19) **Board Retreats held on 2/20 and 3/2 to review Vision and Mission Statements and confirm alignment with Vision/Mission Statements and Superintendent/District Goals (MS:1,2,3,4)**
- 20) **Revised and Updated Board Calendar to include ongoing focus areas (MS:1,2,3,4)**
- 21) **Drafted and received Board approval of 20/21 Annual LCAP Updates for Gravenstein Elementary, Gravenstein First, and Hillcrest Middle School (MS:1,2,3,4)**
- 22) **Drafted and received Board approval of 21/22 District LCAP (MS:1,2,3,4)**
- 23) **Changed Board Meeting format to allow for virtual attendance for all participants (MS:3)**
- 24) **Completed and submitted 20/21 Mid-Year Report (MS:1,2,3,4)**

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

Annual Activities:

- 1) Adoption of Special Education Local Area Plan for 20/21 (MS:1,2)
- 2) Adoption of 20/21 Sufficiency of Textbooks/Materials Resolution (MS:1,2)
- 3) Adoption of 20/21 Certification of Compliance with Standards Aligned Materials Resolution (MS:1,2)
- 4) Completion of English Language Proficiency Assessments for California (ELPAC, in-person) (MS:1,2)

- 5) Ongoing in-person assessment of students for Special Education Needs (MS:1,2)
- 6) Ongoing in-person vision/hearing screenings (MS:1,2)
- 7) Approval of Special Education Monitoring Activities Plan (MS:1,2)
- 8) Transition IEPs for district resident preschool students (MS:1,2)
- 9) Attend weekly Special Education Director (SELPA) meetings for guidance on legal updates and best practice (MS:1,2)
- 10) Drafted and submitted 21/22 Site Plans for Student Achievement (SPSAs) for Gravenstein Elementary, Gravenstein First, and Hillcrest Middle (MS:1,2,3,4)
- 11) Drafted and received Board approval for Title III MOU with Sonoma County EL Consortium (MS:1,2)

New or Additional Activities for 20/21:

- 12) Revised and updated registration forms, on-line and hard copy access
- 13) Teachers and administrators spent tremendous amounts of time over the summer creating a distance learning platform that minimizes reliance on parent oversight and maximizes focus on student learning in the four core subjects, accounting for 2020 spring learning loss (MS:1,2)
- 14) Teachers continuously refine and upgrade virtual learning techniques and strategies, acquire new technology skills and abilities, and spend extra time lesson planning for the new format, recording lessons, and consulting with peers to identify and implement best practices (MS:1,2)
- 15) To ensure access to distance learning, 470 devices checked out, 55 hot spots purchased and maintained, and one-on-one training and troubleshooting with parents (MS:1,2)
- 16) Developed system for monitoring student engagement, work completion, and application of Tier I and Tier II student support interventions (MS:1)
- 17) Creation of on-site support for highest need students as a Tier III intervention (MS:1)
- 18) Creation and implementation of a MTSS mental health program with a menu of Tier I and Tier II interventions, assessment, signs and indicators of anxiety/trauma/depression/ACEs, case use and development of Tier III referral resources in the district and in the community (MS:1)
- 19) Established support and intervention for high needs students including: EL Support (Translation and Family Outreach), operating ELD support classes, Academic Intervention through SIPPS Reading Intervention Program, Learning Lab 1 :1 or small group support in afternoons, daily live instruction from Special Education Team, Speech Services provided virtually through Presence Learning and OT Services provided through Redwood Pediatrics (MS:1)
- 20) Provide parent/guardian of students with an IEP a written update of distance learning service plans (MS:1,2)
- 21) Maintain access for all students to Enrich!, elective, and physical education instruction and activities (MS:1,2)
- 22) Virtual Field Trips (MS:2)
- 23) Modify special events and activities to be implemented virtually (MS:1,2)
- 24) Virtual Lunch Time Clubs and House/Spirit Activities at Hillcrest (MS:2)
- 25) Self Care Challenge Series implemented at Hillcrest (MS:1,2)
- 26) MOU with Sonoma County Library for Student One cards to increase access to library collection, supports, and services (MS:1)
- 27) Developed and implemented COVID-19 safety compliant instructional schedules for both sites (MS:1,3)
- 28) Developed and implemented an instructional schedule to meet the needs of both students returning for in-person instruction as well as those continuing with distance learning (MS:1,2)
- 29) Secured partnership with SOCE for implementation of Project SERV and access to trauma screening tool (PSYStart) for students for the beginning of the 21/22 school year (MS:1)
- 30) Superintendent attended series of SCOE C&I meetings to stay informed on current legislation, program and reporting requirements, and best practices throughout the county (MS:1,2,3,4)

- 31) Leadership Team, Academic Counselor, and School Secretaries participated in a series of meetings to evaluate SchoolWise, sample other products, and continue discussions on “best fit” student information system for GUSD (MS:1)
- 32) Drafted and began implementation of Extended Learning Opportunities Plan for 21/22 and 22/23 (MS:1,2,3)
- 33) Identified assessment tools and assessed students to determine academic progress during DL (MS:1,2)

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

Annual Activities:

- 1) State Controller approval of 18/19 Audit (MS:4)
- 2) Budget development with alignment to the LCAPs (MS:4)
- 3) Public Hearing on the 20/21 Budget (MS:3,4)
- 4) Adoption of 20/21 Budget (MS:4)
- 5) Adoption of 20/21 Education Protection Account Resolution (MS:4)
- 6) Approval and submission of the 2020/21 Consolidated Application and Reporting System report (MS:1,4)
- 7) Approval of the 45-day revised 20/21 budget (MS:4)
- 8) Submission and approval of the 20/21 LCAP Federal Addendum (MS:1,4)
- 9) Approval of 19/20 Unaudited Actuals (MS:4)
- 10) 2019-20 Audit Report (MS:4)
- 11) Established a revised Gann Limit for the 2019/2020 school year and adopted a Gann Limit for the 2020/2021 school year (MS:4)
- 12) SCOE approval of 20/21 Budget (MS:4)
- 13) Submission of 20/21 Mandate Block Grant Applications (MS:4)
- 14) CBEDS staff reporting certified (MS:2,4)
- 15) LCAP Overview for Parents drafted, adopted, approved by SCOE and posted on GUSD website (MS:3,4)
- 16) Approval of Acceptance and Certification of Governmental Accounting Standards Board (GASB) Number 75 for 19/20 (MS:4)
- 17) Approval of First Interim Report for 20/21 (MS:4)
- 18) Approval of Resolution for Accounting of Development Fees for 19/20 for fund 25, Capital Facilities Fund (MS:4)
- 19) Service Contracts: WCTA, SRCS Food Services, WCUSD Nurse, School Psychologist, Speech and Language, SELPA, Title III Consortium (MS:1,2,3,4)
- 20) Safety and compliance approval for on-site food services operations (MS:1,4)
- 21) Ongoing public information requests (MS:3)
- 22) Food Service monthly claims, weekly orders, revenue & expense reconciliation, staff training (MS:1,4)
- 23) Period Attendance Reporting to CDE: P-1, P-2, Annual (MS:4)
- 24) Special Education Maintenance of Effort and Subsequent Year Tracking Report (MS:1,4)
- 25) Special Education Excess Cost Calculation Reporting (MS:4)

- 26) Annual 1099 reporting (MS:4)
- 27) Ongoing accounts payable/receivable & bank reconciliations (MS:4)
- 28) Approval of Second Interim Report for 20/21 (MS:4)
- 29) Adoption of the 21/22 Budget (MS:1,2,3,4)

New or Additional Activities for 20/21:

- 30) Certification of Application for Elementary and Secondary School Emergency Relief (ESSER) Funds (MS:4)
- 31) Certification of Application for Learning Loss Mitigation Funds (MS:4)
- 32) Created, installed, and implemented new attendance and synchronous/asynchronous instruction tracking system in SchoolWise pursuant to AB 77 guidelines (MS:4)
- 33) CARES Act expenditure reporting submitted quarterly (MS:4)
- 34) Hillcrest Middle & Gravenstein Elementary Modernization Eligibility Updates for Modernization Funding submitted (MS:4)
- 35) Received confirmation from The Office of Public School Construction (OPSC) of the GUSD School Facility Program (SFP) application for modernization funds eligibility for Hillcrest Middle (MS:4)
- 36) Secured \$5,000 tech grant for connectivity for high need students (MS:1,4)
- 37) Secured \$8,000 grant for air purifiers (MS:3,4)
- 38) Additional cash reporting to SCOE (MS:4)
- 39) Participation in multiple trainings through CASBO, CSC, CDE and SCOE related to availability and application processes for COVID-related funding sources including: The Governor's Budget, Implications for Public Education and School Reopening, CASH Webinar, CSBA Budget Workshop, Capitol Advisors May Revise Workshop, and California School Services May Revise Workshop (MS:4)
- 40) Certification of Legal Assurances and School Safety Plan for Elementary and Secondary School Emergency Relief III Funds (ESSER III) (MS:4)
- 41) Approval of Expanded Learning Opportunities Grant Plan for Gravenstein Union School District, Gravenstein Elementary and Hillcrest Middle School (MS:4)
- 42) Certification of Application for Expanded Learning Opportunities Grant (MS:4)
- 43) Receipt of Expanded Learning Opportunities Grant Funding - \$465,850 (MS:4)
- 44) Submission of the In Person Instruction Grant Return to School Plan (MS:4)
- 45) Receipt of the In Person Instruction Grant Funding - \$219,269 (MS:4)
- 46) Secured additional \$5,000 tech grant for connectivity for high need students (MS:4)
- 47) Secured \$45,000 in funding through MOU with Tobacco-Free Sonoma County Coalition, teacher on assignment (MS:4)
- 48) Completed bi-weekly reporting to the state regarding reopening status and student program participation data (MS:4)

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

Annual Activities:

- 1) Adoption of 20/21 Ongoing Major Maintenance Plan (MS:3)
- 2) Ongoing maintenance, repairs, cleaning (MS:3)
- 3) Inspections and upkeep for alarm systems, water systems, solar panel monitoring (MS:3)
- 4) Completion of FIT (Facilities Inspection Tool) reports for both sites (MS:3)

New or Additional Activities for 20/21:

- 5) 2012 Master Plan Review (MS:3,4)
- 6) Interview and Select Heat Mitigation Project/Master Plan Project Manager (Counterpoint) (MS:3)
- 7) Interview and Select Heat Mitigation Project/Master Plan Architect (QKA) (MS:3)
- 8) Review and acquire Board approval of Heat Mitigation Project Plan (MS:3)
- 9) Inventory, monitor, distribute, and maintain stock of disinfecting and cleaning products, PPE, and all associated COVID-19 safety products (MS:3)
- 10) Plan and install COVID-19 facility safety measures and actions including plexiglass shields, portable air purifiers, maximizing ventilation, hand washing and hand sanitizer stations, touchless paper towel dispensers, signage, and work space disinfection protocols (MS:3)
- 11) Draft and File Williams Settlement Complaint Response (MS:3)
- 12) Installation of new marquee at Hillcrest Middle School (MS:3)
- 13) Upgrade of cabling and connectivity capabilities for Hillcrest Middle School (MS:1,3)
- 14) Purchase and use of Electrostatic Sprayers to increase efficiency of disinfection procedures (MS:3)
- 15) Opened access for second student drop-off and pick-up location resulting in mitigated traffic congestion at Gravenstein Elementary (MS:3)
- 16) Continued process for identification of additional office space for confidential student services by moving Superintendent and Business Services offices; acquired a used portable building and began process for moving and placing the portable at Hillcrest (MS:1,3)
- 17) Gained Board approval for Lease-Leaseback partner for Hillcrest Heat Mitigation Project (MS:3)
- 18) Altered scope of Phase I of the Hillcrest Heat Mitigation project due to supply shortages and only one bid for the full scope of Phase I (MS:3,4)
- 19) Gained Board approval for recommended firm to perform removal and replacement of damaged cement area at Hillcrest Middle School (MS:3)
- 20) Carbon Dioxide monitors installed in all classrooms pursuant to DSA guidance that will allow us to monitor classroom ventilation and temperatures (MS:3)
- 21) Setup classroom spaces for return to in-person instruction, with temporary removal of excess furniture and arrangement of desks and tables, to maintain appropriate social distancing protocols (MS:1,3)
- 22) Setup of canopies at Hillcrest for outside instruction at Hillcrest Middle School (MS:1,3)
- 23) Graduation setups at both sites (MS:3)
- 24) Help assist with chromebook maintenance and inventory to support distance learning (MS:1)
- 25) Created classroom/restroom cleaning logs to record housekeeping (MS:3)

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

Annual Activities:

- 1) Ongoing review and application of BP and AR (MS:3)
- 2) Parent/Student/Staff Handbook update and distribution (MS:3)

New or Additional Activities for 20/21:

- 3) Board adoption of GUSD Resolution on Racial Justice, Equity and Inclusion (MS:1,3)
- 4) Formation of Racial Justice Committee (MS:1,3)
- 5) District video on Racial Justice, Equity and Inclusion (MS:3)
- 6) Established Truancy Prevention Team and the creation and implementation of truancy notifications letters, protocols, and Site Attendance Review Team (SART) meetings (MS:1,4)

- 7) Established District SARB Committee and held 5 SARB Hearings (MS:1,4)
- 8) Draft and adoption of BP 5141.5 - Mental Health (MS:1)
- 9) Draft and adoption of BP/AR 1312.1 - Complaints Concerning District Employees (MS:2,3)
- 10) Draft and adoption of BP/AR 4030 - Nondiscrimination in Employment (MS:2,3)
- 11) Draft and adoption of BP/AR 5141.4 - Child Abuse Prevention (MS:1,2,3)
- 12) Revision and adoption of BP/AR 1240 - Duties of Volunteers (MS:1,2,3)
- 13) Revision and adoption of BP/AR 4040 - Employee Use of Technology (MS:1,2,3)
- 14) Revision and adoption of BP/AR 5123 - Promotion/Acceleration/Retention (MS:1)
- 15) Revision and adoption of AR 3541.1 - Transportation for School-Related Trips (MS:1,2,3)

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

Annual Activities:

- 1) Collective Bargaining Agreement Negotiations and contract language updates (MS:1,2,3,4)
- 2) Initial conferences and observations for certificated evaluations (MS:2,3)
- 3) Ongoing staff demographic updates, health benefits, employment verifications, retirement, payroll, continuing education unit tracking for salary schedule placements (MS:2,3)
- 4) Ongoing new hire HR setup, employment documentation, payroll, retirement, fingerprinting, TB (MS:2,3)
- 5) Ongoing credential monitoring, reporting and updates (MS:2,3)
- 6) Annual benefits payroll system updates, open enrollment process (MS:2,3)
- 7) Annual W2 reporting (MS:4)
- 8) J-90 Reporting (MS:2,3)
- 9) Special Education Personnel Data Collection (MS:1,2,3)
- 10) Quarterly payroll tax reporting (MS:4)
- 11) Quarterly multiple worksite reporting (MS:4)
- 12) Annual Governmental Compensation in California reporting (MS:4)
- 13) CALSAAS (reporting new last year) (MS:2,3,4)
- 14) All Management Team employee evaluations completed (MS:1,2,3,4)
- 15) All Certificated employee evaluations completed (MS:1,2,3)
- 16) Drafted Classified Employee evaluation tool (MS:1,2,3)

New or Additional Activities for 20/21:

- 17) Summer and Fall Staff Needs Assessment Surveys (MS:1,2,3)
- 18) Injury and Illness Prevention Plan (IIPP) updated with COVID-19 awareness and prevention section added (MS:3)
- 19) Plan, develop, and implement Distance Learning specific technology, lesson planning, instruction, assessment, and trauma awareness training provided by district staff and SSU School of Education (MS:1,2,3)
- 20) Superintendent, Principals, and Director of Maintenance participate in a variety of COVID-19 training and certification programs including: Contact Tracing, COVID-19 and OSHA Requirements, COVID-19 and OSHA Requirements for Private Schools, Reopen Confidently Webinar, Equipment & Technology for Workplace Disinfection, RESIG Health and Safety Webinar, COVID-19 and Employees Returning to Work, Trauma and COVID-19, Instructional Time and Attendance Webinar, Webinar Review of State Public Health Department Guidance, Matching Accessibility Resources to Students' Needs Virtual Training, RESIG Government Emergency Telecommunications Service

Webinar, Quest Diagnostics Covid-19 Testing Program, SCOE/Sonoma County Department of Health Service Contact Tracing Training, Certificate of Contract Tracing Proficiency, Webinar: What Is Working--Return To School, Curative/SCOE Webinar on Testing and Tracing, COVID-19 Updates and Public Schools: A Conversation with State Public Health Leaders, Governor Newsom Safe Schools for All Program, ACSA Safe Schools for All Webinar (MS:1,2,3,4)

- 21) GUTA Reopening MOU (MS:1,2,3,4)
- 22) GUCE Reopening MOU (MS:1,2,3,4)
- 23) Review and implement new guidelines for employee leaves (MS:2,3)
- 24) Payroll adjustments and tracking of CARES Act leaves for several employees (MS:4)
- 25) Draft and secure approval of position descriptions for District Mental Health Coordinator, School Secretary, and Food Clerk positions (MS:1,2,3)
- 26) Recruit, hire and train District Mental Health Coordinator (LMFT), School Secretary, Food Clerk, EL Support Teacher, Fourth Grade Teacher, 6 new IAs (MS:1,2,3)
- 27) Establish service contract and implement services for Speech and Language Service students while teacher is on leave (MS:1,2,3)
- 28) Revision of Management Salary Schedules to facilitate consistency between positions and other GUSD employee group schedules (MS:3,4)
- 29) Establish and implement system of weekly COVID-19 Surveillance Testing for all staff and small cohort students on both campuses (MS:1,3)
- 30) Establish COVID-19 Hazards Inspection Team at each site with administration, maintenance, certified and classified representatives (MS:3)
- 31) Addition of COVID-19 specific modules to annual mandated training series (MS:2,3)
- 32) Creation and implementation of COVID-19 specific sources of trauma training for all staff (MS:1,2,3)
- 33) Four SSU Student Teacher placements, 2 in ELA, 1 in Music, 1 in Social Studies (MS:3)
- 34) Implement workplace accommodations/modifications for all employee/assignment groups (MS:2,3)
- 35) Work with individual employees on accommodations/modifications based on unique needs/circumstances (MS:2,3)
- 36) Recruit, hire and orient new Chief Business Official (CBO) (MS:1,2,3,4)
- 37) Recruit, hire and orient 3 new teachers for 21/22 school year (MS:1,2,3)
- 38) Recruit, hire and orient new School Psychologist (MS:1,2,3)
- 39) Developed and implemented a COVID-19 Surveillance Testing protocol for more than 525 students returning to in-person instruction as well as any student coming to campus for specialized instruction or special events (MS:1,2,3)
- 40) Developed and implemented a system for employees to access COVID-19 Vaccinations (all employees vaccinated) (MS:1,2,3)
- 41) Prepared documentation and testimony for employee discipline hearing (MS:3,4)
- 42) GUTA Return to In-person Instruction MOU (MS:1,2,3,4)
- 43) GUCE Return to In-person Instruction MOU (MS:1,2,3,4)
- 44) Submitted and secured Board approval for Core Subject Area Teacher Authorizations for 5 Hillcrest Teachers for the 21/22 school year (MS:1,2,3)
- 45) Designed and implemented training for all staff prior to the return to in-person instruction, including current safety measures and protocols as well as SEL/trauma-informed topics (MS:1,2,3)
- 46) Leadership Team and staff attended multiple return to in-person instruction trainings and webinars including: California's Safe Schools Plan for All with State Public Health Leaders, Reopening, Vaccinations, Relief Dollars, Oh My!, Leadership 40 with Local Legislators, COVID Coordinators Meeting Series, COVID Safety Plan Submission Best Practices, SCOE/County Health: School Reopening Webinar, Safe Reopening of Schools Act (AB 86) Overview w/ Capitol Advisors, COVID-19 Testing Task Force - Valencia Labs, and Saliva-Based Rapid COVID Testing for HS Athletes and Return to In-Person (MS:1,2,3,4)

47) Completed 12 COVID-19 Contact Tracing procedures, results reported to Sonoma County Health Department and RESIG (MS:3)

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

Annual Activities:

- 1) Draft and approval of 20/21 MOU with GPA (MS:1,2,3,4)
- 2) Shoebox Challenge at Hillcrest (MS:2)
- 3) Canned Food Drive at Hillcrest Middle (MS:2)
- 4) Continue consultation and connection with community partner organizations including: SELPA, WCTA, West County Sups, Leadership 40, SSDA, ACSA, CSBA, CASBO, **Sonoma County TUPE/AOD Advisory**, Title III Consortium (MS:1,2,3,4)
- 5) **Draft and approval of 21/22 MOU with GPA (MS:1,2,3,4)**
- 6) **Held LCAP and LCAP Annual Review Stakeholder Feedback Sessions with parents of EL, RSP, Title I, Site Council, and any students, Staff, and, and the GUSD Site Council (MS:1,2,3,4)**

New or Additional Activities for 20/21:

- 7) Survey families prior to school opening to determine device needs and connectivity barriers (MS:1,2,3)
- 8) Establish Gravenstein Elementary Twitter and Facebook accounts (MS:3)
- 9) Socially Distanced Meet the Teacher Events including materials and supplies check-out process (MS:1,2,3)
- 10) Production and distribution of Hillcrest Welcome Back Video (MS:1,3)
- 11) Tech Support for parents including Classroom Teachers working with families to explain platforms, the establishment of a helpdesk managed by Matt McDowell, and Paul Carey providing outreach to meet with parents/grandparents to provide tech support (MS:1,2)
- 12) Virtual Back-To-School Nights (MS:1,2,3)
- 13) Virtual Parent/Teacher Conferences (MS:1,2,3)
- 14) Drive-Through Halloween Costume Parade (MS:1,3)
- 15) Drop-in student pictures (MS:1,3)
- 16) Drop-in materials exchanges (MS:1,2,3)
- 17) Revised and updated registration application, on-line and hard copy access (MS:3)
- 18) Allie Brown nominated for Sonoma County Teacher of the Year (MS:3)
- 19) Kathleen Byrne produces EL Program for Distance Learning that is recognized by the North Coast School of Education as best practice and will be used as a model for training new teachers (MS:1,2,3)
- 20) CDE recognition for Wanda Holden for accuracy of J-90 reporting (MS:2,4)
- 21) MOU with Tobacco-Free Sonoma County Coalition, teacher on assignment (50% funded) (MS:1,2,3,4)
- 22) George Sotiras becomes Sonoma County certificated teacher lead on project for creating TK-8 Youth Tobacco Use Prevention Curriculum (MS:2,3)
- 23) "Wonder" drive-in movie event for Gravenstein 4th graders (MS:1,2,3)
- 24) 10 GUSD teens (GUSD alumni) present "Teach Climate and Redefine It" lessons in Allison Rich's 6th grade math classes (MS:1,2,3)

- 26) Alexis Grimm and Megan Gorman secure donations from Sebastopol Rotary to purchase Night Vision Video Camera to observe Steelhead hatching activity (MS:1,2,3,4)
- 27) Patty Hurtado secured a grant for Spanish Novels (MS:1,2,3,4)
- 28) "Parenting Through COVID" Parent Education Series is organized and scheduled to begin in January of 2021 (MS:1,3)
- 29) Superintendent is invited to serve as a Board Member for the Gravenstein Health Action Committee (MS:1,2,3)
- 30) Participate in the Sonoma County C&I Network addressing COVID-specific instructional practices (MS:1,2,3)
- 31) Summer and Fall Parent Surveys (MS:1,2,3)
- 32) Drafted and conducted a parent survey to collect data on intent to return to in-person instruction (MS:1,2,3)
- 33) Established new COVID-compliant drop-off and pick-up protocols at both sites that also resulted in easing traffic congestion (MS:3)
- 34) Superintendent serves as Education and Mental Health panelist for Sebastopol Rotary's Community Needs Summit (MS:3)
- 35) Draft and approval of 21/22 MOU with GPA (MS:1,2,3,4)
- 36) Established COVID-19 tab on the GUSD Website with current information on safety plans, school site protocols, and a COVID-19 Dashboard with current reporting on surveillance testing results and campus-related cases (MS: 3)
- 37) Leadership Team and tech stipend teachers investigated on-line parent communication upgrades and are considering adoption of Parent Square (MS:1,3)
- 38) Used guidance from previous marketing work, staff, survey, Board, and Leadership team to revise and update district and school websites and expand social media presence (MS:1,3,4)
- 39) Planned and implemented 10 promotion ceremonies for K, 5th, and 8th grade students (MS:3)
- 40) Sergio Blanco named Rotary Career Teacher of the Year (MS: 2,3)
- 41) Kate Crandall, Sally Redfern, Beth Trivunovic, and Kory Van Dyke named Rotary Innovative Teachers of the Year (MS: 2,3)
- 42) Added Racial Justice and Equity tab on GUSD website that contains GUSD Proclamation and DEI activity updates (MS:1,3)

2020/2021 Committee Activities

In addition to established committees, several additional committees and subcommittees were created for planning and implementing activities and work plans due to the suspension of in-person instruction. (*Board Member Participation, **Board Members invited to participate)

| <u>Committee</u> | <u>Meeting Dates</u> |
|---------------------------------------|-----------------------------|
| Summer Parent Survey* | 6/4, 6/19 |
| Reserve Strategy* | 6/4, 6/18, 11/9, 12/3, 12/7 |
| Architect Selection* | 6/15, 6/19, 6/22 |
| Facilities, Supplies, Storage Space** | 6/5, 6/11 |
| Health/Hygiene** | 6/16 |
| Reopening Committee* | 6/25 |

| | |
|--|---|
| Negotiations* | 9/4, 12/8, 5/12 |
| GUTA MOU Committee* | 8/3, 8/4, 8/5, 8/6 |
| GUCE MOU Committee* | 8/5, 8/7 |
| SEL Planning & Presentations | 8/13, 9/14, 10/2, 10/7, 11/19, 12/9, 5/7 |
| Racial Equity* | 9/10, 3/2, 4/6, 4/20, 5/3, 6/21 |
| GUTA/GUCE/GUSD Return to In-Person Instruction Planning Committee* | 9/23, 10/2, 10/19, 2/17, 2/23, 3/1, 3/5, 3/29, 3/31 |
| Hillcrest Heat Mitigation* | 9/30, 12/2, 12/22 |
| Fall Parent Survey* | 10/28 |
| Fall Staff Survey* | 11/10 |
| Gravenstein Traffic Mitigation* | 11/18, 12/3 |
| Prep Day/Struggling Student Support | 11/23, 11/30 |
| Governance* | 2/23, 4/1 |
| CBO Interview* | 5/12 |
| LCAP Review** | 5/18, 5/19, 5/20, 5/25, 5/26 |
| Masterplan* | 6/7 |
| Portable Inspection** | 6/14 |

Local Control and Accountability Plan (LCAP) Every Student Succeeds Act (ESSA) Federal Addendum

TITLE III, PART A Local Update for 2021-2022

LEA NAME: Gravenstein Union School District
CDS CODE: 49-70714-6051742

Board Approval Date:

Title III Professional Development

ESSA SECTION 3115(c)(2)

Describe how the eligible entity will provide effective professional development to classroom teachers, principals and other school leaders, administrators, and other school or community-based organizational personnel.

THIS ESSA PROVISION IS ADDRESSED BELOW:

Consortium members will attend the California Association of Bilingual Educators (CABE) Conference. They will engage in rich activities designed to deepen their understanding of the distinct needs of English learners, while ensuring they are progressing towards achieving English proficiency as well as meeting the challenging State academic standards. Following the conference, teachers will be required to meet with the Consortium lead (SCOE/Jenn Guerrero) where they will reflect on their learning and design a plan for next steps. They will strategize on how to bring this learning to the site and classroom to ensure that it will have a positive and lasting impact on teacher performance in the classroom.

Enhanced Instructional Opportunities

ESSA SECTIONS 3115(e)(1) and 3116

Describe how the eligible entity will provide enhanced instructional opportunities for immigrant children and youth.

THIS ESSA PROVISION IS ADDRESSED BELOW:

n/a

Title III Programs and Activities

ESSA SECTION 3116(b)(1)

Describe the effective programs and activities, including language instruction educational programs, proposed to be developed, implemented, and administered under the subgrant that will help English learners increase their English language proficiency and meet the challenging State academic standards.

THIS ESSA PROVISION IS ADDRESSED BELOW:

Each Consortium member superintendent or superintendent/principal will work with the Consortium lead (SCOE, Jenn Guerrero) over the course of the 2021-2022 year. Together, they will discuss, strategize, reflect, and continuously improve upon how the member LEA's language instruction programs are effective and increase the English language proficiency of ELs while ensuring that they meet the challenging State academic standards. Superintendents or superintendent/principals will engage in data walks, examine local needs, and utilize protocols and tools to further strengthen their programs for English learners.

English Proficiency and Academic Achievement

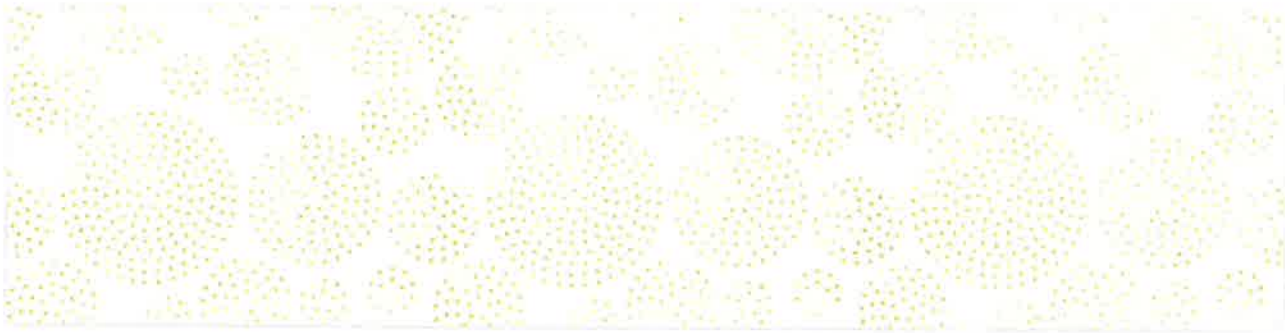
ESSA SECTION 3116(b)(2)(A-B)

Describe how the eligible entity will ensure that elementary schools and secondary schools receiving funds under Subpart 1 assist English learners in:

- (A) achieving English proficiency based on the State's English language proficiency assessment under Section 1111(b)(2)(G), consistent with the State's long-term goals, as described in Section 1111(c)(4)(A)(ii); and
- (B) meeting the challenging State academic standards.

THIS ESSA PROVISION IS ADDRESSED BELOW:

Consortium members will be provided with a supplemental professional development series focused on integrated and designated ELD. Teachers and administrators will engage in activities designed to deepen their understanding of the language, concepts, and research supporting the ELD standards and, most importantly, how they are applied in instruction for English learners. This PD will contextualize and refine the understanding of integrated and designated ELD as explained in the ELA/ELD Framework and the way in which it comes to life in the classroom. It will address meeting the unique needs of ELs by cultivating positive student identity and agency through language acquisition and academic achievement. In addition to leading the series, the Consortium lead (SCOE/Jenn Guerrero) will be available for each LEA to provide planning, coaching, and support.



Williams Settlement Quarterly Uniform Complaint Report - April 1, 2021 - June 30, 2021

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

* Required

Name of District *

Gravenstein Union

Name and Title of Person Reporting *

David Rose, Superintendent

Phone Number *

7078237008

Email Address *

drose@grav.k12.ca.us

INSTRUCTIONAL MATERIALS *

There were 0 complaints received during this quarter.

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

TEACHER VACANCY AND/OR MISASSIGNMENT *

There were 0 complaints received during this quarter

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

FACILITIES *

There were 0 complaints received during this quarter

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

CAHSEE Intensive Instruction and Services *

There were 0 complaints received during this quarter

YES, there were complaints, there were complaints resolved/and or there were complaints unresolved - please give detailed information below by listing each

complaint and associated solution

INSTRUCTIONAL MATERIALS

Complaint Details

n/a

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

n/a

FACILITIES

Complaint Details

n/a

CAHSEE Intensive Instruction and Services

Complaint Details

n/a

Submit

Never submit passwords through Google Forms.

This form was created inside of Sonoma County Office of Education. [Report Abuse](#)



CONTRACT

AGREEMENT FOR VENDED MEAL SERVICES

This AGREEMENT, for the period July 1, 2021 through June 30, 2022, is hereby entered into between City of Santa Rosa High School District of the State of California, hereinafter referred to as "CITY SCHOOLS" and: Gravenstein Union School District, hereinafter referred to as: District.

WHEREAS, CITY SCHOOLS has the capability for providing vended meal services and Reimbursable Lunches to various sites and programs on a cost-reimbursement basis:

NOW THEREFORE: the parties hereto agree as follows:

CITY SCHOOLS SHALL:

(1) Prepare and deliver Reimbursable Lunches, excluding milk, using the Santa Rosa City Schools Choice Menu to:

See Attachment A

By 11:00 a.m.

EACH SCHOOL DAY, including minimum days, in accordance with the number of meals requested for that day. Eating utensils, straws, and napkins will also be provided.

(2) Be responsible for meeting the nutritional standards for Reimbursable Lunches as set forth by the United States Department of Agriculture for the National School Lunch Program, and also for the quality of the lunches at the time of delivery.

(3) Pick up transport baskets from the previous day's delivery at the time of the current day's delivery.

(4) Present itemized invoice the tenth working day of each month for the previous month's deliveries.

Reimbursable breakfasts for elementary and secondary schools will be billed at one dollar and fifty cents (\$1.75) each, NOT including milk.

Reimbursable lunches will be billed at the rate of three dollars (\$3.00) each for elementary, NOT including milk, and three dollars and twenty-five cents (\$3.25) each for secondary, NOT including milk.

(5) Assume all liability for proper use and protection of surplus commodities assigned to District. Commodities will only be used for the preparation of lunch meals and may not be sent to sites for snacks.

(6) Provide District with a monthly menu one week prior to the beginning of the month covered by said menu.

(7) Maintain all necessary records on the nutritional components of the lunches and the number of lunches delivered to and make said records available for inspection by the State and Federal authorities upon request.

(8) Shelf stable meals will be provided in the event your District is open on a scheduled CITY SCHOOLS holiday.

(9) CITY SCHOOLS shall charge for a minimum of fifteen (15) lunches at any given site. Fewer lunches may be received, but CITY SCHOOLS will not charge less for a regularly scheduled stop.

(10) Sack lunches can be provided for field trips with ten(10) working days' notice to the site providing lunches.

District SHALL:

(1) A. **Orders must be placed by 9:30 AM five days in advance** to ensure we will have the number of lunch choices available and for the efficient operation of our services. Shelf stable meals are available to purchase as a back-up supply, should you ever need additional meals.

B. Ensure that adequate storage shall be provided for the lunches from time of delivery until served to the student in accordance with Health and Safety Codes.

C. Ensure that lunches are heated to 165 degrees in accordance with Health and Safety Code #27601.

D. Ensure that an employee is available at sites each school day to verify quality and quantity of said lunches. Errors in count called in shall be the responsibility of District.

E. Ensure that lunches are delivered and served at sites approved on the District National School Lunch Agreement.

Failure to comply shall constitute sufficient reason for CITY SCHOOLS to immediately cease providing lunches under this AGREEMENT.

(2) Provide CITY SCHOOLS with school calendars. Each site shall give notice to CITY SCHOOLS Central Kitchen Manager of calendar changes. Also, notice must be given for minimum day meal requirements and any holidays not clearly indicated on the calendar. **THIS NOTICE MUST BE GIVEN TWO (2) WORKING DAYS PRIOR TO SAID SCHEDULE CHANGE.**

(3) Provide personnel to serve lunches, clean the serving and eating areas, assemble and deliver transport baskets by Santa Rosa City Schools delivery the next day.

(4) Establish collection procedures which are in accordance with State and Federal regulations relating to the overt identification of needy students, and keep accurate records of the number of free, reduced price, paid, and adult lunches served daily.

(5) Prepare all claims for reimbursement under its own agreement number, receive and approve all free and reduced price meal applications, and maintain all necessary records to substantiate the above items.

(6) Assign to CITY SCHOOLS one hundred percent (100%) of the commodities to which District is entitled and the responsibility for proper use of such commodities. If there is a short-fall of commodities, cash-in-lieu of commodities shall be given to CITY SCHOOLS. Commodities may not be sent to school sites except as they appear on the listed menu.

(7) Pay CITY SCHOOLS within 60 days of invoice or a fee of 1% will be charged on the balance due.

(8) Order, provide, and pay for all milk served with the reimbursable lunches.

TERM

This AGREEMENT becomes effective this day July 1, 2021, and will continue until June 30, 2022. This AGREEMENT may be renegotiated and renewed as revised and agreed upon by both parties. This AGREEMENT is valid through June 30, 2022.

TERMINATION/INDEMNIFICATION

Termination

CITY SCHOOLS may terminate this AGREEMENT, with or without cause, upon 30 days' written notice to DISTRICT.

Indemnification

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

Each party to this agreement understands and is aware that the School and College Legal Services, Sonoma County Office of Education, provides legal advice and services to each of the parties on this and other matters. Each party has no objections to the representation of the other parties by the same legal counsel.

APPROVED BY

| | |
|------------------------|-------|
| By _____ | _____ |
| Signature | Title |
| _____ | _____ |
| School District/Agency | Date |

APPROVED BY

CITY OF SANTA ROSA HIGH SCHOOL DISTRICT

| | |
|---|-------|
| By _____ | _____ |
| Deputy Superintendent-Business Services | Date |

Board Approved:

| | |
|---------------|-------|
| _____ | _____ |
| Legal Counsel | Date |

ATTACHMENT A

GRAVENSTEIN UNION SCHOOL DISTRICT

Gravenstein Elementary School
3840 Twieg Avenue
Sebastopol, CA 95472

Hillcrest Middle School
725 Bloomfield Road
Sebastopol, CA 95472

ReqPay12d

Board Report

Checks Dated 06/01/2021 through 06/30/2021

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|--------------------------------|-------------|---|-----------------|--------------|
| 1838736 | 06/03/2021 | Clements, Colleen M | 04-5202 | Professional Development- Online Lessons | | 79.00 |
| 1838737 | 06/03/2021 | Carey, Paul R | 01-4310 | Reimb. PE Supplies | 4.48 | |
| | | | | Reimb.STEM Supplies | 4.48 | |
| | | | 03-4310 | Reimb. PE Supplies | 51.54 | |
| | | | | Reimb.STEM Supplies | 51.54 | 112.04 |
| 1838738 | 06/03/2021 | Ally Technology Consulting LLC | 01-5840 | IT Consultant 2020-21 | 162.50 | |
| | | | 03-5840 | IT Consultant 2020-21 | 1,950.00 | |
| 1838739 | 06/03/2021 | American Storage LLC | 04-5840 | IT Consultant 2020-21 | 1,137.50 | 3,250.00 |
| | | | 01-5830 | Storage Container for Gravenstein USD | 12.00 | |
| | | | 03-5830 | Storage Container for Gravenstein USD | 138.00 | 150.00 |
| 1838740 | 06/03/2021 | AT&T Mobility | 01-5840 | Wireless Service - year 1 | 75.20 | |
| | | | 03-5840 | Wireless Service - year 1 | 902.29 | |
| | | | 04-5840 | Wireless Service - year 1 | 526.34 | 1,503.83 |
| 1838741 | 06/03/2021 | Clover-Stornetta Farms Inc. | 13-4700 | Milk Purchases 2020-21 | | 58.50 |
| 1838742 | 06/03/2021 | Fishman Supply Company | 04-4370 | Custodial Supplies | 10.27 | |
| | | | 04-4400 | Custodial Supplies | 65.05 | 75.32 |
| 1838743 | 06/03/2021 | Focused Behavioral Solutions | 04-5830 | Focused Behavioral Solutions | | 550.00 |
| 1838744 | 06/03/2021 | myDevices, Inc. | 01-5830 | CO2 Sensors Maintanance-District | 7.60 | |
| | | | 03-5830 | CO2 Sensors Maintanance-District | 91.20 | |
| | | | 04-5830 | CO2 Sensors Maintanance-District | 53.20 | 152.00 |
| 1838745 | 06/03/2021 | NorBay Consulting | 04-5830 | Asbestos Testing-HMS | | 1,202.00 |
| 1838746 | 06/03/2021 | Office Depot | 01-4350 | School Secretary Supplies- Grav | 12.43 | |
| | | | 03-4350 | School Secretary Supplies- Grav | 142.95 | 155.38 |
| 1838747 | 06/03/2021 | Pacific Gas & Electric | 01-5520 | Light Poles at Grav Elem 2020-21 | 1.40 | |
| | | | 03-5520 | Light Poles at Grav Elem 2020-21 | 16.08 | 17.48 |
| 1838748 | 06/03/2021 | 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 |
| 1839678 | 06/10/2021 | Evans Carnahan, Gail S | 03-4390 | Reimb. Health Supplies | | 13.28 |
| 1839679 | 06/10/2021 | Carpenter, Mary Ann | 01-5862 | Reimb. Finger Prints | 1.25 | |
| | | | 03-5862 | Reimb. Finger Prints | 15.00 | |
| | | | 04-5862 | Reimb. Finger Prints | 8.75 | 25.00 |
| 1839680 | 06/10/2021 | ACSIG | 01-9573 | Employee's Dental Plan Coverage 2020-21 | | 8,995.00 |
| 1839681 | 06/10/2021 | AT&T Calnet 3 | 01-5911 | Gravenstein AT&T CALNET 3 Charges 2020-21 | 37.17 | |
| | | | 03-5911 | Gravenstein AT&T CALNET 3 Charges 2020-21 | 443.23 | |

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

Page 1 of 5

Checks Dated 06/01/2021 through 06/30/2021

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|--|-------------|--|-----------------|--------------|
| 1839681 | 06/10/2021 | AT&T Calnet 3 | 04-5911 | Gravenstein AT&T CALNET 3 Charges 2020-21 | 220.92 | |
| | | | | Hillcrest AT&T CALNET 3 Charges 2021-21 | 67.21 | 768.53 |
| 1839682 | 06/10/2021 | Dept Of Justice, Acctg Office | 01-5862 | Fingerprinting for staff 2020-21 | 4.05 | |
| | | | 03-5862 | Fingerprinting for staff 2020-21 | 48.60 | |
| 1839683 | 06/10/2021 | Presence Learning, Inc. | 04-5862 | Fingerprinting for staff 2020-21 | 28.35 | 81.00 |
| | | | 01-5830 | Flat Rate SLP Services Contract FY21 | 646.82 | |
| | | | 03-5830 | Flat Rate SLP Services Contract FY21 | 7,761.81 | |
| | | | 04-5830 | Flat Rate SLP Services Contract FY21 | 1,935.59 | 10,344.22 |
| 1839684 | 06/10/2021 | Ray Morgan Company | 01-5633 | Copier Contract Charges 2020-21 | | 725.92 |
| 1839685 | 06/10/2021 | Santa Rosa City Schools | 01-4710 | Lunch Program for 2020-21 | 1,125.26 | |
| | | | 13-4710 | Lunch Program for 2020-21 | 2,474.74 | 3,600.00 |
| 1839686 | 06/10/2021 | School Services Of California | 01-5200 | Registration: May Revise Workshop | 23.00 | |
| | | | 03-5200 | Registration: May Revise Workshop | 276.00 | |
| | | | 04-5200 | Registration: May Revise Workshop | 161.00 | 460.00 |
| 1839687 | 06/10/2021 | SyTech Solutions | 01-5830 | Document Management Services 2020-21 | 13.32 | |
| | | | 03-5830 | Document Management Services 2020-21 | 159.90 | |
| | | | 04-5830 | Document Management Services 2020-21 | 93.28 | 266.50 |
| 36 1839688 | 06/10/2021 | West County Transportation | 03-5826 | 4th Grade -Fort Ross Conservancy | | 2,688.08 |
| 1839689 | 06/10/2021 | Rich, Allison T | 04-4310 | Reimb. Student Council 8th Gr. Lunch | | 216.65 |
| 1839690 | 06/10/2021 | Carey, Paul R | 01-4310 | Reimb. Field Day | 22.68 | |
| | | | 03-4310 | Reimb. Field Day | 260.82 | 283.50 |
| 1839691 | 06/10/2021 | ACSIG | 01-9573 | Employee's Dental Plan Coverage 2020-21 | | 9,509.00 |
| 1839692 | 06/10/2021 | Counterpoint Construction Services, Inc. | 40-6200 | Facilities Project Management Services | 790.00 | |
| | | | | Hillcrest Temperature Mitigation | 6,112.50 | 6,902.50 |
| 1839693 | 06/10/2021 | Fishman Supply Company | 04-4370 | Custodial Supplies | 57.81 | |
| | | | 04-4400 | Custodial Supplies | 365.99 | 423.80 |
| 1839694 | 06/10/2021 | Office Depot | 03-4310 | School Supplies and HMS Office Supplies | 35.40 | |
| | | | 04-4390 | School Supplies and HMS Office Supplies | 173.98 | |
| | | | 04-4400 | Desk Chair- Collins | 140.71 | 350.09 |
| 1839695 | 06/10/2021 | Pacific Gas & Electric | 03-5520 | Electric and Gas for 2020-21 @ Gravenstein | 1,597.51 | |
| | | | 04-5520 | Electric and Gas for 2020-21 @ Hillcrest | 1,201.21 | 2,798.72 |
| 1839696 | 06/10/2021 | Pitney Bowes Global Financial | 04-5600 | Postage Machine Lease Rental 2020-21 | | 184.63 |
| 1839697 | 06/10/2021 | Fort Ross Conservancy (FRC) | 03-5826 | Fort Ross Conservancy FT 2020-21 | | 1,580.00 |
| 1839698 | 06/10/2021 | Mirimus, Inc. | 01-5830 | Covid-19 DistrictTesting 2020-21 | 16.20 | |
| | | | 03-5830 | Covid-19 DistrictTesting 2020-21 | 60.00 | |
| | | | 04-5830 | Covid-19 DistrictTesting 2020-21 | 23.80 | 100.00 |

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 06/01/2021 through 06/30/2021

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|--------------------------------|-------------|--|------------------------|--------------|
| 1839699 | 06/10/2021 | U.S. Bank Corporate Payment | 01-4362 | Dist. Fuel | 13.61 | |
| | | | 01-4370 | Air Filters | 178.15 | |
| | | | | Air Filters-Covid | 15.49 | |
| | | | 01-4380 | Maint. Supplies | 66.86 | |
| | | | 03-4310 | Grav Covid Expenses | 342.48 | |
| | | | 03-4362 | District Fuel | 163.27 | |
| | | | 03-4380 | Maint. Supplies | 791.76 | |
| | | | 04-4310 | HMS Covid Expenses | 412.49 | |
| | | | 04-4362 | District Fuel | 95.24 | |
| | | | 04-4370 | Plastic Tarping-HMS-Covid | 509.66 | |
| | | | 04-4380 | Maint Supplies | 425.76 | |
| | | | 04-4400 | Replacement Phones-HMS | 113.76 | 3,128.53 |
| | | | 1841123 | 06/17/2021 | Evans Carnahan, Gail S | 01-4350 |
| 1841124 | 06/17/2021 | All-Guard Alarm Systems, Inc | 03-4350 | Reimb. Secretary Supplies | 10.07 | 10.95 |
| | | | 01-5800 | Programing Changes HMS/Grav | 6.50 | |
| 1841125 | 06/17/2021 | Mary Tupa, dba Crown Trophy | 03-5800 | Programing Changes HMS/Grav | 78.00 | |
| | | | 04-5800 | Programing Changes HMS/Grav | 45.50 | 130.00 |
| | | | 01-4390 | Engraved Plastic Signs | 1.20 | |
| | | | 03-4390 | Engraved Plastic Signs | 14.32 | |
| 1841126 | 06/17/2021 | Juvo | 04-4390 | Engraved Plastic Signs | 8.35 | 23.87 |
| 1841127 | 06/17/2021 | Mitpar Films | 04-5830 | Autism and Behavioral Health Services | | 1,613.33 |
| 1841128 | 06/17/2021 | Office Depot | 04-5830 | Graduation Video 2020-21 | | 500.00 |
| | | | 01-4390 | Printer ink for Superintendent | 9.58 | |
| 1841129 | 06/17/2021 | Recology Sonoma Marin | 03-4390 | Printer ink for Superintendent | 114.98 | |
| | | | 04-4390 | Printer ink for Superintendent | 67.07 | 191.63 |
| | | | 01-5560 | Recology-Gravenstein | 73.82 | |
| | | | 03-5560 | Recology-Gravenstein | 848.94 | |
| 1841130 | 06/17/2021 | Redwood Pediatric Therapy Asso | 04-5560 | Recology-Hillcrest 2020-21 | 649.50 | 1,572.26 |
| 1841131 | 06/17/2021 | RTW Health Services, LLC | 03-5811 | OT/Consult Svcs for Student JZ and RH | | 865.27 |
| | | | 01-5830 | Coordinate and Execute Covid -19 Site Testing | 1,094.00 | |
| | | | 03-5840 | Coordinate and Execute Covid -19 Site Testing | 13,128.00 | |
| | | | 04-5840 | Coordinate and Execute Covid -19 Site Testing | 7,658.00 | 21,880.00 |
| 1841132 | 06/17/2021 | School and College Legal | 01-5823 | School & College Legal Services Retainer 2020-21 | 117.45 | |

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 06/01/2021 through 06/30/2021

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|-------------------------------|------------|--------------------------------|-------------|--|-----------------|------------------|
| 1841132 | 06/17/2021 | School and College Legal | 03-5823 | School & College Legal Services Retainer 2020-21 | 1,409.40 | |
| | | | 04-5823 | School & College Legal Services Retainer 2020-21 | 822.15 | 2,349.00 |
| 1841133 | 06/17/2021 | Slembrock-Many Corporation | 04-5830 | Fire Alarm Monorting-HMS | | 480.00 |
| 1841134 | 06/17/2021 | U.S. Bank Equipment Finance | 01-5631 | Copier Lease for Schools and DO for 2020-21 | 35.27 | |
| | | | 03-5631 | Copier Lease for Schools and DO for 2020-21 | 423.38 | |
| | | | 04-5631 | Copier Lease for Schools and DO for 2020-21 | 246.98 | 705.63 |
| 1841135 | 06/17/2021 | United Forest Products Inc. | 04-4370 | Top Soil - Hillcrest | | 263.66 |
| 1841136 | 06/17/2021 | Weeks Drilling & Pump Co. Inc. | 01-5530 | Gravenstein Elem Water Service for 2020-21 | 46.30 | |
| | | | 03-5530 | Gravenstein Elem Water Service for 2020-21 | 532.53 | |
| | | | 04-5530 | Hillcrest Water Service for 2020-21 | 494.46 | 1,073.29 |
| 1842530 | 06/24/2021 | Holden, Wanda L | 01-5950 | Reimb. Certified Mail | .72 | |
| | | | | Reimb. Postage Return of Laptop WH | 2.84 | |
| | | | 03-5950 | Reimb. Certified Mail | 8.64 | |
| | | | | Reimb. Postage Return of Laptop WH | 34.01 | |
| | | | 04-5950 | Reimb. Certified Mail | 5.04 | |
| | | | | Reimb. Postage Return of Laptop WH | 19.84 | 71.09 |
| 1842531 | 06/24/2021 | Benz, Lisa | 04-5800 | Reimb. 8th Gr.Plaque Awards | | 492.75 |
| 1842532 | 06/24/2021 | AED Authority | 01-4400 | AED Concierge Service for GUSD | 19.60 | |
| | | | 03-4400 | AED Concierge Service for GUSD | 225.40 | |
| | | | 04-4400 | AED Concierge Service for GUSD | 195.00 | 440.00 |
| 1842533 | 06/24/2021 | Alpha Analytical Laboratories, | 03-5830 | Water testing for Gravenstein | 32.00 | |
| | | | 04-5830 | Water testing for Hillcrest | 32.00 | 64.00 |
| 1842534 | 06/24/2021 | MCI Comm Service | 12-5911 | Daycare Phone Line for 2020-21 | | 15.16 |
| 1842535 | 06/24/2021 | Office Depot | 01-4350 | District Office Supplies | 4.77 | |
| | | | 03-4350 | District Office Supplies | 57.35 | |
| | | | 04-4350 | District Office Supplies | 33.46 | 95.58 |
| 1842536 | 06/24/2021 | Sonoma County Office Of Ed. | 01-5812 | Business Cards | 1.02 | |
| | | | 03-5812 | Business Cards | 12.17 | |
| | | | 04-5812 | Business Cards | 7.11 | 20.30 |
| Total Number of Checks | | | | | 56 | 93,722.30 |

38

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.

Checks Dated 06/01/2021 through 06/30/2021

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

Fund Recap

| Fund | Description | Check Count | Expensed Amount |
|---------------------------|-------------------------------|-------------|------------------|
| 01 | General Fund | 34 | 23,093.52 |
| 03 | Gravenstein Elementary Charte | 37 | 37,443.62 |
| 04 | Hillcrest Middle Charter | 39 | 23,734.26 |
| 12 | Child Development Fund | 1 | 15.16 |
| 13 | Cafeteria Fund | 2 | 2,533.24 |
| 40 | Special Reserve-capital Proj | 1 | 6,902.50 |
| Total Number of Checks | | 56 | 93,722.30 |
| Less Unpaid Tax Liability | | | .00 |
| Net (Check Amount) | | | 93,722.30 |

39

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
June Payroll Report
July 2021 Regular Board Meeting**

Certificated Salary & Benefits

| | |
|-----------------------------|----------------------|
| Regular Payroll | \$ 526,987.70 |
| Supplemental Payroll | \$ 4,513.45 |

Certificated Salary & Benefits

| | |
|-----------------------------|----------------------|
| Regular Payroll | \$ 178,947.81 |
| Supplemental Payroll | \$ 13,225.12 |
| Manual Payroll | \$ 300.90 |

Total June Salary & Benefits

\$ 723,974.98

***Note: The June Payroll includes July Deferred Net Payroll totals**

**BEFORE THE GOVERNING BOARD OF THE
GRAVENSTEIN UNION SCHOOL DISTRICT
SONOMA COUNTY, CALIFORNIA**

In the Matter of School and)
Classroom Capacity Limits)
for Purposes of Granting or)
Denying Enrollment)
Requests)

RESOLUTION NO. 210713-01

WHEREAS the Board hereby finds that it is in the best interest of the GRAVENSTEIN UNION SCHOOL DISTRICT that the District meet its obligation to serve students pursuant to school charter guidelines before using its resources to serve new students who request enrollment into the District;

WHEREAS the Governing Board of this District supports providing new students with a District placement where possible pursuant to state and charter guidelines;

WHEREAS to accomplish these goals, it is necessary for the District to determine whether there is space for new students in all classroom settings, ranging from general education to special education;

WHEREAS, determination of limitations on capacity for purposes of enrollment requests exist to allow for in-District residential growth after enrollment requests have been processed;

WHEREAS, lack-of-space is a recognized, legitimate basis for denying a new enrollment request;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the GRAVENSTEIN UNION SCHOOL DISTRICT that the District hereby sets forth criteria for denying an enrollment request due to lack of space for the 2021-2022 school year:

1. Classes at the relevant grade level may be deemed to be full for purposes of interdistrict transfers when the classes reach 90% of total capacity

2. When the total number of enrolled students in the District reaches 90% of TK-5 total capacity or 95% of 6-8 total capacity, the District may be deemed full for purposes of enrollment requests
3. For resource specialist programs, in addition to considerations of grade level and district capacity, a resource specialist program may be deemed full when all 1.0 full time equivalent (“FTE”) RSP case managers’ caseloads are higher than 24:1 [NOTE: the legal maximum is 28:1], or, where a RSP is not 1.0 FTE, a prorated ratio based upon the fraction of FTE the RSP is hired to teach;
4. For new programs or classes, the Superintendent or his/her designee may establish capacities for purposes of interdistrict transfers.

The foregoing Resolution was adopted by the Governing Board of the GRAVENSTEIN UNION SCHOOL DISTRICT on the ___ day of _____, 2021, by the following vote:

AYES:

NOES:

ABSENT:

President, Governing Board

I, _____, Clerk of the Governing Board of the GRAVENSTEIN UNION SCHOOL DISTRICT do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on _____, 2021.

Clerk, Governing Board



QUATTROCCHI KWOK
ARCHITECTS

July 8th, 2021

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

RE: Master Planning Services
QKA Project 1891.01

Dear Superintendent Rose,

Thank you for the opportunity to provide this fee proposal for Agreement for Facilities Assessment and Master Planning Services to help the Gravenstein Union School District determine the direction in which to best use and improve the District's schools. This proposal provides for two phases and are identified as Part One and Part Two below.

Part One-Facilities Assessment: Assessment of existing facilities needs at Hillcrest Middle School and Gravenstein Elementary School to identify improvements needed to maintain the District's current educational program. This assessment will include a site visit to both schools to make a general assessment of the conditions at the school. In addition to Architectural representatives from QKA, this site visit will include our Structural, Civil, Mechanical and Electrical Consulting Engineers. Following the site visits, we will provide a written report including the existing deficiencies and recommended solutions. This report will include the consulting engineers' reports and Cost estimates will be included.

Part Two-Facilities Master Plan: Using the findings of the Facilities Assessment we will then study potential solutions and work with a facilities committee of members of your choosing to provide a recommended solution at each site. Since each site has been reviewed with site staff, teachers and the local community, at this time we anticipate no more than one meeting for each site via Zoom or other electronic platform. Updated cost estimates will be provided.

MAIN OFFICE:

636 Fifth Street, Santa Rosa, CA 95404

PLEASANTON OFFICE:

600 Main Street, Suite E, Pleasanton, CA 94566

707.576.0829

A California Corporation

www.qka.com

As stipulated in our Master Agreement, we will provide our services on a fixed fee basis, using the schedule below. Any additional work would be provided at hourly rates. For each of the two phases we propose the following initial authorizations. Consulting engineers' costs for the Facilities Study portion of the work are included in the amount below.

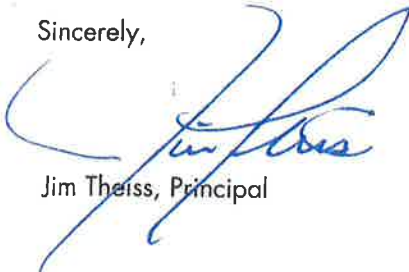
| | |
|---|-----------------|
| <u>Part One:</u> GUSD School Facilities Study | \$56,198 |
| <u>Part Two:</u> Measure M Implementation Plan Update | <u>\$54,284</u> |
| Proposed Fee | \$110,482 |

In addition to this fee increase, we anticipate reimbursable expenses at direct cost plus 10% using an allowance of \$2,500.

Our schedule for provision of these reports, provided authorization by the end of this month would be completion of the Part One the Facilities Assessments by the end of August, followed by immediate start of Master Plan and completion in mid-November.

I hope this Amendment meets with your approval. If so, please return one signed copy to our Contracts Manager, Carol Tonelli. Thank you again for this opportunity.

Sincerely,



Jim Theiss, Principal

Agree to Amendment Services & Fees

David Rose, Superintendent

Date

encl. 2021 Hourly Rates

cc: Katie Anderson, GUSD Chief Business Official
Tenaya Dale, Counterpoint Construction Services

**QKA Hourly Rate Schedule
For Calendar Year 2021**

| | |
|--|-----------|
| Principal | \$240/hr. |
| Project Manager/Associate/Director | \$225/hr. |
| Project Architect/Designer | \$220/hr. |
| Job Captain | \$210/hr. |
| Construction Admin Project Manager | \$220/hr. |
| Assistant Construction Admin Project Manager | \$200/hr. |
| Interior Designer | \$220/hr. |
| CADD/Drafting / BIM Modeler | \$195/hr. |
| Construction Admin Project Coordinator | \$185/hr. |
| Clerical | \$135/hr. |

Consultants: 1.10 times the consultants' standard hourly rates.

The above rates are effective January 1, 2021, and are in effect for the calendar year 2021. On January 1 of each of the subsequent years, the above rates shall be adjusted at the rate of the Consumers Price Index as published by the Bureau of Labor Statistics.

Preliminary Estimate
 From June 7, 2021 Master Plan
 Committee Meeting

Part 1 Facility Assessment

| Task | Qty | Hours | People | Rate | Extension |
|----------------------|-----|-------|--------|----------|--------------------|
| Site visit | 2 | 3 | 2 | \$230.00 | \$1,380.00 |
| Meetings (Zoom) | 2 | 2 | 2 | \$230.00 | \$1,840.00 |
| Research/Writing | | 40 | 1 | \$230.00 | \$9,200.00 |
| Document Preparation | | 40 | 1 | \$230.00 | \$9,200.00 |
| Travel | 1 | 4 | 1 | \$230.00 | \$920.00 |
| | | | | | \$22,540.00 |
| 20% Contingency | | | | | \$4,508.00 |
| Total Part 1 | | | | | \$27,048.00 |

Consultant Fees (estimated) **\$24,300.00** **\$26,730.00** mechanical el

Part 2: Master Plan

| Task | Qty | Hours | People | Rate | Extension |
|----------------------|-----|-------|--------|----------|--------------------|
| Site visits | 1 | 6 | 2 | \$230.00 | \$2,760.00 |
| Meetings (Zoom) | 3 | 1.5 | 2 | \$230.00 | \$2,070.00 |
| Master Planning | 1 | 30 | 2 | \$230.00 | \$13,800.00 |
| Document Preparation | 1 | 30 | 1.5 | \$230.00 | \$10,350.00 |
| Revisions | 1 | 20 | 1.5 | \$230.00 | \$6,900.00 |
| Travel | 0 | 4 | 2 | \$230.00 | \$0.00 |
| Board Presentation | 2 | 2 | 2 | \$230.00 | \$1,840.00 |
| | | | | | \$37,720.00 |
| 20% contingency | | | | | \$7,544.00 |
| Total Part 2 | | | | | \$45,264.00 |

Total Part 1 and Part 2 **\$99,042.00**