

Board of Education Regular Meeting Agenda

[Zoom Link](#)

DATE: Tuesday, August 9, 2022
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

I. CALL TO ORDER AT 5:00 PM

II. ADOPTION AND APPROVAL OF THE AGENDA

Approval of the agenda for August 9, 2022 (2 min.)

Action taken/comments:

Motion _____ Second _____

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

III. REPORTS, AND ORAL COMMUNICATIONS

- A. (p. 1) Gravenstein Principal (10 min.)**
- B. (p. 2) Hillcrest Principal (10 min.)**
- C. Gravenstein Union Teachers' Association (5 min.)**
- D. District Site Council (3 min.)**
 - 1. First 22/23 Meeting scheduled for August 24, 2022**
- E. (p. 3) English Language Advisory Committee, ELAC (2 min)**
 - 1. Focus for 22/23 will be Master Plan draft**
- F. (p. 5) Gravenstein Parent Association, GPA (5 min.)**
 - 1. Agenda from July 21, 2022**
 - 2. Minutes from June 16, 2022**
 - 3. Financials from June and 21/22**
- G. Trustee Reports (10 min.)**
- H. Racial Justice Committee (5min.)**
- I. (p. 15) Facilities Report (5 min.)**
- J. Master Plan Committee (5 min.)**
 - 1. Facilities Assessment (available on GUSD website)**
 - 2. Master Plan Update**
- K. (p. 18) CBO Report (15 min.)**
 - 1. 45 Day Revision ([posted](#) on the GUSD website)**

- L. Superintendent Report/District Correspondence (10 min.)**
 - 1. Questions from the July 12 Board Meeting**
 - 2. Summer Jumpstart 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. 19) Warrants**
- B. (p. 22) Payroll**
- C. (p. 23) Minutes from the Regular Board Meetings of June 14, 2022 and July 12, 2022**
- D. (p. 39) Student Teaching Agreement with Sonoma State University for the term of July 1, 2022 through June 30, 2024**

Action taken/comments:

Motion _____ Second _____

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

VI. GENERAL ACTION ITEMS

- A. (p. 53) 2022/23 COVID-19 Safety Plan (5 min)**

Situation: As GUSD prepares to begin instruction for the 22/23 school year, staff has made edits to the previous COVID-19 Safety Plan based on new state and county health department guidance.

Plan: Pending Board approval, GUSD staff will share the contents of the new plan with our families and implement the new plan.

Recommended motion: For the Board to approve the 2022/23 COVID-19 Safety Plan.

Motion _____ Second _____

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

- B. (p. 78) Resolution #220809-01, Approval of Two Specially Funded Short- Term Employees (2 min)**

Situation: Pursuant to Education Codes 44916 and 45103, in order to assign employees to provide instruction and support for Zero Period Physical Education at Hillcrest Middle School using Gravenstein Parent Association (GPA) funding, the Board is required to approve a resolution approving temporary employment for the needed positions.

Plan: Pending Board approval, staff will notice the employees regarding the temporary status of the positions of teacher and instructional assistant for Zero Period PE and will implement the necessary process to collect GPA funds to support the positions for the 22/23 school year.

Recommended motion: For the Board to approve Resolution #220809-01.

Action taken/comments:

Motion _____ Second _____

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

C. Board Meeting Format (2 min.)

Situation: The suspension of certain parts of the Brown Act that eased the mandates related to Trustee virtual attendance for Board Meetings was set to expire on September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361, which includes an amendment to the Brown Act that allows for remote meetings during a proclaimed state of emergency without following Brown Act teleconferencing rules. AB 361 mandates that in order for a school district utilize this amendment, the Board must make findings every 30 days that the Board has reconsidered the circumstances of the state of emergency and either the state of emergency continues to directly impact the ability of members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing. This amendment is set to expire on January 1, 2024.

Plan: For the Board to discuss Board Meeting format and determine whether or not conditions continue to exist that support a virtual format for Board Meetings.

Recommended motion: No recommendation at this time.

Action taken/comments

Motion _____ Second _____

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

- a) Superintendent's Evaluation
- 4.0 Conference with Negotiations team:
 - a) GUTA/GUCE negotiations update

IX. RECONVENE TO OPEN SESSION

X. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION

XI. FUTURE BOARD MEETINGS

- A. September 13, 2022 at 5pm
- B. October 11, 2022 at 5pm
- C. November 8, 2022 at 5pm

XII. ADJOURNMENT

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



Gravenstein Elementary School Principal's Report August 2022

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
Enrollment for 2022-2023 (as of 8/5/22)	33	68	81	74	74	80	74	484
End-of-year enrollment 2021-2022	18	80	77	72	82	73	69	471

Teaching Staff and/or New Assignments

TK	K	1	2	3	4	5
Kate Crandall	Crystal Friscia	Kadie Clement	Alicia Barrera	Beth Haas	Allie Brown	Megan Gorman
Stephanie Tomsky	Kelley Lannon	Michelle Dellosa	Nicole Basque	Suzi Mattish	Lynn Martinez	Alexis Grimm
	Sally Redfern	Amy Gloeckner	Aimee Otterson	Vanessa Nordstrom	Samara Stevens	Ani Hansen
	Beth Trivunovic	Heather Kleinschmidt	Michelle Sprinkle	Heather Sposato	Petria Sully	

Enrichment Instructors

Spanish: Kathleen Byrne for grades TK/K/1 and Kim Hawkins for grades 2 - 5

Art: Nancy Ricciardi and Kasey Hillier

Music: Nick Pulley and Spencer Burrows

Movement: Paige Dumont and Mike Brady

STEM: Mark Bradski (Mr. Science) and Milo Mitchel

Kick-Offs for our newest students!

Kindergarten: Monday (8/8/22) and Tuesday (8/9/22) from 9:00-12:00 each day

Transitional Kindergarten: Wednesday (8/10) from 9:00-10:15 or 10:45-12:00

Meet-the-Teacher Events for all grades!

2022-2023 Bell Schedule

This year's Bell Schedule will be the same as the 2021-22 school year. *Every Wednesday will be an ERD.* A schedule for staff trainings/meetings/activities held on the Wednesday ERDs is still being finalized.



HILLCREST

Middle School

GUSD August Board Report

Enrollment- as of 08/03/2022:

	6th	7th	8th	Total
2021/2022	78	100	105	282
2022/2023	81	89	105	275

Construction- The HMS campus construction project is almost complete. Construction crews are working overtime as we get closer to the start of school. Students and staff have already been commenting on how the campus will be much improved for the 2022-2023 school year.

New Staff- We are sorry to have lost a few staff members this summer. Maestra Patty, Spanish, Kristen Krup, IA and Linda Helton, Science. We are pleased to welcome- Kathleen Byrne- Spanish teacher
Geoff Peters- IA
Science- TBD

Meet the Teacher- On Monday August 15th, Hillcrest will host a Meet the Teacher event for the 2022-2023 school year. Hawk families can come to the campus between the hours of 2:00-3:15 to visit the campus, pick up schedules, see their classrooms and meet their teachers for the coming school year.

Back to School Night- The Hillcrest teaching staff will be hosting Back to School Night on Tuesday August 23rd from 5:00-6:15. This event allows our staff to share important information that parents need to know for the school year. Parents as always feel free to contact your student's teachers via phone or email with any questions that you may have regarding your students.

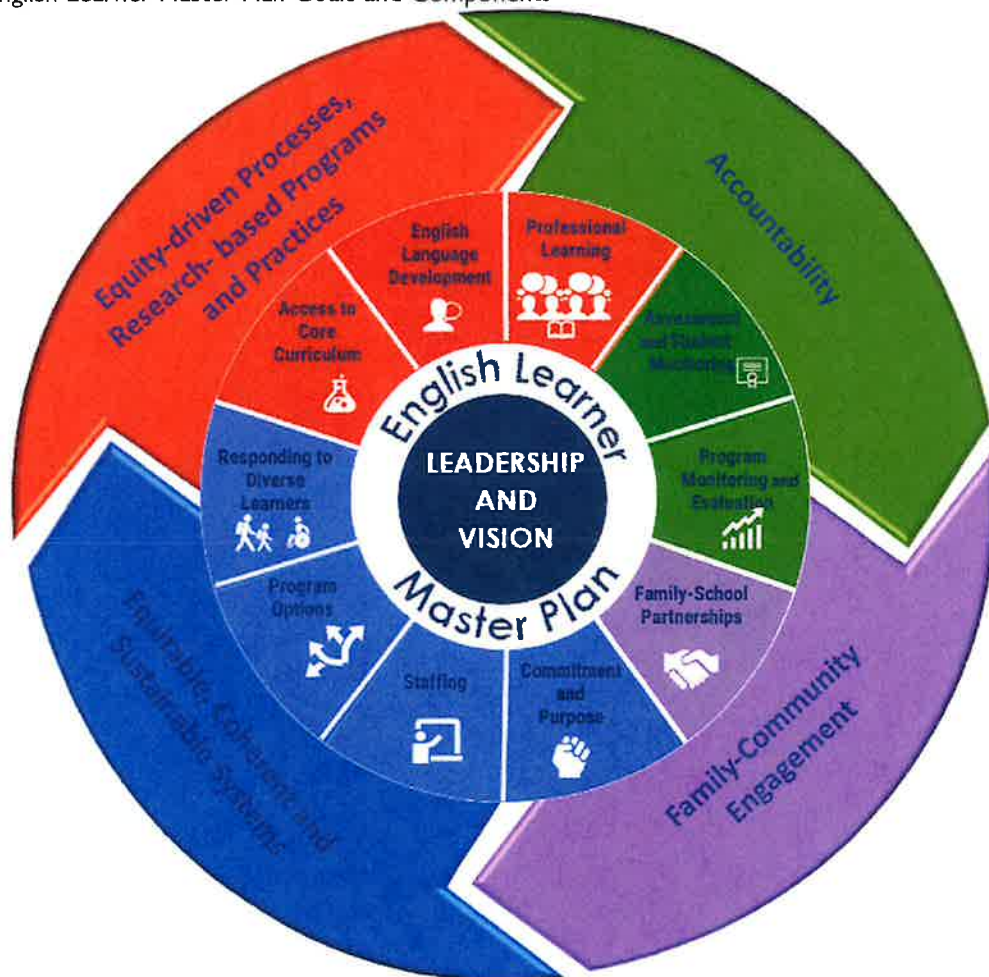
Athletics- According to the new HMS Athletic Director, Mr. McDowell, Fall sports are back on the Hillcrest campus. At this time, students can look out for information about Boys Flag Football and Cross Country. Physicals are needed prior to participation. Watch the Monday Messages for more information.

Accordingly, this *English Learner Master Plan Playbook* proposes **four essential goals for LEAs’ English Learner Master Plans**:

1. Create **equitable, coherent, and sustainable systems** of EL services
2. Develop **equity-driven processes** to build LEA-wide capacity to **deliver research-based programs and practices** that leverage EL students’ assets and address their specific needs
3. Establish **effective family-community engagement** systems to foster collaborative partnerships
4. Implement a local **accountability model that ensures EL students’ success**

The tools and resources contained in this *English Learner Master Plan Playbook* support the development of a local policy document that addresses **ten components** that correspond to these four goals (see Figure 1). These **components can be further developed into EL Master Plan chapters**, or grouped together by goal area as districts develop their EL Master Plan content.

Figure 1. English Learner Master Plan Goals and Components

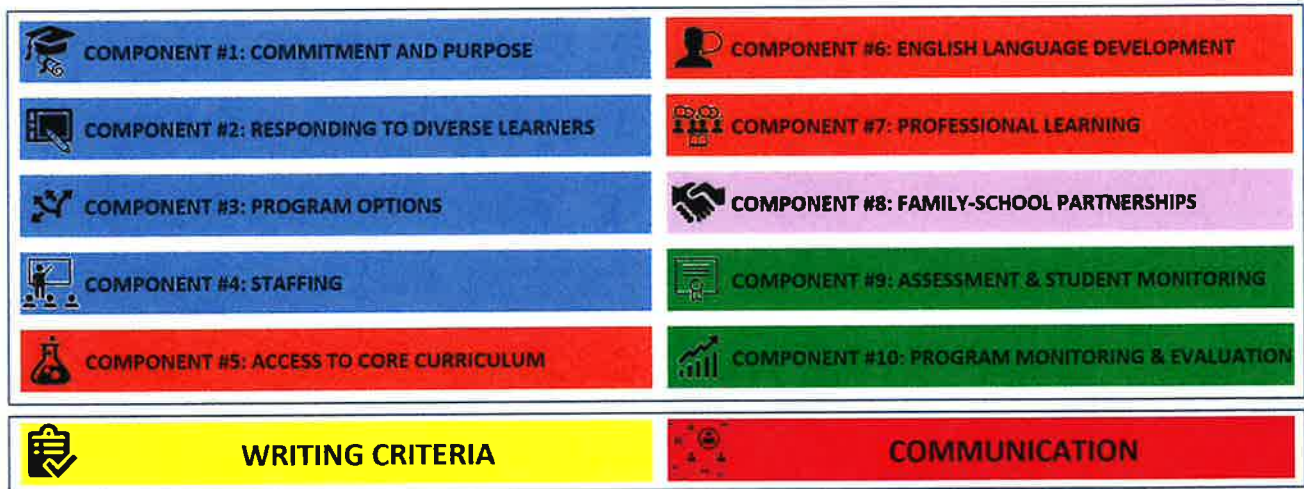


Another intended use of the CARE Tool is to maintain communication about the EL Master Plan progress, including recommendations and revisions as it is being developed. Transparency throughout the process plays a key role in building buy-in and readiness to implement the EL Master Plan. Figure 7 highlights Tool #3 user outcomes. Each of the ten components in the CARE Tool are presented separately (see Figure 8), with a rationale for its inclusion in the EL Master Plan and a range of recommended content. Each CARE component specifies content criteria that may be used as an outline for writers. Additionally, the CARE Tool provides writing criteria to support reflection, feedback, and revision as needed. To facilitate communication, each CARE Tool component also includes a structure to document considerations and next steps for providing stakeholders timely updates as well as seeking input.

Figure 7 - Tool #3 Outcomes
 Using Tool #3 provides LEA lead teams, alongside writing teams, the opportunity to:

- Support writers in ensuring all significant areas of each EL Master Plan component, or chapter, including federal and state guidelines are addressed.
- Inform the drafting and revision processes of the English Learner Master Plan using a feedback loop.
- Alert the writers to communicate important English Learner Master Plan revisions/additions and obtain feedback from key stakeholders.

Figure 8. Tool #3: *Chapter Analysis Reflection and Evaluation (CARE) Components*





Mission and Vision Statement:

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

GPA Board Meeting Agenda

7/21/22 6:00 pm Meeting at Ragel Park, Sebastopol CA

A. Public Comment on Non-Agenda Matters

B. Water Proposal

C. Sub committee on Grade Level/Class Parents Organizing

D. Secretary's Report

- **Approval of board minutes from 5/26/22 & 6/16/22**

E. Subcommittees reports

- **Special Events/Fundraising**
 - **Sign up for events**
 - **Passive Fundraising**
- **Finance**
 - **Pledge Forms**
- **Governance**
- **Communications**
 - **GPA pop up - Ashley**
 - **Enrich Communications Lead**
- **School Liaison**

G. Principal's Reports

H. Superintendent's Report

GPA Board Meeting

June 16, 2022, Meeting at HMS STEM room

Meeting Called to order at 6:08pm

Members Present

Amber Ray Hernandez

Anica Truter

Allison Herman

Vy Le Morse

Paula Braurschweig

Bill Nolan

*Note no quorum

Absent

Ben Kaun

Rachel Allen

Maggie Zavala

Kaitlyn Amundsen

Stephanie Stephens

Ashely Cochran

A. Public Comment on Non-Agenda Matters

- **Garden- Vanessa**
 - looks like this will be under the umbrella of GUSD Climate Committee

B. Secretary's Report

- **Approval of board minutes from 5/19/22 & 5/26/22**

C. (Gravenstein) Mini Grant

- will email to board for approval then cc GUSD business office
- Anica will set up a database and manage this process

D. July Meeting

- will meet at a park less formal meeting

E. Subcommittees reports

- **Special Events/Fundraising**
 - **2022-23 Calendar**
 1. **HMS Skate Night review**
 - **Staff Appreciation- get receipts in**
 - **Passive Fundraising**
 1. Paula B agreed to help put this together

- **Finance**
- **Governance**
- **Communications**
 - **Pledge Packet-** discussed ask for 2022-23 school year and presented documentation from Fanny.
 - **Display case for HMS**
 - **Community Building**
 - **Classroom/grade level representatives for next year**
- **School Liaison**
 - **Welcome Stephanie as HMS Liaison**

G. Principal's Reports

H. Superintendent's Report

Misc.

-Amber motions to close the meeting at 7:22 pm

Gravenstein Parent Association
Profit & Loss Actual vs. Budget
June 2022

	Jun 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Parent Donations	2,712.50	1,000.00	1,712.50
Special Fundraising Inc			
EventBrite	0.00	0.00	0.00
AmazonSmile	0.00	150.00	-150.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00
Color Run	10,493.00	0.00	10,493.00
Escrip	384.98	80.00	304.98
Jog a Thon	0.00	0.00	0.00
Network for Good FB Fundraiser	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00
Skate Night	0.00	0.00	0.00
Total Special Fundraising Inc	10,877.98	230.00	10,647.98
Corporate Matching	0.00	200.00	-200.00
Interest income	6.34	8.00	-1.66
Other Donations	0.00	0.00	0.00
Total Income	13,596.82	1,438.00	12,158.82
Gross Profit	13,596.82	1,438.00	12,158.82
Expense			
GUSD Enrich Non-Contractor Exp	8,128.71	0.00	8,128.71
General & Admin Expense			
Bank Fees	298.85	150.00	148.85
Bookkeeping	797.50	700.00	97.50
General Liability	0.00	120.00	-120.00
Merchant Fees	-413.45	450.00	-863.45
Misc. Expense	0.00	50.00	-50.00
Office Supplies	202.85	50.00	152.85
Postage	0.00	10.00	-10.00
Printing	0.00	50.00	-50.00
Tax Return Preparation	0.00	0.00	0.00
Taxes	0.00	300.00	-300.00
Website	0.00	0.00	0.00
General & Admin Expense - Other	0.00	0.00	0.00
Total General & Admin Expense	885.75	1,880.00	-994.25
Independent Contractors			
Brandon Leung - Dance	0.00	0.00	0.00
Sierra Lembke	0.00	0.00	0.00
Jen Biancalana - D&D	0.00	0.00	0.00
Natalie Collins - Set Design	0.00	0.00	0.00
Jess Reynolds - Art	0.00	0.00	0.00
Donna Matern - Art	0.00	0.00	0.00
Paige Dumont - Athletics	0.00	0.00	0.00
Spencer Burrows - Chorus	0.00	0.00	0.00
Mark Bradski - Science	0.00	0.00	0.00
Total Independent Contractors	0.00	0.00	0.00
School Support Expenses			
Hillcrest African Drumming Clas	0.00	0.00	0.00
Zero Hour Enrichment - HMS	0.00	0.00	0.00
8th Grade Grad Support	0.00	0.00	0.00
Staff Water Delivery-Alhambra	165.29	90.00	75.29
Teacher Mini Grants-\$500 Max	548.03	0.00	548.03
Teacher Support \$350@48 Teacher	0.00	0.00	0.00
Teacher/Staff Appreciation Week	29.90	0.00	29.90
School Support Expenses - Other	0.00	0.00	0.00
Total School Support Expenses	743.22	90.00	653.22

2:33 PM

07/13/22

Accrual Basis

Gravenstein Parent Association
Profit & Loss Actual vs. Budget
June 2022

	<u>Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Special Fundraising Exp			
Amazon Smile Expense	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00
eScript Expense	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00
Read a Thon Expense	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00
Total Special Fundraising Exp	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expense	<u>9,757.68</u>	<u>1,970.00</u>	<u>7,787.68</u>
Net Ordinary Income	<u>3,839.14</u>	<u>-532.00</u>	<u>4,371.14</u>
Net Income	<u><u>3,839.14</u></u>	<u><u>-532.00</u></u>	<u><u>4,371.14</u></u>

Gravenstein Parent Association P & L Actual vs. Budget YTD

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Parent Donations	137,175.80	172,996.00	-35,820.20	79.3%
Special Fundraising Inc				
EventBrite	3,130.00	3,000.00	130.00	104.3%
AmazonSmile	1,173.14	1,800.00	-626.86	65.2%
Boots, Beer and Bubbly Event	0.00	10,000.00	-10,000.00	0.0%
Color Run	16,130.00	8,000.00	8,130.00	201.6%
Escrip	1,554.90	960.00	594.90	162.0%
Jog a Thon	63,489.46	25,000.00	38,489.46	254.0%
Network for Good FB Fundraiser	0.00	170.00	-170.00	0.0%
Read-a-Thon	21,062.61	16,471.00	4,591.61	127.9%
Skate Night	3,476.00	4,500.00	-1,024.00	77.2%
Total Special Fundraising Inc	110,016.11	69,901.00	40,115.11	157.4%
Corporate Matching	1,393.52	2,400.00	-1,006.48	58.1%
Interest income	77.14	96.00	-18.86	80.4%
Total Income	248,662.57	245,393.00	3,269.57	101.3%
Gross Profit	248,662.57	245,393.00	3,269.57	101.3%
Expense				
GUSD Enrich Non-Contractor Exp	26,647.79	30,000.00	-3,352.21	88.8%
General & Admin Expense				
Bank Fees	4,073.20	1,800.00	2,273.20	226.3%
Bookkeeping	7,237.85	7,000.00	237.85	103.4%
General Liability	2,347.00	1,440.00	907.00	163.0%
Merchant Fees	2,657.87	5,400.00	-2,742.13	49.2%
Misc. Expense	0.00	600.00	-600.00	0.0%
Office Supplies	422.47	600.00	-177.53	70.4%
Postage	12.65	120.00	-107.35	10.5%
Printing	0.00	600.00	-600.00	0.0%
Tax Return Preparation	700.00	0.00	700.00	100.0%
Taxes	50.00	3,600.00	-3,550.00	1.4%
Website	503.64	219.00	284.64	230.0%
Total General & Admin Expense	18,004.68	21,379.00	-3,374.32	84.2%
Independent Contractors				
Brandon Leung - Dance	1,690.00	1,800.00	-110.00	93.9%
Sierra Lembke	1,655.00	1,980.00	-325.00	83.6%
Jen Biancalana - D&D	1,600.00	1,800.00	-200.00	88.9%
Natalie Collins - Set Design	495.00	1,000.00	-505.00	49.5%
Jess Reynolds - Art	900.00	1,050.00	-150.00	85.7%
Kasey Hillier - Art	4,750.00			
Donna Matern - Art	7,800.00	12,600.00	-4,800.00	61.9%
Paige Dumont - Athletics	36,250.00	35,200.00	1,050.00	103.0%
Spencer Burrows - Chorus	23,850.00	33,600.00	-9,750.00	71.0%
Mark Bradski - Science	37,900.00	28,800.00	9,100.00	131.6%
Total Independent Contractors	116,890.00	117,830.00	-940.00	99.2%
School Support Expenses				
Hillcrest African Drumming Clas	2,375.00	2,375.00	0.00	100.0%
Zero Hour Enrichment - HMS	19,171.97	17,000.00	2,171.97	112.8%
8th Grade Grad Support	0.00	5,000.00	-5,000.00	0.0%
Staff Water Delivery-Alhambra	3,000.48	1,080.00	1,920.48	277.8%
Teacher Mini Grants-\$500 Max	4,239.67	5,000.00	-760.33	84.8%
Teacher Support \$350@48 Teacher	17,250.00	16,800.00	450.00	102.7%
Teacher/Staff Appreciation Week	1,715.14	10,000.00	-8,284.86	17.2%
Total School Support Expenses	47,752.26	57,255.00	-9,502.74	83.4%

2:32 PM

07/13/22

Accrual Basis

Gravenstein Parent Association
P & L Actual vs. Budget YTD
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Special Fundraising Exp				
Color Run Expense	2,602.12	1,000.00	1,602.12	260.2%
Jog-a-Thon Expense	4,697.79	4,000.00	697.79	117.4%
Total Special Fundraising Exp	<u>7,299.91</u>	<u>5,000.00</u>	<u>2,299.91</u>	<u>146.0%</u>
Total Expense	<u>216,594.64</u>	<u>231,464.00</u>	<u>-14,869.36</u>	<u>93.6%</u>
Net Ordinary Income	<u>32,067.93</u>	<u>13,929.00</u>	<u>18,138.93</u>	<u>230.2%</u>
Net Income	<u>32,067.93</u>	<u>13,929.00</u>	<u>18,138.93</u>	<u>230.2%</u>

Gravenstein Parent Association Profit & Loss Budget Performance

June 2022

	Jun 22	Budget	\$ Over Budget	Jul '21 - Jun 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Parent Donations	2,712.50	1,000.00	1,712.50	137,175.80	172,996.00	-35,820.20	172,996.00
Special Fundraising Inc							
EventBrite	0.00	0.00	0.00	3,130.00	3,000.00	130.00	3,000.00
AmazonSmile	0.00	150.00	-150.00	1,173.14	1,800.00	-626.86	1,800.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	10,000.00
Color Run	10,493.00	0.00	10,493.00	16,130.00	8,000.00	8,130.00	8,000.00
Escrip	384.98	80.00	304.98	1,554.90	960.00	594.90	960.00
Jog a Thon	0.00	0.00	0.00	63,489.46	25,000.00	38,489.46	25,000.00
Network for Good FB Fundraiser	0.00	0.00	0.00	0.00	170.00	-170.00	170.00
Read-a-Thon	0.00	0.00	0.00	21,062.61	16,471.00	4,591.61	16,471.00
Skate Night	0.00	0.00	0.00	3,476.00	4,500.00	-1,024.00	4,500.00
Total Special Fundraising Inc	10,877.98	230.00	10,647.98	110,016.11	69,901.00	40,115.11	69,901.00
Corporate Matching	0.00	200.00	-200.00	1,393.52	2,400.00	-1,006.48	2,400.00
Interest Income	6.34	8.00	-1.66	77.14	96.00	-18.86	96.00
Other Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	13,596.82	1,438.00	12,158.82	248,662.57	245,393.00	3,269.57	245,393.00
Gross Profit	13,596.82	1,438.00	12,158.82	248,662.57	245,393.00	3,269.57	245,393.00
Expense							
GUSD Enrich Non-Contractor Exp	8,128.71	0.00	8,128.71	26,647.79	30,000.00	-3,352.21	30,000.00
General & Admin Expense							
Bank Fees	298.85	150.00	148.85	4,073.20	1,800.00	2,273.20	1,800.00
Bookkeeping	797.50	700.00	97.50	7,237.85	7,900.00	-662.15	7,900.00
General Liability	0.00	120.00	-120.00	2,347.00	1,440.00	907.00	1,440.00
Merchant Fees	-413.45	450.00	-863.45	2,657.87	5,400.00	-2,742.13	5,400.00
Misc. Expense	0.00	50.00	-50.00	0.00	600.00	-600.00	600.00
Office Supplies	202.85	50.00	152.85	422.47	600.00	-177.53	600.00
Postage	0.00	10.00	-10.00	12.65	120.00	-107.35	120.00
Printing	0.00	60.00	-60.00	0.00	600.00	-600.00	600.00
Tax Return Preparation	0.00	0.00	0.00	700.00	0.00	700.00	0.00
Taxes	0.00	300.00	-300.00	50.00	3,600.00	-3,550.00	3,600.00
Website	0.00	0.00	0.00	503.64	219.00	284.64	219.00
General & Admin Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General & Admin Expense	885.75	1,880.00	-994.25	18,004.68	21,378.00	-3,374.32	21,379.00
Independent Contractors							
Brandon Leung - Dance	0.00	0.00	0.00	1,690.00	1,800.00	-110.00	1,800.00
Sierra Lembke	0.00	0.00	0.00	1,655.00	1,980.00	-325.00	1,980.00
Jen Blancalana - D&D	0.00	0.00	0.00	1,600.00	1,800.00	-200.00	1,800.00
Natalie Collins - Set Design	0.00	0.00	0.00	495.00	1,000.00	-505.00	1,000.00
Jess Reynolds - Art	0.00	0.00	0.00	900.00	1,050.00	-150.00	1,050.00
Kasey Hillier - Art	0.00	0.00	0.00	4,750.00	12,600.00	-7,850.00	12,600.00
Donna Matern - Art	0.00	0.00	0.00	7,800.00	36,200.00	-28,400.00	36,200.00
Paige Dumont - Athletics	0.00	0.00	0.00	36,250.00	33,600.00	2,650.00	33,600.00
Spencer Burrows - Chorus	0.00	0.00	0.00	23,850.00	33,600.00	-9,750.00	33,600.00
Dramma	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mark Bradski - Science	0.00	0.00	0.00	37,900.00	28,800.00	9,100.00	28,800.00
Total Independent Contractors	0.00	0.00	0.00	116,890.00	117,830.00	-940.00	117,830.00

Gravenstein Parent Association Profit & Loss Budget Performance June 2022

	Jun 22	Budget	\$ Over Budget	Jul '21 - Jun 22	YTD Budget	\$ Over Budget	Annual Budget
School Support Expenses							
Hillcrest African Drumming Clas	0.00	0.00	0.00	2,375.00	2,375.00	0.00	2,375.00
Zero Hour Enrichment - HMS	0.00	0.00	0.00	19,171.97	17,000.00	2,171.97	17,000.00
8th Grade Grad Support	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	5,000.00
Staff Water Delivery-Ahambra	165.29	90.00	75.29	3,000.48	1,080.00	1,920.48	1,080.00
Teacher Mini Grants-\$500 Max	548.03	0.00	548.03	4,239.67	5,000.00	-760.33	5,000.00
Teacher Support \$350@48 Teacher	0.00	0.00	0.00	17,250.00	16,800.00	450.00	16,800.00
Teacher/Staff Appreciation Week	29.90	0.00	29.90	1,715.14	10,000.00	-8,284.86	10,000.00
School Support Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total School Support Expenses	743.22	90.00	653.22	47,752.26	57,255.00	-9,502.74	57,255.00
Special Fundraising Exp							
Amazon Smile Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00	2,602.12	1,000.00	1,602.12	1,000.00
eScript Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00	4,697.79	4,000.00	697.79	4,000.00
Read a Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Special Fundraising Exp	0.00	0.00	0.00	7,299.91	5,000.00	2,299.91	5,000.00
Total Expense	9,767.68	1,970.00	7,797.68	216,594.64	231,464.00	-14,869.36	231,464.00
Net Ordinary Income	3,839.14	-532.00	4,371.14	32,067.93	13,929.00	18,138.93	13,929.00
Net Income	3,839.14	-532.00	4,371.14	32,067.93	13,929.00	18,138.93	13,929.00

Gravenstein Parent Association
Balance Sheet
As of June 30, 2022

	<u>Jun 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
First Republic Checking 7187	95,290.47
Exchange Bank Checking	192,601.69
Exchange Bank Savings	257,195.25
Paypal	1,680.40
Total Checking/Savings	<u>546,767.81</u>
Other Current Assets	
Prepaid expenses	1,246.00
Total Other Current Assets	<u>1,246.00</u>
Total Current Assets	<u>548,013.81</u>
TOTAL ASSETS	<u><u>548,013.81</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,474.24
Total Accounts Payable	<u>9,474.24</u>
Total Current Liabilities	<u>9,474.24</u>
Total Liabilities	9,474.24
Equity	
GSF Reserve Transfer	95,504.87
32000 · Retained Earnings	415,320.32
Net Income	27,714.38
Total Equity	<u>538,539.57</u>
TOTAL LIABILITIES & EQUITY	<u><u>548,013.81</u></u>

Gravenstein Union School District

Facilities Report

August 2022

Prepared by Brian Sposato

Admin Modular at Hillcrest: The admin modular project is nearing completion! Lights are installed, ceiling grid is finished, doors are installed, carpet is 95% in, ramps have been poured and the building is painted! Now it is nearing our time to get the district staff moved in and be able to utilize the space. At the time of writing this we are still waiting on the grinder/sump pump to be able to utilize the restroom piece.. We are hopeful to have this soon, but we have some in house work to do restrooms as it was largely not a part of the construction scope. With the building painted it blends in with the campus like it has always been here. Overall the project has turned out well and should be a good space for the district office team.

Modular now



Modular a week ago



Roofing Project at Hillcrest: The roofing project is racing to the finish as well. We had a supply delay with the metal fascia, but it has arrived and is installed. Custom fabricated gutters are being installed and painted. The remainder of perimeter roofing is getting installed, and roof coating is in the process getting sprayed and painted on for the final roof coating.



Restroom Additions at Gravenstein: Restrooms at classrooms rooms 22 and 24 are completed, are functional and are just awaiting final inspection. This project went well with only a couple of minor unforeseen conditions that were easy remedies to get the restrooms built and ready for use.



Restroom rm 24



Restroom Rm 22

Paving Repair at Gravenstein Intermediate Playground: Playground Paving repair has been completed and striped back.



Summer Maintenance: We are continuing our efforts to get classrooms and the campuses ready for all the students and staff to fully return. We are working on getting our buildings pressure washed, touching up painting doors and all the other last minute things to get our campuses ready. It has been another busy and productive summer which we like as we continue to maintain and make improvements to our campuses. I want to thank all the efforts of the custodial and maintenance team for their continued hard work throughout the summer to get rooms ready as we dealt with various construction activities, some classroom moves, setting up for the jumpstart programs, and overall help keep everything running on the operation end of things.



GRAVENSTEIN UNION SCHOOL DISTRICT

CBO Report: August 8th Regular Board Meeting

- Continue work on the 2021-22 Unaudited Actuals. Due to SCOE on 8/10/22
- Updating Nutritional Services Procedures in anticipation for the 2022-23 CDE Audit
- Ongoing Activities:
 - Payroll
 - Onboarding our New Payroll Technician, *Welcome Heather Castor!*
 - Negotiations Classified Labor Union
 - Workshops
 - SCOE: Unaudited Actuals Workshop
 - School Services of California: Annual Finance Conference
- 45-Day Revision to the 2022-23 Adopted Budget

2022-23 45 Day Revision to the Adopted Budget				
	Adopted Budget	45 Day Revision	Difference	Funding Type
LCFF	\$ 7,189,302	\$ 7,607,812	\$ 418,510	Unrestricted
Transportation	\$ 50,000	\$ 53,250	\$ 3,250	Restricted
Learning Recovery Block Grant	\$ -	\$ 431,845	\$ 431,845	Restricted
Arts, Music & Instruction Block Grant	\$ -	\$ 480,458	\$ 480,458	Restricted
ELOP	\$ 390,000	\$ 302,945	\$ (87,055)	Restricted
		Total	\$ 1,247,008	

New: One-Time Funding

Learning Recovery Block Grant: \$2,400 per unduplicated student - uses include to support learning recovery

Arts, Music & Instruction Block Grant: \$675 per ADA - uses included materials & supplies to support music and art education or operational cost

New: On-going Funding

Additional 6.28% added to the Local Control Funding Formula (LCFF)

Extended Learning Opportunites Program: \$1,940 per upduplicated student in grades TK -6 - uses include Jumpstart Summer Learning Program

District ADA calculated on 3 year rolling average

COLA will now be applied to Transportation

Checks Dated 07/01/2022 through 07/31/2022

Check Number	Check Date	Pay to the Order of	Check Amount
1905660	07/06/2022	Collins, John I	25.36
1905661	07/06/2022	McDowell, Matthew M	71.09
1905662	07/06/2022	Andy's Produce	586.25
1905663	07/06/2022	Buchanan Food Service	720.77
1905664	07/06/2022	MCI Comm Service	14.66
1905665	07/06/2022	Myers Restaurant Supply	9,561.67
1905666	07/06/2022	Office Depot	633.93
1905667	07/06/2022	Pacific Gas & Electric	18.56
1905668	07/06/2022	Quattrocchi Kwok Architects	7,858.00
1905669	07/06/2022	Santa Rosa City Schools	19,887.00
1905670	07/06/2022	School and College Legal	8,063.18
1905671	07/06/2022	School Services Of California	500.00
1905672	07/06/2022	Stephen Roatch Accountancy	1,792.00
1905673	07/06/2022	Training Wheels Preschool, Inc	880.00
1905674	07/06/2022	North Valley School	6,039.59
1905675	07/06/2022	Rose, David P	398.54
1905676	07/06/2022	Dominican University of CA	1,430.00
1905677	07/06/2022	Employment Development Dept.	9,980.95
1905678	07/06/2022	U.S. Bank Corporate Payment	990.95
1905679	07/06/2022	Collins, John I	100.03
1905680	07/06/2022	McDowell, Matthew M	181.23
1905681	07/06/2022	Quirke, Melacha V	20.50
1905682	07/06/2022	Colley, Chandra K	31.56
1905683	07/06/2022	Gomez, Quetzali T	54.49
1905684	07/06/2022	Andy's Produce	265.05
1905685	07/06/2022	Clover-Stornetta Farms Inc.	742.75
1905686	07/06/2022	Food Equip Repair Service Inc	483.48
1905687	07/06/2022	Buchanan Food Service	2,741.61
1905688	07/06/2022	Nature Bridge	3,839.47
1906546	07/08/2022	McDowell, Matthew M	98.05
1906547	07/08/2022	Benz, Lisa	24.06
1906548	07/08/2022	All-Guard Alarm Systems, Inc	547.54
1906549	07/08/2022	Ally Technology Consulting LLC	4,600.00
1906550	07/08/2022	California School Boards Assoc	475.00
1906551	07/08/2022	Buchanan Food Service	670.59
1906552	07/08/2022	Ridgeview Builders Inc.	371,508.68
1906553	07/08/2022	Gomez, Quetzali T	160.92
1906554	07/08/2022	Andy's Produce	332.85
1906555	07/08/2022	Communique	533.65
1906556	07/08/2022	Pacific Gas & Electric	1,622.48
1906557	07/08/2022	Sonoma County Office Of Ed.	26,485.20
1906558	07/08/2022	Training Wheels Preschool, Inc	560.00
1906559	07/08/2022	U.S. Bank Corporate Payment	150.73
1906560	07/08/2022	Verizon	83.24
1907101	07/13/2022	American Storage LLC	150.00
1907102	07/13/2022	California School Boards Assoc	8,108.00
1907103	07/13/2022	CalPERS Cash & Payment Processing Unit	48,707.60
1907104	07/13/2022	CASBO	1,750.00
1907105	07/13/2022	Frontline Technologies Group L LC	3,550.80

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

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Checks Dated 07/01/2022 through 07/31/2022

Check Number	Check Date	Pay to the Order of	Check Amount
1907106	07/13/2022	Procare Software, LLC	768.00
1907107	07/13/2022	School and College Legal	17,100.00
1907108	07/13/2022	Schoolwise Inc.	12,488.50
1907109	07/13/2022	Vision Service Plan	4,118.40
1907686	07/15/2022	Collins, John I	10.00
1907687	07/15/2022	McDowell, Matthew M	97.50
1907688	07/15/2022	Barrera, Alicia E	136.38
1907689	07/15/2022	AT&T Calnet 3	802.17
1907690	07/15/2022	Counterpoint Construction Services, Inc.	23,137.74
1907691	07/15/2022	Dept Of Justice, Acctg Office	128.00
1907692	07/15/2022	Fishman Supply Company	255.95
1907693	07/15/2022	ParentSquare	3,820.00
1907694	07/15/2022	Pitney Bowes Global Financial	185.28
1907695	07/15/2022	Recology Sonoma Marin	1,599.30
1907696	07/15/2022	Redwood Pediatric Therapy Asso	1,740.58
1907697	07/15/2022	Side by Side	1,392.00
1907698	07/15/2022	Sonoma County Office Of Ed.	6,189.32
1907699	07/15/2022	SyTech Solutions	275.50
1907700	07/15/2022	Teachers Pay Teachers	149.00
1907701	07/15/2022	Weeks Drilling & Pump Co. Inc.	1,057.98
1907702	07/15/2022	West County Transportation	196.16
1908157	07/20/2022	FRC, Inc.	778,041.26
1908158	07/20/2022	AT&T Mobility	158.54
1908159	07/20/2022	Bellevue Union School District	35,000.00
1908160	07/20/2022	School and College Legal	2,749.50
1908161	07/20/2022	U.S. Bank Equipment Finance	2,184.12
1908162	07/20/2022	Equity First Consulting LLC	5,250.00
1908163	07/20/2022	U.S. Bank Corporate Payment	896.93
1908164	07/20/2022	Basque, Nicole M	67.30
1908165	07/20/2022	Oakley, Barbara A	28.74
1908166	07/20/2022	Stevens, Samara B	37.88
1908167	07/20/2022	Advanced Security Systems	103.50
1908168	07/20/2022	Sable Computer Inc. DBA KIS	34,846.70
1908169	07/20/2022	KONEPasadena- A/P Dept	429.72
1908170	07/20/2022	Office Depot	198.68
1908171	07/20/2022	Pitney Bowes Global Financial	32.00
1908172	07/20/2022	School Loop, Inc.	4,394.88
1908173	07/20/2022	Sonoma County Office Of Ed.	56.00
1908816	07/22/2022	Carolyn Bischof	75.00
1908817	07/22/2022	California Association for Bil ingual Education	1,050.00
1908818	07/22/2022	Counterpoint Construction Services, Inc.	3,275.00
1908819	07/22/2022	School Specialty	50.00
1908820	07/22/2022	Sonoma County Office Of Ed.	362.50
1908821	07/22/2022	Gravenstein Revolving Fund	2,349.00
1908822	07/22/2022	ACSIG	9,509.00
1908823	07/22/2022	B.T. Mancini Co., Inc.	13,385.00
1908824	07/22/2022	North Valley School	2,875.84
1908825	07/22/2022	Basque, Nicole M	67.30
1908826	07/22/2022	Oakley, Barbara A	28.74

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ESCAPE ONLINE

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Checks Dated 07/01/2022 through 07/31/2022

Check Number	Check Date	Pay to the Order of	Check Amount
1908827	07/22/2022	Collins, John I	76.45
1908828	07/22/2022	Gray, Rosa A	47.24
1908829	07/22/2022	Rose, David P	149.90
1908830	07/22/2022	CalPERS Cash & Payment Processing Unit	51,004.99
1908831	07/22/2022	Clover-Stornetta Farms Inc.	211.00
1908832	07/22/2022	Customlanyard.net	102.04
1908833	07/22/2022	Gopher Sport, Play With a Purpose	947.67
1908834	07/22/2022	MCI Comm Service	15.18
1908835	07/22/2022	School Specialty	101.01
1908836	07/22/2022	Schoolwise Inc.	600.00
1908837	07/22/2022	Vision Service Plan	2,087.80
1909205	07/27/2022	Amber Rose	10.00
1909206	07/27/2022	Meggan R. Young	138.39
1909207	07/27/2022	Jackie Jex-Lewis	95.37
1909208	07/27/2022	Lynn Martinez	43.55
Total Number of Checks			113
			1,576,813.54

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	81	198,938.04
03	Gravenstein Elementary Charter	70	262,564.72
04	Hillcrest Middle Charter	70	207,489.01
12	Child Development Fund	4	881.08
13	Cafeteria Fund	3	21,091.25
14	Deferred Maintenance Fund	1	13,385.00
35	County School Facilities Fund	3	378,941.68
40	Special Reserve-capital Proj	3	493,522.76
Total Number of Checks		113	1,576,813.54
Less Unpaid Tax Liability			.00
Net (Check Amount)			1,576,813.54

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 3 of 3



Gravenstein Union School District

July Payroll Report

August 2022 Regular Board Meeting

Certificated Salary with Mandated Costs and Benefits

Regular Payroll	\$ 41,050.03
Benefits	\$ 22,539.40
Supplemental Payroll	\$ 40,940.74

Classified Salary with Mandated Costs and Benefits

Regular Payroll	\$ 48,966.36
Benefits	\$ 31,283.12
Supplemental Payroll	\$ 24,105.11

Total July Salary & Benefits \$208,884.76

Board of Education

Regular Meeting Minutes

Zoom Link

DATE: Tuesday, June 14, 2022
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

I. CALL TO ORDER AT 5:00 PM

Meeting called to order at 5:00pm Trustees Alexander Kahn and Jennifer Koelemeijer not in attendance.

II. ADOPTION AND APPROVAL OF THE AGENDA **Approval of the agenda for June 14, 2022 (2 min.)**

Action taken/comments:

No Changes to the Agenda

III. REPORTS, AND ORAL COMMUNICATIONS **A. Trustee Reports (10 min.)**

Gregory Appling (GA) - We received a letter from Jennifer Koeleijmer, she will be stepping down Aug 9th. Currently the plan is to notify SCOE and fill the seat through the election process.

B. (p. 1) CBO Report (5 min.)

Katie Anderson (KA) - Report (in the packet) is fairly short, even though May was so exciting. May was extremely busy. Talked about the activities in the business office in May.

C. Superintendent Report/District Correspondence (10 min.)

1. Questions from the June 7 Board Meeting

Dave Rose (DR) - Historical data regarding enrollment and ADA questions will be answered during budget.

2. Summer Jumpstart Update

Matt McDowell (MM) - Presenting a report regarding JumpStart. Went over a slide presentation in the packet. Believes kids are having fun and are engaged. 131 students enrolled. Day one we had 97 students and day 2 had 99, today we contacted the families that had not attended and some withdrew for various reasons, but a lot will be starting tomorrow. Slide of staff members. Talked about curriculum and enrichments.

Thanked the board and everyone here for their assistance.

Patrick Lei (PL) - What role does SEL have and how is it structured into the curriculum?

MM - talked about the teachers who made the curriculum and it has been incorporated into the lessons.

PL - my son has been there for a couple of days and now has a tower of books at home.

Dave Rose (DR) - reiterates that SEL is incorporated into the lessons. The staff is so professional and so in tune with them.

Jeri McNeill (JM) - Asking about testing for COVID.

DR - we are not doing the surveillance testing right now. Our MOUs with staff expired on the last day of school. However, if anyone is symptomatic, we do have our rapid tests. We did have a student today with symptoms, they were tested, it came back positive and they were sent home. Also notices went out to his classmates.

MM - yes I've let staff know we have the rapid tests here so they can test whenever they want.

PL - I'm going to piggyback off Jeri, you say there has been a big decline, but I feel like that is not the case. I also want to say that I did not have symptoms and my family did, but I tested positive. I would like to encourage testing as much as possible.

JM - I would also support proactive instead of reactive. I have only been to three places and somehow managed to get COVID. I would caution against relaxing too much.

JM - a couple of families asked me about attending portions of the program. Thinking we might get more enrollment if we were a little more adhoc about drop in.

DR - drop ins would make it hard to keep up with the curriculum. It also makes it difficult to staff appropriately. If they tell us up front that they are going to miss particular days we can work around that.

JM - let me clarify, I was thinking more of a week to week sign up.

PL - Maybe we could have one very structured section that does require the commitment, and one that is less structured and allows for more drop in type.

DR - we staffed for 140, so if we were to have 175 drop in that would be a safety issue and we would be short on supplies and food.

PL - I would discourage any drop in idea, I was thinking more of a weekly session.

MM - some of the language in the invite was geared towards needing them here full time because we had families asking if they could be here just Tuesdays and Thursdays and they were the students that really needed the class and that wouldn't be enough time.

GA - talked about the requirements set by the grant. We will have a recap at the end of summer.

JM - thank you to Matt, Dave and Katie for all the work of keeping within those guidelines.

3. Staffing Updates

KP - talks about the staffing changes. Urmini and DeBolt did resign. Candau was our long term independent teacher, but she has now officially retired. Paul Carey has resigned. Patty Hurtado has

reduced her hours to focus on Hillcrest students. We will be looking for a Spanish Teacher at Grav. Crandall is moving to TK. Lannon is moving back to Kindergarten. Barrera is moving to 2nd. We then had open positions. We had over 50 applicants and we interviewed 18. Our new Kinder Teacher is Crystal Friscia. Heather Kleinschmidt will be our new 1st Grade teacher. 3rd grade is Heather Sposato. Michelle Verporter will be working with Oakley as a Special Education teacher.

IV. PUBLIC COMMENT (15 min.)

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

No public comments

V. CONSENT AGENDA (2 min.)

ACTION ITEM

A. (p. 2) Payroll

Action taken/comments:

Motion JM Second PL

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

VI. GENERAL ACTION ITEMS

A. (p. 3) GUSD 2022-23 Budget (This budget is posted on the GUSD website, and available at the GUSD District Office for review.) (5 min.)

Situation: CBO Katie Anderson presented the proposed 2022-23 budget during the June 7, 2022 Public Hearing; the Board is considering adoption of the 2022-23 budget.

Plan: With Board approval, the Budget will be submitted to SCOE for review, and if SCOE approves, implemented for the 2022-23 school year.

Recommended Motion: For the Board to adopt the 2022-23 GUSD budget.

Action taken/comments:

Questions from the Public session on June 7th were incorporated into the budget update.

Motion to adopt the 2022-23 GUSD budget

Motion JM Second PL

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

B. Plan for Reserves (This document is posted on the GUSD website, and available at the GUSD District Office for review.) (5 min.)

Situation: CBO Katie Anderson presented the proposed 2022-23 plan for reserves as part of the budget presentation during the June 7, 2022 Public Hearing; the Board is considering adoption of the 2022-23 plan for reserves.

Plan: With Board approval, including the plan for reserves, the Budget will be submitted to SCOE for review, and if SCOE approves, implemented for the 2022-23 school year.

Recommended Motion: For the Board to approve 2022-23 GUSD reserves plan.

Action taken/comments:

DR - the discussion and guidance from the Board last week was very helpful.

GA - the state did pass some of the budget, but not the part that includes schools.

Motion to approve 2022-23 GUSD reserves plan

Motion _____ PL _____ Second _____ JM _____

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

C. Annual Updates for the 2022-23 Local Control and Accountability Plan (LCAP) (Copies of this document will be available to Board Members, posted on the GUSD website, and available at the GUSD District Office for review beginning 6/1/22.) (5 min.)

Situation: District staff will presented the Annual Updates for GUSD, detailing the goals, strategies and activities, and the expenditure plans for our district. The purpose of the Annual Update is to assess the implementation of the actions within the LCAP and the impact these actions have had on student outcomes in the prior year. This assessment includes a review of state and local data and educational partner input and a review of the funding used to implement the actions in the plan. The Budget Overview for Parents is part of the Annual Update.

Plan: Staff presented the Annual Update during the June 7, 2022 Public Hearing, solicited public and Board Member feedback, answered questions, reviewed the document with SCOE and SELPA staff, and made any needed changes, and is presenting the updated plan to the Board for consideration.

Recommended Motion: For the Board to approve 2022-23 GUSD Local Control and Accountability Plan.

Action taken/comments:

GA - asks if there were any changes

DR - nothing of substance. SCOE gave us a great compliment in that our LCAP was one of the easiest to read and review. They did have some technical advice for us and we have made those adjustments.

Motion to approve 2022-23 GUSD Local Control and Accountability Plan.

Motion _____ JM _____ Second _____ PL _____

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

D. (p. 4) Chromebook Purchase (3 min)

Situation: Pursuant to our Vision/Mission statements and our LCAP action items, GUSD is committed to having 1:1 technology devices available for our students. In order to achieve this, we have included resources in the 22/23 budget to purchase replacement Chromebooks as we cycle out old/out-dated/damaged devices.

Plan: Pending Board approval, GUSD will up to \$26,000 for 60 new Chromebooks for student use.

Recommended motion: For the Board to approve the expenditure of \$26,000 for the purchase of 60 new Chromebooks.

Action taken/comments:

DR - we want to make sure we are maintaining a 1 to 1 ratio. In talking with staff and working with Ally, Matt and Megan, we were thinking we needed 60 new Chromebooks, but we realized we need to change that number to 82 Chromebooks which changes the not to exceed amount to \$36,000.

JM - will we be recycling old devices?

DR - we have an e-waste program that we are involved with and we will be recycling those devices

PL - asked for verification on the amount of each chromebook, afraid our up to amount may not be high enough.

GA - to be clear, Dave does have some wiggle room as he can approve up to a certain amount without approval from the board

Motion to approve the expenditure of up to \$36,000 for the purchase of 82 new Chromebooks.

Motion _____ JM _____ Second _____ PL _____

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

E. (p. 7) Hillcrest Middle School Math Textbook Adoption (10 min.)

Situation: The last mathematics textbook adoption for Hillcrest Middle School was for the 2016/2017 school year when Go Math! from Houghton/Mifflin/Harcourt was adopted. During the 21/22 school year math teachers piloted middle school level math textbooks from Illustrative Mathematics. HMS teachers and principal are in favor of adopting the math textbooks from this publisher. This textbook comes in a consumable format, and the quote from the publisher provides 5 years of student textbooks.

Plan: Pending Board approval, GUSD will purchase Illustrative Mathematics textbooks for student use for the 22/23 school year.

Recommended motion: For the Board to approve the expenditure of \$42,000 for the purchase of Illustrative Mathematics middle school textbooks.

DR - talked about the adoption process at State level. The next State adoption is not expected to happen until 2025. In the meantime our books have started to get old and we did pilot a new text book last year and the staff liked it. These should last 5 years.

Motion to approve the expenditure of \$42,000 for the purchase of Illustrative Mathematics middle school textbooks

Motion _____ JM _____ Second _____ PL _____

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

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No public comment

Meeting adjourned to closed session at 5:53pm.

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

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

IX. RECONVENE TO OPEN SESSION

Returned to open session at 6:13pm

X. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION

No actions taken during closed session

XI. FUTURE BOARD MEETINGS

- A. July 12, 2022 at 5pm**
- B. August 9, 2022 at 5pm**
- C. September 13, 2022 at 5pm**

XII. ADJOURNMENT

Meeting adjourned at 6:14pm

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.

Board of Education

Regular Meeting Minutes

Zoom Link

DATE: Tuesday, July 12, 2022
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

I. CALL TO ORDER AT 5:00 PM

Meeting called to order at 5:02 pm. In attendance: Gregory Appling (GA), Patrick Lei (PL) and Jeri McNeill (JM). Jennifer Koelemeijer (JK) and Alexander Kahn (AK) not in attendance.

II. ADOPTION AND APPROVAL OF THE AGENDA

Approval of the agenda for July 12, 2022 (2 min.)

Action taken/comments:

No changes to the Agenda.

III. REPORTS, AND ORAL COMMUNICATIONS

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

Linda Helton (LH): No report from GUTA

B. **(p. 1) Gravenstein Parent Association, GPA (5 min.)**

Dave Rose (DR): In addition to agenda items, Vanessa Bird (VB) is a GPA member that has worked with DR, Katie Anderson (KA), and both principals on a garden/kitchen grant. The deadline was last Wednesday. VB gathered information and planning documents. KA, Queti Gomez (QG) and DR provided a District spin and submitted budget. Approximately \$150K, to include kitchen supplies, equipment and garden upgrades for both school sites. Chances are good; there are lots of applicants receiving this grant!

1. Agenda from June 16, 2022

2. Minutes from May 26, 2022

3. Financials from May

C. **Trustee Reports (10 min.)**

JM: Is continuing to work with the Racial Justice Committee. Met with Equity First (EF) today. Will Deeths (WD) is stepping down, and JM wants to thank WD for the time he committed to the Committee. Currently looking toward next steps and a road map for the upcoming year. JM also

continues to work on the negotiations committee/bargaining unit, performs her regular Clerk duties, and is finishing the evaluation for DR.

GA: Attended SCOE unification meeting. Spoke briefly with and received email from West County's Board. Wants to put together a meeting of presidents that make up West County boards. They spoke briefly; it was a good conversation. In general, nothing will happen in the next year regarding unification. It is a six-year process of "if-this-then-that"/multiple scenarios. All start with cutting staff and firing people. For a lot that is a non-starter. We have not made a commitment on next steps. There has to be at least another study done. It behooves GUSD to not take next steps until more information is available. DR and LH were also there. DR did not feel confident in any of the projections about how this might work. How do you compile eleven districts with multiple ways of collecting funds, etc. LH: Would add that losing staff is a big part of this but also closing a bunch of schools – this is about the fifth time she's seen a unification proposal and they don't get very far.

JM: Mentions that DR did produce a Board report reviewing the top level/milestones.

D. Racial Justice Committee (5min.)

JM: Committee met to have a reflection session earlier in July. Not everyone was able to attend, so EF has sent out a Google form to collect responses and will provide collective notes by the next District meeting. JM met with EF today to take stock of the current contract and note open AI's in order to go forward. Need to review with the Board, and staff won't be ready until August after initial reflection. EF also wants to confirm training dates for the coming year. JM expects everything to be hammered out by August. EF is collecting responses. They have had one session with staff and will provide reflection notes for the coming year.

E. (p. 10) Facilities Report (5 min.)

Brian Sposato (BS): Report is included in packet. It's been another busy summer!

Hillcrest Admin Project: Update shows us currently on schedule

Hillcrest Roofing Project: Update shows us currently on schedule

Gravenstein Restrooms: Make good progress should be ready for the school year to start.

Other Gravenstein Work: Carpeting replaced in select classrooms; deep clean of rooms.

Paving at Intermediate Playground at Gravenstein: There has been substantial deterioration of the pavement due to age and daily traffic. The original design was not meant for daily traffic, combined with its age and weather exposure. Approximately 6200 square feet. We have received a couple of bids - just under \$45K to recompact it with a 3-inch asphalt base. Estimated life span of 20+ years.

F. Master Plan Committee (5 min.)

DR: Strategic Plan discussion tomorrow and Master Plan will be part of that (includes 3 Facilities projects).

1. Facilities Assessment (available on GUSD website)

2. Master Plan Update

G. (p. 18) CBO Report (15 min.)

KA: Report is included in Board packet. June has not been a sleepy month!

- We are in the middle of hiring/onboarding three teachers at Grav and two more classified members.

- We are closing FY 2021-22 and will begin unaudited actuals (closing books for the previous year) and get everything moving toward 2022-2023.
- 2022-2023 is going to be our Food Services annual review year. We had a huge spike in participation in food service during the first session of Jumpstart - up to 90% participation at Gravenstein.

1. Jumpstart Meal Service Program Pilot and Grant Application

QG: We implemented a pilot program during Jumpstart #1 which met with resounding success.

Hoping to use this as the framework for our future Meal Service Program. Key components include:

- Discontinue using Santa Rosa City Schools as our food provider. Students do not like the food, it does not offer a wide variety of healthy choices, is not packaged in an environmentally-friendly way, and is more expensive than the options used for the pilot program.
- Initially contract with Buchanan Food Service in RP and Andy's Produce in Sebastopol. Continue with Clover for milk products. During pilot program using Buchanan and Clover (Andy's contract begins at the start of 2022-23 SY), participation skyrocketed to almost 80%, and we reduced our overall costs by approximately 33%.
- Eventually build program out to include gardens at both Grav and Hillcrest. Similar to program currently in place at Harmony. Cost of gardens would be approximately \$20K at each school and were included in VB's grant proposal. Consider annual "culture dinner night" fundraiser (around lunar new year/February?) to further fund kitchen gardens. Consider building gardens into curriculum (STEM program, nutrition?)
- Eventually transition to full function/scratch kitchen at GUSD (Hillcrest or Grav campus) and eliminate food vendors altogether. Would require additional staffing (1.13 FTE approved tonight) and transport vehicle (up to \$35K pending approval tonight).
- 10-Year Plan:
 - Year 1: Cancel SRCS, use all eco-friendly packaging, create semi-cook kitchen
 - Year 2: Incorporate and build school gardens
 - Year 5: Full function/scratch kitchen
 - Years 7-10: Perhaps add other schools in our plan and vend to them

Questions/Comments:

JM: Rave reviews from her children.

DR: This is part of the Mission/Vision and Master Plan. Hopes Board will support action items.

KA: We've seen tremendous revenue turnaround.

PL: Heard no complaints from his student (and usually does). Is Buchanan as bad with packaging?

QG: No. Most items are sold in bulk.

PL: Concerned about possible timing of culture dinner fundraiser. February not a good time for fresh produce, etc.

QG: We will be asking parents to source and prepare food; GUSD will provide only minimal accouterments.

PL: Expand to staff/faculty?

KA: Faculty and staff may always participate.

GA: Wants to be sure we roll out equally at both Grav and HMS. Likes timeline. Keep marching on. We have one Board member who is very adamant that this be a self-supporting program.

H. Superintendent Report/District Correspondence (10 min.)

1. Questions from the June 14 Board Meeting

DR: No outstanding questions from June 14 meeting

2. Summer Jumpstart Update

DR: Report is included in the Board packet.

Jumpstart Administrator has an illness restriction; may not be on campus the first couple of days of JS #2, but he is covered.

Session #1(June 13 - July 1) - Original enrollment was 137; 13 students withdrew; final enrollment 124. Of those 124 enrollees, 57 were Teacher Recommended (out of 170 invited by Teacher Recommendation). Hope for improvement during Session #2.

Session #2 (July 18 - August 5) - Will be a little different in that classroom teachers provide instruction and will be preparing students for their upcoming grade.

JM: What is planned attendance for Session #2?

DR: Looking at 147 - there could be a little fluctuation on that

GA: At the State budget update on Monday it was made clear that they definitely have money to continue the Jumpstart Program. Not optional for schools. Sounding very much like funding will be there.

DR: Yes, this is a pet project for Newsom. Schools can opt out, but it will be an audit item if they do.

KA: Was on call with several other administrators, and we are really hitting the target goals of the intended funds.

3. (p. 20) 21/22 Annual Report

DR: Report is included in the Board packet. There were many things accomplished. Our enrollment finished with 11 more students at close compared to last year, and we are slated to start with 13 more coming in for 22/23. Discipline for 21/22 included 7 suspensions and 0 expulsions. The totals for 18/19 (the last full year of in-person attendance) were 54 suspensions and 6 expulsions. This was a very surprising outcome which we believe is a direct result of classroom staff/LA's/support and engagement, being careful with conclusions based on one year of data. We want to continue to keep these numbers down.

DR: Going to page 4 of the report, some critical items are in student learning and achievements – Tier 2 interventions are very critical, teachers and admin team creating independent study program and including Enrich and PE. Further, the design and expansion of Jumpstart, the reading intervention program, Board approval for SPED program, Kathrine Byrne and WD for Title 3 - ELAC and direct support and program plan for Jumpstart.

IV. PUBLIC COMMENT (15 min.)

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

No public comments.

V. CONSENT AGENDA (2 min.)

ACTION ITEM

A. (p. 32) Warrants

B. (p. 36) Payroll

C. (p. 37) Minutes from the Regular Board Meetings of June 7, 2022

D. (p. 50) Williams Settlement Quarterly Report for April 1 - June 30, 2022

Action taken/comments:

Motion to approve Consent Agenda as written.

Motion JM Second PL

Vote: GA: A AK: n/a JK: n/a PL: A JM: A

VI. GENERAL ACTION ITEMS

A. Increase Nutritional Services Associate Staffing by 1.13 FTE (10 min)

Situation: As GUSD continues progress on our plan to create on-site preparation kitchen facilities at both sites, add hot breakfast service at both sites, and to increase student food service program participation, there is a need to increase the level of staffing at both sites. Staff is requesting an increase in funding to support the equivalent of an additional 1.13 FTE Nutritional Services Associate staffing, split between both sites. The cost of the additional staffing will range between \$50,648 and \$54,765 given our current salary schedule.

Plan: Pending Board approval, GUSD will recruit, hire, and train additional Nutrition Services staff to support proposed program expansions

Recommended motion: For the Board to approve the addition of 1.13 FTE Nutritional Services Associate staffing.

Action taken/comments:

DR: Notes that the text in the “Situation” paragraph should read “. . .equivalent of an additional 1.13 FTE . . .” [not “1.0 FTE”] and it will be corrected.

DR: This would be a split for both schools

KA: There have been lots of questions about why no breakfast is available at breakfast time (at HMS) and why no hot breakfast. We want to transition away from this. Additional staffing would allow for hot meal at 8am at HMS. This would also allow for a second hire at Grav so we can fully prepare and serve meals.

DR: It is a directive of the Board that we stay revenue neutral, but there is some leeway. We will see revenue generation based on 21-22. Thus we believe the expansion will support and expand this program and account for the vehicle as well.

GA: Does this take into account the State’s increase even though Federal has dried up?

KA: Yes, the State will match the Federal reimbursement rate for both breakfast and lunch.

GA: Will we be revenue positive?

KA: It depends on participation, but believes yes. We’ve gone to different schools, talked with site leadership. If the quality is high enough, participation will go up. We viewed service models to connect garden + food service and they were running at 80-90% participation. Thus we feel hopeful we will stay positive.

Motion to approve the addition of 1.13 FTE Nutritional Services Associate staffing.

Motion PL Second JM

Vote: GA: A PL: A JK: n/a AK: n/a JM: A

B. (p. 52) Creation of a Payroll Technician Position, 0.5 FTE (10 min)

Situation: The additional staffing added due to the expansion of the Enrich! program, additions and expansions of other programs, the addition of a second employee bargaining group, ongoing changes in human resources and fiscal legislation, and the inclusion of the CBO as a member of the GUSD negotiating team have significantly increased the workload for our Business Services Office and for our CBO in particular. The addition of this part time position will provide support for the CBO and the Business Services Office, increasing timeliness and accuracy. The main functions for the Payroll Technician will be coordinating and processing payroll, employee benefits, leaves and general clerical work. The cost of this added position will range from \$45,086 to \$48,349 annually.

Plan: The addition of a 0.5 FTE Payroll Technician to our Business Services/Human Resources team will support our proposed work plan to achieve the district mission and vision statements.

Recommended motion: For the Board to approve the Payroll Technician Position Description and Salary Schedule.

Action taken/comments:

General discussion to support Situation and Plan.

Motion to approve the Payroll Technician Position Description and Salary Schedule.

Motion JM Second PL

Vote: GA: A AK: n/a JK: n/a PL: A JM: A

C. (p. 55) Specifications of the Election Order (10 min.)

Situation: Four-year terms on the governing board are staggered. The November 8, 2022 election will fill regular openings on the governing board for the 2022-2026 or those previously filled by appointment. If a vacancy has been filled during the first 2 years of a term, candidates must file for election to complete that term. If a vacancy has been filled during the last 2 years of a term, candidates will file for the new 4-year term.

Plan: For the Board to determine the resolution process for any tie vote and to specify the current incumbent terms that expire in December of 2022.

Recommended motion: For the Board to select a tie vote resolution process and approve the Specifications of the Election Order.

Action taken/comments:

DR: We have three Board members who are coming to term. Board needs to decide if there is a tie vote, how do we resolve? Do we have a runoff or drawing of lots? Board needs to give DR direction.

GA: Cannot remember what we've done in the past. Does anyone have a strong opinion?

DR: Suggest drawing of lots so we don't add additional administrative processes.

JM and PL: No problem drawing lots.

GA: Is there a date that documentation needs to be submitted by?

DR: Will provide a summary sheet with dates/deadlines later this week or early next week.

Motion to resolve a tie vote by drawing of lots and to approve the Specifications of the Election Order.

Motion JM Second PL

Vote: GA: A PL: A JK: n/a AK: n/a JM: A

D. (p. 56) Gravenstein Elementary Paving Repairs (2 min.)

Situation: As part of our ongoing efforts to maintain safe and attractive campus facilities, pavement repairs are necessary from time to time. Due to regular wear and tear as well as the increased use of the paved playground area for drop off and pick up due to COVID-19 prevention measures and traffic mitigation efforts, playground paving repairs are needed on the Gravenstein Elementary campus.

Plan: Pending Board approval, GUSD will contract with our grading and paving service contractor to initiate this work so that it can be completed before the start of the 22/23 school year.

Recommended motion: For the Board to approve up to \$45,000 to pay for playground paving repairs on the Gravenstein Elementary campus.

Action taken/comments:

General discussion supporting Situation and Plan.

Motion to approve up to \$45,000 to pay for playground paving repairs on the Gravenstein Elementary Campus.

Motion PL Second JM

Vote: GA: A PL: A JK: n/a AK: n/a JM: A

E. Food Services Vehicle (5 min)

Situation: With the planned expansion and upgrade of our Food Service Program, we will have a need to transport prepared meals from our prep kitchen to the other school site to serve to

students. Our plan is to find a used vehicle that we can retrofit for food delivery pursuant to Health Department guidelines and regulations.

Plan: Pending Board approval, to purchase and retrofit a used vehicle to be used for transporting student meals (breakfast and lunch) from our prep kitchen at one school site to the other school site to be served to students.

Recommended motion: For the Board to approve an expenditure of up to \$35,000 for the purchase and retrofit of a District Food Services Vehicle.

Action taken/comments:

DR: To clarify, we are asking for a second vehicle. It can be a used vehicle that is retrofitted to suit the Health Department requirements. A high-quality used vehicle with money to retrofit should come to \$35,000 or less.

PL: Do you have a vehicle in mind?

DR: No. We want to know what our budget is first.

PL: What would a retrofit cost?

DR: Nothing big. Mostly enough containers that meet the grad so we can secure them. It should not be a high cost. Most will go into the vehicle.

GA: The only other option is to have both schools do cooking - that would not be cost effective.

PL: Just want to be sure that \$35,000 is enough

Motion to approve expenditure of up to \$35,000 for the purchase and retrofit of a District Food Services Vehicle.

Motion JM Second PL

Vote: GA: A PL: A JK: n/a AK: n/a JM: A

F. Board Meeting Format (2 min.)

Situation: The suspension of certain parts of the Brown Act that eased the mandates related to Trustee virtual attendance for Board Meetings was set to expire on September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361, which includes an amendment to the Brown Act that allows for remote meetings during a proclaimed state of emergency without following Brown Act teleconferencing rules. AB 361 mandates that in order for a school district utilize this amendment, the Board must make findings every 30 days that the Board has reconsidered the circumstances of the state of emergency and either the state of emergency continues to directly impact the ability of members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing. This amendment is set to expire on January 1, 2024.

Plan: For the Board to discuss Board Meeting format and determine whether or not conditions continue to exist that support a virtual format for Board Meetings.

Recommended motion: No recommendation at this time.

Action taken/comments:

GA: Original plan was to go back to regular format in August, and then it occurred to us that the support people needed to set up the tech portion of the meeting are off. So we would like to move the in-person to September.

JM: Not sure if she is comfortable with encouraging in-person in September. Not prepared to commit to return in September. Is prepared to commit to staying remote through August, notwithstanding.

PL: Agrees with August (remote) no matter what. We don't have to commit to September until the August meeting, correct?

GA: Yes, correct. Goal is to have a hybrid format - Zoom and in-person. Turnout is better.

DR: Attended a meeting at RESIG and format was excellent. Will get the template to follow.

Motion to continue distance format for monthly Board meeting for the month of August, 2022.

Motion _____ JM _____ Second _____ PL _____

Vote: GA: A AK: n/a JK: n/a PL: A JM: A

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

Moved to closed session at 6:47 pm.

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

- 1.0 Student Discipline**
- 2.0 Pending litigation**
- 3.0 Administrator Performance Updates**
 - a) Superintendent's Evaluation**
- 4.0 Conference with Negotiations team:**
 - a) GUTA/GUCE negotiations update**

IX. RECONVENE TO OPEN SESSION

Returned to open session at 7:18pm

X. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION

No action taken during closed session, meeting adjourned at 7:19pm

XI. FUTURE BOARD MEETINGS

- A. August 9, 2022 at 5pm**
- B. September 13, 2022 at 5pm**
- C. October 11, 2022 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.

**SONOMA STATE UNIVERSITY
STUDENT TEACHING AGREEMENT**

THIS AGREEMENT entered into by and between the Trustees of the California State University, on behalf of the State of California, through Sonoma State University, hereinafter called University and the **Gravenstein Union School District**, hereinafter called the District.

WITNESSETH

WHEREAS, the District is authorized to enter into agreements with the University, to provide teaching experience through practice teaching to students enrolled in teacher training curricula of the State University; and

WHEREAS, any such agreement may provide for the payment for the services rendered by the District of an amount not to exceed the actual cost to the District of the services rendered; and

WHEREAS, it has been determined between the parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District; and

WHEREAS, the honorarium or payment provided herein is intended to be transmitted promptly by the District to the supervising teacher (hereafter referred to as District Employed Supervisor) as compensation for and recognition of services performed for the student teacher in the supervisory teacher's charge;

NOW, THEREFORE, it is mutually agreed between the University and the District as follows:

SPECIAL PROVISIONS

The term of the Agreement is from July 1, 2022 through June 30, 2024.

Pending no further budget reductions, the University shall pay District for such completed services at the RATE AND AMOUNT OF \$150.00 per full-time student teacher (8 or more units).

GENERAL TERMS AND CONDITIONS

1. The District shall provide to Sonoma State University students, teaching experience through clinical practice in schools and classes of the District not to exceed the units of practice teaching set forth in the Special Provisions. Clinical practice encompasses

--early field placements, in which teacher candidates observe teachers, create and implement lessons, and other teaching related duties,

-- pre-student teaching, which is a part-time experience that expands early field placements,

-- student-teaching, which is a full-time mentored teaching experience,

--added-authorization, in which candidates pursuing additional certification in other credential areas are placed in school settings.

Such clinical practice shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representative may agree upon.

Such practice teaching shall be provided in such schools or classes of the District, and under the direct supervision and instruction of such employees of the District, as the District and the University through their duly authorized representative may agree upon

APRIL 27, 2022

1

As required by State law, the student teacher will be completing a teacher performance assessment (e.g. CalTPA, EdTPA) to demonstrate proficiency on the California Teacher Performance Expectations. The terms of this process will be provided to the District in a separate notice.

As required by State law, participating districts and the associated District Employed Supervisors must meet the requirement set forth by the California Commission for Teacher Credentialing with regard to clinical practice* detailed in Addendum A below, including:

- a. Criteria for School Placements
- b. Criteria for the Selection and Training of District Employed Supervisors
- c. Criteria for the supervision and evaluation of student teachers

The District may, for good cause, refuse to accept for practice teaching any student of Sonoma State University assigned to practice teaching in the District, and upon request of the District, made for good cause, the University shall terminate the assignment of any student of Sonoma State University to practice teaching in the District.

“Practice teaching” as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid credentials issued by the State Board of Education authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

2. The University will pay the District for the performance by the District of all services required to be performed under this agreement at the rates set forth in the Special Provisions for each semester unit of practice teaching as per the unit totals outlined in #11 below.

3. An assignment of a student in part or full-time student teaching of Sonoma State University to practice teaching in schools or classes of the District shall be, at the discretion of the University, either for approximately nine (9) weeks or for approximately eighteen (18) weeks, but a student may be given more than one assignment by Sonoma State University to practice teaching in such schools or classes. Student teaching must include a minimum of four weeks in Multiple Subject and Single Subject and 2 weeks in Ed Specialist of solo or co-teaching or its equivalent. Students who are working in private schools and seeking a credential are required to complete a substantive clinical experience in a diverse school setting where the curriculum aligns with California’s adopted content standards and frameworks and the school reflects the diversity of the California’s student population.

The assignment of a student of Sonoma State University to practice teaching in the district shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by Sonoma State University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

In the event the assignment of a student of Sonoma State University to practice teaching is terminated by Sonoma State University for any reason, the District shall receive payment on account of such student except that if such assignment is terminated before the end of the ninth week of the term of the assignment, the District shall receive payment for an assignment for nine (9) weeks only. If a student is assigned by Sonoma State University to another teacher of the District after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by the District.

4. Within a reasonable time following the close of each semester of Sonoma State University, Sonoma State University shall pay the District at the rate provided herein, for all units of practice teaching provided by the District under and in accordance with this agreement during said semester. The University will pay the amount of such invoice from monies made available for such purpose by or pursuant to the laws of the State of California.

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5. Notwithstanding any other provisions of this agreement, the University shall not be obligated by this agreement to pay the District any amount in excess of the total sum set forth in the Special Provisions.
6. University shall provide SPLIP Student Professional Liability Insurance Program. This coverage provides general and professional liability coverage as well as educator’s errors & omissions liability coverage.
7. Before assigning student to District, Sonoma State University will instruct such student on applicable University and federal laws relating to unlawful discrimination (including harassment).
8. Sonoma State University (University) shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the performance of this event. District shall be responsible for damages caused by the negligence of its officers, agents and employees occurring in the performance of this event. It is the intention of University and School District that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective officers, agents, and employees.
9. All new University credential program admits must present a valid negative TB test, file for a Certificate of Clearance and complete the Legal Seminar requirement prior to beginning the Credential Program and enrolling in participant observation. Proof of a substitute-teaching permit will suffice for Certificate of Clearance and TB requirements.
10. All University students advancing to Full Time Student Teaching, must have a Certificate of Clearance, a valid Negative TB test and documentation of completion of the Legal Seminar requirements on file with University, in the student’s record prior to the first day of the semester of Full Time Student Teaching.
11. The District is aware and informed about the hazards currently known to be associated with the novel coronavirus referred to as “COVID-19”. District is familiar with and informed about the Centers for Disease Control and Prevention (“CDC”) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. District, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines and applicable governmental directives are modified, changed or updated, District will take steps to comply with the modified, changed or updated guidelines or directives. If at any time District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify University of that fact.

Pending no further budget reductions, all District Employed Supervisor (Master Teacher) stipends will be paid at the rate of \$150 per full-time student teacher (8 or more units). Only the following courses will receive stipends:

Program	Course Number	Units	Amount \$
Single Subject	458	12	150.00
Education Specialist (Mild to Moderate Support Needs)	465	8	150.00
Education Specialist (Extensive Support Needs)	467	8	150.00
Multiple Subject	482	10	150.00

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STATE OF CALIFORNIA
TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY
SONOMA STATE UNIVERSITY

1801 East Cotati Avenue
Rohnert Park, CA 94928

BY: _____
Carolyn Faulconer
Administration and Finance

And

Gravenstein Union School District
3840 Twig Avenue
Sebastopol, CA. 95472

BY: _____

TITLE: _____

CERTIFICATION

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on

(month/day/year)

“It was moved, seconded and carried that the attached contract with Sonoma State University, whereby the University may assign students to the schools in the School District for practice teaching, be approved; and the _____ is hereby authorized to execute the same.”

Gravenstein Union School District
(DISTRICT)

Sonoma
(COUNTY)

By: _____
Clerk, Secretary (strike one) of the Governing Board of the School District

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ADDENDUM A

Standard 3: Clinical Practice for Multiple and Single Subject

A. Organization of Clinical Practice Experiences

The program's Clinical Practice experiences are designed to provide the candidate with a developmental and sequential set of activities that are integrated with the program's coursework and extend the candidate's learning through application of theory to practice with TK-12 students in California public school classrooms. Clinical Practice is a developmental and sequential set of activities integrated with theoretical and pedagogical coursework, and must consist of a minimum of 600 hours of clinical practice across the arc of the program. The range of Clinical Practice experiences provided by the program includes supervised early field experiences, initial student teaching (co-planning and co-teaching with both general educators and Education specialists, as appropriate, or guided teaching), and final student teaching. Student teaching includes a minimum of four weeks of solo or co-teaching or its equivalent. For interns, early field experience would take place in an experienced mentor's classroom.

Dual credential programs leading to both a general and a special education credential are required to have substantive experiences in general education, inclusive, and special education settings within the 600 hours, and are encouraged to extend clinical practice for an additional 150 hours.

Candidates who are working in private schools and seeking a credential are required to complete a substantive clinical experience of at least 150 hours in a diverse school setting where the curriculum aligns with California's adopted content standards and frameworks and the school reflects the diversity of California's student population.

The program provides initial orientation for preparation program supervisors and district-employed supervisors of clinical practice experiences to ensure all supervisors understand their role and expectations. The minimal amount of program supervision involving formal evaluation of each candidate must be 4 times per quarter or 6 times per semester. The minimum amount of district-employed supervisors' support and guidance must be 5 hours per week.

Clinical supervision may include an in-person site visit, video capture or synchronous video observation, but it must be archived either by annotated video or scripted observations and evaluated based on the TPEs, that produce data that can be aggregated and disaggregated.

B. Criteria for School Placements

Clinical sites (schools) should be selected that demonstrate commitment to collaborative evidence-based practices and continuous program improvement, have partnerships with appropriate other educational, social, and community entities that support teaching and learning, place students with disabilities in the Least Restrictive Environment (LRE), provide robust programs and support for English learners, reflect to the extent possible socioeconomic and cultural diversity, and permit video capture for candidate reflection and TPA completion. Clinical sites should also have a fully qualified site administrator.

C. Criteria for the Selection of Program Supervisors

The program selects individuals who are credentialed or who have equivalent experience in educator preparation. Supervisors should be expert in the content area of the candidate being supervised and

should have recent professional experiences in school settings where the curriculum aligns with California's adopted content standards and frameworks and the school reflects the diversity of California's student population. The program provides supervisors with orientation to the program's expectations and assures that supervisors are knowledgeable about the program curriculum and assessments, including the TPEs and the TPA model chosen by the program. In addition, program supervisors maintain current knowledge of effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices.

D. Criteria for the Selection of District-Employed Supervisors (also may be known as the cooperating teacher, master teacher or on-site mentor)

The program selects district supervisors who hold a Clear Credential in the content area for which they are providing supervision and have a minimum of three years of content area K-12 teaching experience. The district supervisor must have demonstrated exemplary teaching practices as determined by the employer and the preparation program. The matching of candidate and district-employed supervisor must be a collaborative process between the school district and the program.

The program provides district employed supervisors a minimum of 10 hours of initial orientation to the program curriculum, about effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices. The program ensures that district employed supervisors remain current in the knowledge and skills for candidate supervision and program expectations.

Citation: Preliminary Multiple and Single Subject Credential Program Standards. Commission on Teacher Credentialing Program Handbook. Revised June 22, 2017. Located at:

https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/prelimmsstandard-pdf.pdf?sfvrsn=a35b06c_2

Clinical Practice Experiences A. For Educational Specialist Candidates as taken from

https://www.ctc.ca.gov/docs/default-source/educator-prep/special-education-docs/clinical-practice-guidance-edsped.pdf?sfvrsn=be672bb1_4

Progression of Clinical Practice Experience Program Standard 3 Language: "Clinical Practice is a developmental and sequential set of activities..." 1. It is the expectation of the Commission that fieldwork experiences evolve over the course of the program, increasing in responsibility as the candidate moves closer to completion of the preparation program and licensure. Clinical experience can encompass a wide variety of activities that range from guided observations of veteran teachers modeling good practice in instruction, to beginning practice using various teaching strategies in diverse settings, to assuming full responsibility for students in the classroom, and demonstrating pedagogical competence. B. Activities Appropriate for Meeting the 600 hours of Clinical Practice and Other Requirements Program Standard 3 language: "Clinical Practice...must consist of a minimum of 600 hours of clinical practice across the arc of the program." Clinical practice experience with proper supervision provides all candidates, regardless of pathway, with the opportunity to practice the knowledge and skills required by the credential and included in the TPEs. 1. The 600 hours of supervised clinical practice is required of all candidates, regardless of pathway and occur throughout each candidate's preparation program ("across the arc of the program"). 2. Of the 600 hours, at least 200 hours of supervised early field work that includes purposeful, planned interactions, guided observations and initial student teaching (e.g., coplanning and co-teaching, or guided teaching) must be provided to candidates in general education and special education settings prior to final student teaching. 3. Candidates seeking both general education and Education Specialist credentials are encouraged to extend clinical practice for an additional 150 hours and should work closely with their programs to 4 ensure that clinical practice experiences meet all required competencies for both

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credential programs. 4. The minimum time requirement (400 hours) for final student teaching in the desired credential area is to ensure that the candidate experiences the full range of instruction rather than sporadic lesson delivery. During this time, the candidate should be fully responsible for: planning lessons based on the students in their classroom, delivering the lessons, monitoring student progress toward achieving the academic goals included in the lessons, informal and formal assessment of students, and reflection of their teaching practice. The clinical practice opportunities may include those that are intentionally selected or designed by the program, occur in placements that are selected or approved by the program, and are for the purpose of helping candidates understand the link between specific objectives in coursework and teaching practice. For interns, early field experience would take place in experienced mentor classrooms in both general education and special education settings. 5. Since portions of the Teaching Performance Assessment (TPA) will be completed during the final student teaching experience, the program should design clinical practice experiences with that goal in mind. 6. Examples of appropriate activities that may be included in the 600 clinical practice hours include: o Guided and supervised teaching including whole class instruction, small groups, and other direct contact with students, including final student teaching o Co-planning time, with veteran practitioners for lessons that the candidate will deliver, o Working with veteran practitioners, grading, and analyzing student work, reflecting on lessons, and planning for the needs of individual students o Time working with professional learning communities, grade level and department meetings. 7. Candidate observations of classroom teaching may or may not qualify toward the 200 hours of supervised early field work. Only those that are intentionally designed by the program, occur in placements that are selected or approved by the program, and are for the purpose of helping candidates understand the link between specific objectives in coursework and teaching practice may qualify as part of the 200 hours. 8. Among activities that should not be included in the 600 hours are general lesson planning done independently by the candidate, or hours spent supervising extracurricular activities. In addition, mock instruction or observation of fellow candidates (and without birth-22 students) as part of a course would not qualify as part of the required 600 hours. III. Clinical Practice Placements General Information Placements must be intentionally selected to provide the candidate with opportunities to practice and acquire the knowledge and skills included in the TPEs with the range of experience that reflects the diversity of age and grade level, the range of federal disability categories, and the continuum of special education services. Clinical Practice experiences must be under the guidance and supervision of a district employed supervisor/master teacher, veteran practitioner, program supervisor and/or course instructor. Hours of 5 instruction by a candidate in a classroom where the district employed supervisor/master teacher is not present may qualify toward the 600 hours of supervised early field work in general and special education settings, as long as these hours of instruction are prepared with and guided by one or more designated supervisors selected and approved by the program for the purpose of supervision (Coteacher, mentor, university supervisor, faculty, etc.) and are followed by designated time for reflection. This guidance and supervision may occur in person or via technology assisted communication. A. Diversity in All Placements (Student Population) 1. In all clinical practice placements, candidates should have significant exposure to school settings that reflect the full diversity of California public schools. 2. Prior to placing student teaching candidates, programs should review the demographics of the school to ensure a “diverse school setting” that reflects California’s public schools. The TPEs provide a valuable definition of “all students” that should be used by programs in making this determination. Programs must ensure that the placement is a diverse school setting relative to all the following, and may be required to provide evidence at the time of the site visit: a. race, ethnicity of the students b. number of students from families below the federal poverty level, number or percentage of students on scholarship, tuition

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assistance, or other proxy that demonstrates that the school serves students from families in lower socio- economic income ranges. c. languages spoken by the students, including English learners. d. the inclusiveness of the school for students with disabilities and the process for students to receive additional services, i.e. student study team and individualized education program processes B. Curriculum in All Placements Program Standard 3 language: “Curriculum that is aligned with California’s adopted content standards and frameworks” 1. Prior to placing student teaching candidates in schools, the program must review the curriculum to ensure that it is equivalent to California’s adopted content standards and curriculum. It is the responsibility of the program to provide evidence of compliance if requested at the time of the site visit. 2. In placements where the school is not explicitly aligned with California’s adopted content standards and frameworks, the program must demonstrate how the placement meets the goal and intent of the standard in preparing candidates to be competent with the curriculum taught in public schools in California. C. Diversity in Private School Placements Program Standard 3 language: “Candidates who are working in private schools and seeking a credential are required to complete a substantive clinical experience of at least 150 hours in a diverse school setting where the curriculum aligns with California’s adopted content standards and frameworks and the school reflects the diversity of California’s student populations.” 6 1. Prior to placing student teaching candidates in private schools, the program must review the demographics of the school to ensure a “diverse school setting” that reflects California’s public schools. The TPEs provide a valuable definition of “all students” that should be used by programs in making this determination. It is the onus of the program to provide evidence that the school is a diverse school setting relative to all the following: a. race, ethnicity of the students b. number of students from families below the federal poverty level, number or percentage of students on scholarship, tuition assistance, or other proxy that demonstrates that the school serves students from families in lower socio- economic income ranges. c. languages spoken by the students, including English learners. d. the inclusiveness of the school for students with disabilities and the process for students to receive additional services, i.e. student study team and individualized education program processes 2. All candidates, including those placed in private schools, must complete 600 hours of supervised clinical practice. Of these 600 hours, the standards state that candidates working in private schools must complete at least 150 hours in diverse school settings.

Support and Supervision A. Program Supervisor Observation Requirements Program Standard 3 language: “The minimal amount of program supervision involving formal evaluation of each candidate must be 4 times per quarter or 6 times per semester.” 1. At the April 2017 Commission meeting, the Commission confirmed that all candidates need to be properly supervised until they have completed all credential requirements and hold a preliminary teaching credential. The goal of this requirement is to ensure that all candidates, regardless of pathway, are provided with adequate supervision and evaluation from their program supervisor throughout their clinical practice experience. 2. The formal evaluation requirement of 4 times per quarter or 6 times per semester can be interpreted to be approximately every 3 weeks. 3. If a program elects to supervise candidates using a different model of frequency of observations and can justify that it better meets the needs of the candidate, it is acceptable. However, it is the onus of the program to demonstrate that over the course of the program, at least the equivalent amount of supervision is achieved. The accreditation review team will make a determination as to whether this part of the standards is being met. For example, a 2-year program may decide to complete 8 program supervisor observations per semester in the first year and 4 in the second, which would lead to an average of 6 times per semester. This may meet the goal and intent of the standard if the program can provide a valid justification for this practice and can provide outcomes

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data that demonstrates that their candidates are successful with this program design. B. District-employed Supervisor Support Requirements Program Standard 3 language: “The minimum amount of district-employed supervisors’ support and guidance must be 5 hours per week” 1. The 5 hours per week of district-employed supervisor support and guidance time is only required during the period that the candidate is assigned a specific mentor/master teacher. They are not required during early field experiences or at other times during which the candidate does not have an assigned district employed supervisor/master teacher. 2. Support and guidance may include a variety of activities, including lesson-modeling; observation and coaching; co-planning and feedback on lesson planning; problem-solving regarding: instruction, classroom management, student access to curriculum, and other student-related issues; grade-level meetings, and email and phone conversations with a district-employed supervisor. 3. The goal of this standard is to ensure that all candidates, regardless of pathway, are properly supported and supervised during their clinical practice. The expectation is that every program will satisfy this requirement as written. However, if a program elects to satisfy the goal of this standard in a way that they believe better meets the needs of their candidates, it is the onus of the program to demonstrate that the goal is still met. 8 For example, if a district-employed supervisor were to provide 10 hours of support per week during the first weeks of placement and 2 hours of support per week in the final weeks of placement, the average for the term could be greater than 5 hours per week. This may satisfy the goal of the standard were the program to provide a valid justification for this practice. 4. For intern candidates, support, and supervision (144 hours of general support and 45 hours of EL support) is a shared responsibility between the program and the employer. Hours spent with a district-employed supervisor to satisfy the intern annual requirements may qualify towards meeting this 5 hours/week requirement.

**Sonoma State University
School of Education**

**CREDENTIAL PROGRAMS INTERN
AGREEMENT
With
Gravenstein Union School District**

This Credential Programs Intern Agreement, hereafter referred to as “Intern Agreement”, effective July 1, 2022 is made between the Trustees of the California State University on behalf of California State University, Sonoma State University and its School of Education, hereafter referred to as “University” and Gravenstein Union School District, hereafter referred to as “District/Agency”.

Definition of Stakeholders

- An individual currently enrolled in a teacher preparation program at the university shall hereafter be referred to as “student candidate”.
- A student candidate that has met all of the CTC requirements to qualify for an Intern Credential shall hereafter be referred to as “Intern Eligible”.
- A student candidate that has *not* met all of the CTC requirements to qualify for an Intern Credential, but is eligible for employment as an educator within a District/Agency by working on a permit (E.g. Provisional Intern Permit [PIP], Short-Term Staff Permit [STSP] Teaching Permit for Statutory Leave (TPSL), etc.) shall hereafter be referred to as “Permitted Candidates (PCS’s)”.
- A student candidate that is employed by the District/Agency as the teacher of record and working on an Intern Credential shall hereafter be referred to as “Intern”.
- A fully credentialed educator that meets the CTC guidelines for mentorship of an intern, who may be employed by the District/Agency, university, or at another school in the District/Agency, shall hereafter be referred to as “District Employee Supervisor (DES)”.
- An employee of the University who fulfills the supervisor requirements set forth by the CTC for Interns shall hereafter be referred to as “University Supervisor”.
- An employee of the University that oversees the coordination of the Intern Program to ensure that all CTC requirements are being met, shall hereafter be referred to as “Intern Coordinator”.

Whereas, Permitted Candidates who are hired with a District/Agency will follow the same requirements set forth by the CTC and receive the same level of supervision by the University and mentoring support by the District/Agency as Interns, the Intern Agreement will pertain to all University student candidates who are employed as a teacher of record with the District/Agency.

1. Purpose: The purpose of this Agreement is to define the respective roles and responsibilities of the two parties in order to allow School District/Agency to extend offers of employment to enrolled students in University’s School of Education Credential Intern program established under California law and rules by the California Teachers Commission (CTC).

2. Term: The term of this Agreement shall be for the period July 1, 2022 through June 30, 2024.

3. Roles and Responsibilities:

- District/Agency Roles and Responsibilities under this Agreement are as follows:
- District/Agency shall comply with all State requirements necessary in order to properly offer and subsequently employ as Credential Interns students at the University in accordance with the California Credential Program Intern program established by State law and regulations: Teacher Education Internship Act of 1967 (Cal. Ed. Code 44450-44468, et. Seq.); Education Code 44321; 44325- 44328; and subsequent regulations. Title 5; California Code of Regulations 80033; 80055; et. seq.
- Provide a flat fee of \$3750 to the School of Education for each academic year that the Intern or permitted candidate is employed with the District/Agency. The University will reimburse the District/Agency \$1500 per year (prorated per semester) to provide stipends to eligible DES who are matched with interns/permitted candidates. Eligible DES are defined as educators who that fit the CTC's mentoring guidelines. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties. Stipends for DES will not be released until District/Agency has paid their invoice.
- Utilize defined selection criteria to identify high-quality, experienced teachers to serve as District Employee Supervisors for Candidates. District Employee Supervisors must demonstrate effective coaching, interpersonal and communication skills and:
- Display best practices in providing "just in time" (as needed) and longer-term analysis of teaching practice to help Candidates develop enduring professional skills.
Are committed to attend coaching/DES trainings, meetings and to meet weekly with Candidates;
- Display willingness to work collaboratively with SSU faculty and staff;
- Embrace a positive attitude and disposition towards students and teaching;
- Develop a sustained and thoughtful collegial relationship with Candidates;
- Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
- Serve as a role model for the teaching profession.
- In accordance with Executive Order N-3-22, the CTC allows programs to count hours that candidates serve as a substitute toward the 600 hours of required clinical experiences, as long as the program ensures that these candidates are receiving adequate support and guidance from their school site supervisor and the program. *The University will only allow Permitted Candidates who are hired on temporary permits (STSP, TPSL, etc.) to use assignment hours towards their required clinical experiences if the District/Agency agrees to adhere to the guidelines within the University's MOU and follow the requirements of Intern support set forth by the CTC.*
- The District/Agency will employ the intern/permitted candidate for a minimum of 14 weeks in a semester, in the same position(s), for the candidate's hours to be counted towards their field experience. Intern/permitted candidates who accept a temporary assignment (less than 14 weeks) or are hired at a point in the semester where they cannot be employed for a minimum of 16 weeks will not have their position count towards their fieldwork hours. Exceptions will be authorized in writing at the discretion of the Intern Coordinator.
- Collaborate with the University's intern coordinator to identify and assign a qualified District Employee Supervisors to each eligible Candidate within 30 days of when the candidate is hired (date of signed contract) who meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with District Employee Supervisors who most closely match their teaching assignment, including grade level and subject matter, and their credential. If a District Employee Supervisor is assigned after the 30 day period, the stipend will be prorated for services rendered.

- Collaborate with the University's intern coordinator to identify an individual (with an English Language Authorization) to provide Intern/PC with immediate support in planning, instruction, and assessment of English Learners. (This may be the Intern's/PC's assigned DES.)
- Provide release days for each DES and/or Intern/PC to be used for observations, professional development, and/or program requirements set forth by the CTC.
- Acknowledge the Intern's /PC's novice status and required attendance in University courses; adjust assignments/schedules accordingly.
- The District/Agency understands and complies with the mandated guidelines as stipulated in the California Commission on Teacher Credentialing Intern Specific Preconditions, "that interns/PC's do not displace certificated employees in participating districts".
- Be responsible, as employer, for employed Credential Programs Intern's/PC's salary and benefits, including, but not limited to, workers compensation, and professional and general liability insurance.
- District/Agency is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". District/Agency is familiar with an informed about the Center for Disease Control and Prevention ("CDC") current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. District/Agency, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, District/Agency will take steps to comply with the modified, changed or updated guidelines or directives. If at any time School becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify University of that fact.
- Not assign the Intern/PC duties or professional development/training obligations that **interfere with his/her university class schedule** or are inappropriate for a beginning teacher.

2. University Roles and Responsibilities under this Agreement are as follows:

- University shall vet student's academic eligibility to be an Intern Credential Candidate pursuant to CTC criteria and protocols set forth in Attachment 1, attached hereto and incorporated hereto by this reference.
- Sonoma State University will reimburse districts \$1500 (\$750 per semester of service) to provide stipends to DES who are matched with interns/permitted candidates that fit the CTC's mentoring guidelines. DES must be paired with a candidate within 30 days of hire, or the reimbursement stipend will be prorated based on services rendered.
- Provide collaborative employer input in the Candidates' development of an Individual Learning Plan (ILP) within the first 60-days of hire and in program evaluation including administrative mid-year survey, end-of-year surveys, and CTC Accreditation. The District/Agency understands that the ILP is used to guide professional development and not for the purpose of teacher evaluation or employment decisions.
- Provide administrative oversight, coordination and compliance in regards to state requirements.
- Collaborate with district/agency to identify DES who fulfill the CTC requirements within 30 days of hire of the intern/PC.
- Provide training for DES that support development of effective coaching and communication skills that align with the CTC guidelines.
- Provide a University supervisor who will observe and coach the teacher at their District/Agency site twice per semester.
- Provide training and tracking procedures for Interns/PC's to receive a minimum of 144 hours of support/mentoring and supervision per District/Agency year as outlined in Ed Code 44321.
- Provide training and tracking procedures for Interns/PC's who enter the program without valid English learner authorization receive an additional 45 hours of support/mentoring and supervision specific to

meeting the needs of English learners as outlined in Ed Code 44321.

- Recommend State approval of the Intern Credential, upon student's satisfactory completion of appropriate requirements.

4. General Provisions

4.1 Indemnification – District/Agency agrees to indemnify, defend and save harmless the State of California, the Trustees of the California State University, Sonoma State University, their respective officers, agents, employees and volunteers from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of School's officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.

4.2 Insurance – District/Agency agrees to maintain professional and general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A:VII. District/Agency shall also maintain workers compensation coverage as required by law.

4.3 Modifications/Termination – This Agreement may be amended upon mutual agreement of the parties in writing. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party.

4.4 Notices – Notices shall be sent to the parties, at the addresses set forth below:

To University:

For Programmatic Related Issues - Attention: Dr. Suzanne O'Keeffe, EdD
Chair, Associate Professor, Special Education
Intern Director, School of Education Assessment Coordinator, PUERTA
Department of Educational Leadership and Special Education 1801 E. Cotati Avenue, Rohnert Park, CA 94928
Email: okeeffes@sonoma.edu

For Billing Related Issues - Attention:
Sara Jordan, Administrative Manager
Sonoma State University, School of Education
1801 E. Cotati Avenue, Rohnert Park, CA 94928
Ph: 707/664-2395 FAX: 707/664-2483
Email: jordansa@sonoma.edu

For Contractual Notices - Attention:

Contracts and Procurement
Sonoma State University, Financial Services
1801 E. Cotati Avenue, Rohnert Park, CA 94928
Ph: 707/664-3830, FAX: 707/664-4183
Carolyn Faulconer Carolyn.faulconer@sonoma.edu

To School District/Agency:


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

Phone: 707-823-7008
Fax: 707-823-2108
Email: drose@grav.k12.ca.us

In witness whereof, this Agreement has been executed by the parties, upon the date first written above.

Gravenstein Union School District

Sonoma State University



David Rose, Superintendent

Contracts and Procurement

7/18/22

Date

Date



GRAVENSTEIN UNION SCHOOL DISTRICT

Gravenstein Elementary School and Hillcrest Middle School
David Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008
Email: drose@grav.k12.ca.us

Board of Trustees
Gregory Appling, Board President
Alexander Kahn, Member
Jennifer Koelemeijer, Member
Jeri McNeill, Board Clerk
Patrick Lei, Member

GRAVENSTEIN UNION SCHOOL DISTRICT

COVID-19 SAFETY PLAN 22/23

DRAFT

July 12, 2022

Introduction and Overview-

This safety plan contains edits and revisions of our plan from 2021/22. This document is designed to assist in planning for safe in-person instruction for the 2022-2023 school year. We recognize the importance of in-person instruction, as well as the overarching need to protect the health and safety of our students, school staff, and broader community. The goal of this document is to help plan for and implement measures to reduce COVID-19 transmission in the school setting, while meeting the educational needs of all students.

GUSD has monitored health and safety updates from the Center for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH, [guidance](#)), and the Sonoma County Health Services Department (SCHSD) and has made edits accordingly to our existing plan from last year. While scientific data for COVID-19 is growing, published studies suggest that the epidemiology of COVID-19 is distinct from that of influenza. Specifically, studies suggest: COVID-19 disease prevalence among children is lower than in adults, and children who contract COVID-19 are more likely than adults to be asymptomatic or to have very mild symptoms; multisystem inflammatory syndrome in children (MIS-C), a severe condition associated with COVID-19, remains rare; in several studies, children were less likely to be the first case within a household, suggesting that child-to-adult transmission may be less common than adult to-child transmission. Additionally, the most recent variants are resulting in symptoms and health issues that are less severe than the initial variants.

These key findings have important implications for how we think about infection risk and play an important role in guiding our recommendations for preventing transmission in schools. Specifically, these findings suggest that COVID-19 transmission in schools is likely to be less widespread than influenza transmission, that adult-to-child transmission is greater than child-to child transmission, and that transmission risks among younger children appear to be lower than older children.

Education, just like healthcare and food provision, is an essential service in our community, and as such, maintaining in-person instruction with appropriate safety protocols should be prioritized. The students most impacted by school closures are those without access to technologies that facilitate distance learning, those whose parents comprise a disproportionate share of our community's essential workforce and may be less available to provide instructional support, and those with special needs. Disruption of normal childhood social interactions also has a profound adverse impact on students' social and emotional well-being.

The State of California's decision to reopen school campuses for in-person instruction and to keep them open will depend on a number of factors. These include, but are not limited to, continually evolving scientific understanding of COVID-19; the number of current COVID-19 cases; the degree to which schools are contributing to community spread of COVID; the capacity of our health system to identify and care for cases and prevent transmission in healthcare settings; the availability and use of widespread testing to identify new cases; county residents' ability to quickly and effectively isolate or quarantine themselves when sick; and our community's continued cooperation in using face coverings, social distancing when practicable, and taking other preventive measures.

As we prepare to begin the school year, we will ensure plans are in place for independent study for students who may need to isolate or quarantine, as well as students who are medically fragile or who have a household member who is medically fragile. We will also be prepared for the possibility of partial or full school closure, either short term or for a longer period.

Many of the guidelines and mandates from CDPH and SCHSD changed during the course of the 21/22 school year, and on June 30, 2022, we received updated COVID-19 guidance from CDPH. We will be adopting these guidelines as our safety plan for 22/23; any district specific additions will be included in *italics*.

Here are some key changes for 22/23:

-Health screening for students, staff, and visitors will not be performed. However, it remains essential that parents, staff and visitors remain vigilant in terms of monitoring exposures and symptoms before coming on campus:

- 1) Signs are posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.*
- 2) Parents, staff and visitors should continue to monitor these conditions as well before coming onto campus:*
 - Any household members with symptoms of COVID-19*
 - Any possible direct exposure to a person with a confirmed case of COVID-19*

-If a student, staff member or visitor shows any COVID-like symptoms, the individual may be required to leave campus. GUSD can provide a take home antigen test if needed; any person that leaves campus due to symptoms must take a COVID-19 test to confirm virus status or quarantine for 5 days and monitor for symptoms. For students and staff, Administration will follow up to determine appropriate next steps.

-A student or staff member with symptoms or exposure to COVID-19 will be required to follow monitoring or testing steps as required by the Health Department before being allowed to return to campus for in-person instruction.

-GUSD will continue to fully support short term Independent Study for any student that must quarantine. For families that need assistance, our District Nurse will provide support and guidance in the process of obtaining medical advice. GUSD's protocol to respond to any staff member or student with a confirmed positive case or COVID-19 symptoms follows the California Department of Public Health and Sonoma County Health Department Guidelines.

-As we open the 22/23 school year, we will not continue our practice of weekly surveillance testing. Employees that are not fully vaccinated will continue to test weekly pursuant to Cal/OSHA mandates (rapid antigen test kits will be provided by the district).

California Department of Public Health (CDPH) Guidance

The following sections are the current guidance from our state health department and GUSD will adopt this guidance as we open the 22/23 school year as we continue to work to prevent COVID-19 case transmission on our campuses and support the health of our students, staff and families. If local infection rates rise, Sonoma County Health

Services Department mandates are issued, and/or other information indicates that different protocols are necessary, we will inform all students, staff, and families of any needed changes to this plan.

Preamble

This guidance is intended to support safe, in-person learning in K-12 schools and mitigate the spread of COVID-19. Disease management strategies in K-12 schools are guided by the principle that safe, in-person learning is critical to student well-being and development.

COVID-19 is here to stay, but we have learned methods and gained tools to decrease its impact on our health and well-being. California's schools can manage this disease in sustainable and adaptive manners. In alignment with the state's [SMARTER](#) plan, California will continue to provide resources—including COVID-19 tests and personal protective equipment—to support these goals and prevent broad disruption to in-person learning.

Additionally, many of the strategies used to address COVID-19 can protect school communities from other diseases and support healthy learning environments. In alignment with the [CDC](#), California schools should consider the approaches described below as potential methods to also safeguard students and staff from other airborne pathogens, allergens, and pollutants (e.g., wildfire smoke).

The guidance is based on current scientific knowledge and anticipated trends. It is subject to change, as COVID-19 conditions can shift rapidly and our response in schools must remain nimble and responsive to dynamic challenges.

General Considerations:

1. The guidance is effective July 1, 2022, unless otherwise stated, and will continue to be reviewed regularly by the California Department of Public Health (CDPH).

2. For ease of reference, the guidance includes information about certain relevant requirements outside of CDPH authority. See the linked sources noted within Required Actions below for more details.
3. California affirms the authority of local health departments and local educational agencies to maintain or establish additional guidance, including required actions, for K-12 school settings in their respective jurisdictions. When making a determination of whether additional measures are warranted to mitigate in-school transmission of COVID-19, CDPH recommends local health and education officials confer and review this guidance, [relevant local considerations](#), and [CDC guidance](#).
4. In workplaces, employers are subject to the [Cal/OSHA COVID-19 Emergency Temporary Standards \(ETS\)](#) or in some workplaces the Cal/OSHA Aerosol Transmissible Diseases Standard, and should consult those regulations for additional applicable requirements.
5. When applying this guidance, consideration should be given to the direct school population and the surrounding community. Factors include:
 - CDC [community level indicators](#) of COVID-19 and their trajectory;
 - [COVID-19 vaccination coverage](#) in the community and among students, teachers, and staff;
 - local COVID-19 outbreaks or transmission patterns;
 - indoor air quality at relevant facilities;
 - availability and accessibility of resources, including masks and tests;
 - ability to provide therapeutics in a timely and equitable manner as they become available;
 - equity considerations, including populations disproportionately impacted by and exposed to COVID-19;
 - local demographics, including serving specialized populations of individuals at high risk of severe disease and immunocompromised populations; and
 - community input, including from students, families, and staff.
6. It is recommended that schools communicate to students, parents, staff, and the broader school community about the measures in place to safeguard health and well-being. This can include direct dissemination of safety plans (e.g., via email), providing information for students to take home to their families, and/or posting plans on a school's website or around campus. Communication should be cognizant of languages spoken and literacy levels of community members.

In addition to posting this plan on our district website, we will continue to maintain our COVID-19 information and updates section, as well as COVID-19 dashboard that will track confirmed cases. This information is available on our [Health and Safety tab](#).

Communication Plans

GUSD will maintain communication systems that allow staff and families to self report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. GUSD has established and posted on our website a [COVID-19 Reporting Form](#).

GUSD will follow the CDPH/Cal/OSHA communication guidelines.

GUSD uses our student information messaging system that emails and texts notifications to all families, our district website, recorded phone calls, and social media to message alerts to parents. Our student information notification system allows for targeted group communication when and if needed.

GUSD maintains confidentiality, as required by HIPAA, FERPA and state law related to privacy of educational records.

GUSD will use the SCDHS and CDPH sample letters for communicating with families of a class or school closures as well as notification when a student or staff member has been exposed to COVID-19 are attached.

Our goal is to ensure that we have effective two-way communication with our employees and families, in a form they can readily understand, and that it includes the following information:

- All plans (CSP, CPP & CSP Checklist) are available on our website and by request in a hard copy.*
- A virtual review is provided to parents regarding all aspects of the Safety Plan when requested.*
- All safety issues are reviewed at monthly Board Meetings that are open to the public.*
- Continuing education plan: GUSD will use our Monday Messages weekly newsletter as well as emails and text notifications to provide ongoing reminders and updates regarding COVID-19 prevention practices. Individualized parent discussions or meetings will be held as needed.*

To inform staff and families, we will also use guidance as needed from the Sonoma County Department of Health Services.

Mitigation Strategies

Staying Up to Date on Vaccinations:

Vaccinations prevent illness by working with the body's natural defenses to help safely develop immunity to disease. Not only do vaccinations provide individual-level protection, but high vaccination coverage reduces the burden of disease in schools and communities and may help protect individuals who are not vaccinated or those who may not develop a strong immune response from vaccination.

1. Recommended Actions:

- a. California strongly recommends that all eligible individuals [get vaccinated against COVID-19](#) and [remain up-to-date](#) to protect oneself and reduce transmission of the virus.
- b. Additionally, children have fallen behind on receiving other vaccines over the course of pandemic, placing them and their communities at increased risk of falling ill from other vaccine-preventable illnesses. Schools should review statutory requirements for vaccination requirements for entry into K-12 schools and visit [Shots for School](#) for information.

Sonoma County Vaccination information can be found [here](#).

Optimizing Indoor Air Quality:

The risk of getting COVID-19 is greater in indoor settings with poor air quality. Effective ventilation and filtration can curb the spread of COVID-19 and other infectious diseases. It may also protect students and staff from exposure to wildfire smoke and other airborne allergens and pollutants.

1. Recommended Actions:

- a. Follow [CDPH recommendations to improve indoor air quality](#) to mitigate against COVID-19 in K-12 schools. Facility maintenance staff may also review [technical considerations](#) (PDF).
- b. In circumstances where outdoor air quality is poor (such as from wildfire smoke), schools are encouraged to confer with local health officials to determine the best approach forward. Considerations include access to the following:
 - air filtration strategies that do not rely on outdoor air sources (e.g., [portable air cleaners](#));
 - higher quality facemasks (e.g., N95, KN95, or KF94 respirators);
 - alternative spaces with better air quality to host in-person learning
 - alternative ways to commute to/from school; and
 - local COVID-19 epidemiologic factors (i.e., vaccination coverage status, community case rates).

For more information, see resources and guidance from the [California Department of Education](#) and the [California Air Resources Board](#).

When rooms are occupied, windows and doors are open for ventilation.

GUSD has been working from the guidance of ASHRAE (American Society of Heating Refrigeration and Air Conditioning Engineers), CDC, and other reputable groups to learn about what engineering controls are best to prevent the spread of air-borne viruses and to maximize indoor air quality. All rooms that are served by each campus' main HVAC system are receiving air filtered by regularly changed MERV-13 filters at the maximum exchange rate with outside air. Portable classrooms and restrooms that are not serviced by the main HVAC system are equipped with portable air purifiers of adequate square footage service capacity with regularly changed HEPA air filters.

The Department of the State Architect (DSA) has recently enacted a regulation of having CO2 (carbon dioxide) sensors in all classrooms, which was completed by GUSD in the spring of 2021. The purpose of these sensors is to monitor the levels of CO2 within a room. These devices can give us a dashboard of determining the ventilation in a classroom. If a level goes above 1100ppm, it would alert that the classroom or space would not have ideal ventilation. CO2 itself is not a pollutant, but it has been found that the amount of CO2 levels can correlate with how well a room is ventilated and therefore a useful tool into determining indoor air quality.

The campus will be closed if local wildfires create unsafe smoke conditions; we will monitor our Purple Air sensors located at each school site to determine air quality conditions. GUSD will consider virtual instruction or reducing the school day if the air quality becomes problematic to the extent that campuses must be closed for multiple days.

Using Facemasks:

Masks, particularly [high-quality and well-fitting masks \(Spanish\)](#) (PDF), remain highly effective, inexpensive, and dynamic tools to protect oneself and mitigate transmission of COVID-19 and other respiratory pathogens.

1. Required Actions:

- a. No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a school, unless wearing a mask would pose a safety hazard (e.g., watersports).
- b. Schools must develop and implement local protocols to provide masks to students who inadvertently fail to bring a face covering to school and desire to use one.

2. Recommended Actions:

- a. Unless otherwise directed by local health departments or local educational agencies, students and staff should follow [CDPH masking guidance for the general public](#), as well as masking guidance for specific situations referenced below (e.g., when having symptoms, being infected, or exposed).

On March 1, Dr. Mark Ghaly for the California Department of Public Health provided information regarding a change in the state mandate for universal masking in public school classrooms. As you are likely aware, Dr. Ghaly announced the end of the indoor mask mandate for schools in California, effective at midnight on March 11, 2022. CDPH “strongly recommends” the wearing of masks indoors at schools, but is removing the mandate. GUSD followed this guidance and removed our indoor mask mandate for students and staff beginning Monday, March 14, 2022 so staff and

students are not required to wear masks when indoors, regardless of the setting or distance from others. Students and staff will continue to have the option to wear a mask indoors.

COVID-19 has been a challenge for all of us, particularly since only a very select few of us have actual medical and scientific training specific to virus transmission and pandemics. We have been flooded with constantly changing mandates and guidelines. However, our common goal is to be able to provide an outstanding educational experience in an environment that is safe for our students and staff. We will continue to keep safety as a primary focus as we incorporate the new mandate and guideline changes to come, particularly if infection rates were to rise again and a mask mandate is re-instituted.

As you are processing this information to make the best decision for you, your student(s), or your family, it is good to keep in mind that some students and staff will choose to continue wearing masks indoors. Staff will have discussions regarding acceptance of the decisions of others regarding masking. Classroom staff will not monitor individual family decisions about masking, so it will be important for parents and guardians to clearly communicate their preference with their child(ren).

Getting Tested for COVID-19:

Testing remains a key mitigation layer to detect and curb transmission of COVID-19. Schools are encouraged to ensure access to COVID-19 testing for students and staff, particularly for vulnerable communities. Schools should review support and resources offered by the [California COVID-19 Testing Task Force](#), as well as those available through healthcare insurers, local, and federal sources.

1. Recommended Actions:

- a. CDPH recommends that antigen tests be considered the primary option for detecting COVID-19 in schools, compared to PCR tests. For more information, see the [Preliminary Testing Framework for K-12 Schools](#) (PDF).
- b. Due to the increased travel and social interactions that often occur during school-breaks, it is recommended that students and staff get

tested for COVID-19 prior to returning to school following major breaks (e.g., summer, winter, spring).

c. Additional testing recommendations are referenced in relevant sections below.

As mentioned earlier, for the 22/23 school year, we will not continue our practice of weekly surveillance testing. Employees that are not fully vaccinated will continue to test weekly pursuant to Cal/OSHA mandates (rapid antigen test kits will be provided by the district).

We anticipate that we will receive a supply of home antigen testing kits prior to the start of the school year that we will distribute to families with the encouragement to test their students prior to the start of school. Additionally, we will have rapid antigen tests on hand to test symptomatic students and staff, as well as to provide to families upon request.

Maintaining Clean Hands:

Hand hygiene can prevent the spread of infectious diseases, including COVID-19.

1. Recommended Actions:

- a. Schools should teach and reinforce proper **handwashing** to lower the risk of spreading viruses, including the virus that causes COVID-19.
- b. Schools should ensure adequate supplies to support hand hygiene behaviors, including soap, tissues, no-touch trashcans, and hand sanitizers with at least 60 percent alcohol for staff and children who can safely use hand sanitizer. Hand sanitizers should be stored up, away, and out of sight of younger children and should be used only with adult supervision for children ages 5 years and younger.
- c. Schools should teach and reinforce covering **coughs and sneezes** to help keep individuals from getting and spreading infectious diseases, including COVID-19.

GUSD actions to encourage healthy hygiene/handwashing routines:

- Teach and reinforce proper hand washing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.*
- Signage in high visibility areas to remind students and staff of proper technique for hand washing and covering of coughs and sneezes and other prevention measures.*
- Adequate supplies to support healthy hygiene behaviors, including soap, paper towels, tissues, no-touch trash cans, face coverings and hand sanitizers (with at least 60 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.*
- Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses.*
- Minimize staff and student contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times).*
- Model, practice, and monitor hand washing, particularly for lower grade levels.*
- Routines are in place to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.*
- Students and staff wash hands at staggered intervals to minimize congregation around hand washing and hand sanitizer stations.*
- Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if hand washing is not practicable.*
- Hand sanitizer is available in each classroom and indoor space used by students or staff, at building entrances/exits, and at locations designated for students or staff to eat.*
- Students under the age of 9 should use hand sanitizer only under adult supervision.*
- Every classroom on both campuses has a sink with running water, soap, paper towels, and a hand sanitizer dispenser.*

Managing Individuals with Symptoms:

Staying home when sick can lower the risk of spreading infectious diseases, including COVID-19, to other people.

1. Required Actions:

a. California requires employers to provide [COVID-19 supplemental paid sick leave](#) for most workers through September 30, 2022. This includes circumstances in which workers are experiencing symptoms of COVID-19 and seeking a medical diagnosis, attending a vaccine appointment for themselves or for a family member, and/or if a worker's child is isolating due to COVID-19 infection.

2. Recommended Actions:

- a. K-12 schools are encouraged to develop standard criteria for managing students who develop symptoms of infectious diseases, including COVID-19. In most situations, any student who develops new, unexplained symptoms should not return to campus until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies). This includes waiting until 24 hours have passed since resolution of fever without the use of fever-reducing medications.
- b. Additionally, if [symptoms](#) are concerning for COVID-19, it is strongly recommended that students wear a mask and get tested immediately. Students should also follow [CDPH recommendations](#) for retesting and/or isolating if results are positive.
- c. Schools should avoid policies that incentivize coming to school while sick.

GUSD encourages students or staff who are sick or had contact with a confirmed case to stay at home without fear of reprisal. Parents/guardians should screen students at home before leaving for school. Students or staff showing COVID-19 symptoms or testing positive for COVID-19 will be immediately isolated until they can leave. The student or staff member should get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household

close contacts tested positive for COVID-19. Students and staff will be referred to their own health provider for any needed treatment/testing or use one of our testing kits. GUSD will be utilizing the [CDPH Guidelines](#) for managing student and staff cases and exposures.

GUSD expects staff to self-monitor for symptoms throughout the day and staff who are symptomatic to go home or seek medical attention without fear of reprisal. Staff will monitor students for symptoms throughout the day and students who are symptomatic will be sent to an isolation area and their parent/guardian will be contacted for immediate pick-up to go home or seek medical attention without fear of reprisal. N95/KN95 Masks, goggles, gowns and gloves are available for staff assisting an ill child. All staff have completed IIPP training to recognize proper fitting PPE. Classified union (GUCE) leadership have coordinated with each principal and Director of Maintenance to prepare and stock isolation areas, review safety protocols, and fit test all PPE. GUCE Leadership and administration will then train classified staff most likely to assist an ill child at each site. The classified staff members most likely to assist an ill child at each site are trained in first aid, monitoring for COVID-19 and CPR.

Our school nurse, certified in fit-testing protocol, will perform a fit-test for all likely staff that may use the N95 respirator. All staff have completed IIPP training to recognize COVID-like symptoms. The potentially infected location will be closed to use by staff and students until thorough cleaning and disinfection. When a COVID-19 positive or otherwise ill staff member or student is identified, group contact tracing will be initiated immediately. A list of close contacts will be identified and notified of the need to isolate and consult with their physician. If necessary, this list will also be submitted to the Public Health Department and any further recommendations from them will be implemented. Individuals can obtain testing via their personal healthcare providers or can request a test kit from the district. Confirmed positive test results will be reported to SCHD and added to GUSD's COVID-19 Dashboard.

When there is a work exposure, possibly affected employees and families will be notified via letter which is emailed to them. They may also receive a phone call or text. The protocol for disinfection of contaminated areas, including the isolation zone after pick-up will be to close off areas used by any sick person and not used before cleaning and disinfection and ensure a safe and correct application of disinfectants using personal protective equipment and ventilation. Maintenance staff is on hand at each campus at all times and will disinfect the isolation area after staff and students have left.

Parent/guardian will be advised to follow-up with the student's primary care physician. GUSD will offer free COVID testing. Parent/guardian will be informed that students with symptoms may not return until cleared pursuant to CDPH guidelines. Our sample letters for communicating with families of a class or school closures as well as notification when a student or staff member has been exposed to COVID-19 are attached, and will be distributed pursuant to guidance from the Sonoma County Department of Health Services.

Reporting COVID-19 disease burden to local health authorities:

Notifying local health authorities of the disease burden in schools can expedite deployment of additional strategies and resources to manage illness and contain transmission and outbreaks.

1. Required Actions:

- a. K-12 schools should refer to California Code of Regulations (CCR) Title 17, [§2500](#) and [§2508](#) for reporting requirements. Note that 17 CCR §2500 has been temporarily modified by the [State Public Health Officer Order of February 10th, 2022](#).
- b. As workplaces, schools are subject to COVID-19 workplace outbreak reporting requirements stipulated in [AB 685](#) and [Cal/OSHA Emergency Temporary Standards](#).

GUSD will notify the County of Sonoma Public Health Department of any positive COVID-19 case. As advised by County Health, we will also notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. The community will be notified through either a note home or through our email blast system.

GUSD reports all confirmed positive cases to the Sonoma County Public Health Nurse and employee cases to the Redwood Empire Schools Insurance Group (RESIG) using each agency's designated reporting form.

Managing Students Diagnosed with COVID-19:

Prompt management of students with COVID-19 can prevent further spread and, in some cases, allow for early treatment.

1. Recommended Action:

- a. Students diagnosed with COVID-19 should follow recommendations listed in [Table 1 \(Persons with COVID-19\)](#) of CDPH's guidance for the general public, including staying home for at least 5 days and wearing a well-fitting mask around others for a total of 10 days, especially in indoor settings.

GUSD will advise staff members and students with a confirmed COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to discontinue home isolation.

For any student with a positive COVID-19 diagnosis, the student's principal shall inform the parent/guardian of the student of Sonoma County support services and offer free COVID-19 testing. The student's teacher shall provide the student with options for continuing instruction, including Independent Study (if the time period of isolation is three days or more)

Managing Students Exposed to COVID-19:

Prompt notification to students and families regarding exposure to infectious diseases, including COVID-19, can allow for rapid testing, early treatment, and prevention of further spread.

1. Recommended Actions:

- a. It is recommended that families notify schools if their child has COVID-19 and was on school grounds during their [infectious period](#), and that schools in turn notify students who spent more than a cumulative total of 15 minutes (within a 24-hour time period) in a shared indoor airspace (e.g., classroom) with someone with COVID-19 during their infectious period.
- b. In lieu of individual exposure notifications, schools should consider providing a general notification to the entire school community during

times of elevated [community transmission](#) of COVID-19. This communication can alert all to the increased potential of being exposed to COVID-19 due to a rise in cases among school and community members, and remind all to monitor for symptoms and get tested.

c. All students with known exposure to persons with COVID-19 should follow recommendations listed in [Table 2 \(Asymptomatic Persons Who are Exposed to Someone with COVID-19\)](#) of CDPH's guidance for the general public. If they remain without symptoms, students may continue to take part in all aspects of K-12 schooling including sports and extracurricular activities. As recommended in [Table 2](#), they should wear a well-fitting mask around others for a total of 10 days and get tested 3-5 days after last exposure.

GUSD will provide group contact tracing as prescribed by the County Health Department. Gravenstein Principal Pugno, Hillcrest Principal Deeths, and Superintendent Rose have received Contact Tracing training and are the district designated Contract Tracing Staff. The training was completed through the Group Tracing training provided by SCOE and the Sonoma County Department of Public Health. District Superintendent David Rose will be the identified contact for the public health department and charged with facilitating initiation of group contact tracing when a confirmed case of COVID-19 is reported. He can be contacted at 707-823-7008.

Students and staff that are exposed (household or non-household) to a confirmed COVID-19 case will be instructed to follow the CDPH Close Contacts guidance. GUSD will provide rapid antigen test kits at no cost upon request.

Managing COVID-19 Outbreaks:

CDPH will continue to support local health and education officials in managing [suspected or confirmed outbreaks](#) of COVID-19.

1. Recommended Actions:

a. Broad disruptions to in-person learning, such as temporary school or classroom closures, due to COVID-19 should remain a last resort and

considered only after all available resources have been exhausted, and only after conferring with local health officials.

b. Local public health officials are encouraged to [contact CDPH](#) to learn more about consultation, testing and vaccination resources to support management of COVID-19 outbreaks.

GUSD will follow CDPH guidelines for managing outbreaks. We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Cleaning Facilities:

In general, routine cleaning is enough to sufficiently remove the virus that causes COVID-19 from surfaces. If disinfectants are used, use [asthma-safer products](#).

1. Recommended action:

- a. Drinking fountains may be open and used by students and staff.
Routine cleaning is recommended.

At least daily we will clean and disinfect frequently touched hard surfaces (e.g., tables, desks, chairs, door handles, light switches, phones, copy/fax machines, and bathroom surfaces (toilets, countertops, faucets))

When choosing cleaning products, we will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. We will choose asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) whenever possible and avoid products that mix these ingredients with peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can exacerbate asthma.

We will provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.

We will ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. After an illness, we will limit access to areas used by the sick person (e.g., a student's desk or a staff member's office) until cleaned and disinfected.

Additional Considerations

- 1. Considerations to address student mental and behavioral health:** Schools are encouraged to implement strategies to address student mental and behavioral health. Schools should review guidance and resources available to support [social and emotional learning](#) and [mental health resources for youth](#), including California's [Healthy Minds, Thriving Kids](#) Project.
- 2. Considerations for students with disabilities or other health care needs:** When implementing this guidance, schools should carefully consider how to address the legal requirements related to provision of a free appropriate public education and requirements to reasonably accommodate disabilities, which continue to apply. For additional recommendations for students with disabilities or other health care needs, refer to guidance provided by the [American Academy of Pediatrics](#).
- 3. Considerations for higher risk activities:** Certain activities that involve increased and forceful exhalation can pose increased risk for getting and spreading COVID-19, particularly if conducted indoors, in poorly ventilated settings, and/or without the use of masks. Accordingly, schools may consider implementing additional measures to mitigate transmission in these settings, including screening testing and vaccination, particularly during COVID-19 outbreaks or surges.
- 4. Considerations for large events at K-12 schools:** Particularly during surges of COVID-19, school dances, large assemblies, and other school-based crowded events, especially those held indoors, all have the potential to cause substantial spread of COVID-19 within and beyond the school community. Prior to hosting large events, schools are encouraged to review the [Safe and SMART Events Playbook](#) (PDF) for mitigation strategies that should be considered.
- 5. Considerations for visitors to K-12 schools:** Schools should not limit access for essential direct service providers who comply with school visitor policies due to a

concern about mitigating spread of COVID-19.

6. **Considerations for boarding schools and programs that may operate residential components:** Participants in activities with a residential component are at increased risk of getting and spreading COVID-19 to one another. Accordingly, they should consider all the layered mitigation strategies described in this guidance, especially recommendations to get vaccinated and undergo testing for COVID-19 prior to returning to school following major breaks (e.g., summer, winter, spring).
7. All GUSD staff will participate in our COVID prevention/Safety Plan training modules in August of 2022.
8. District administration will continue to monitor the regular notifications coming from the County Office of Education, the Sonoma County Public Health Office, or the California Department of Public Health. Any guideline or protocol changes will be shared with staff and families either through electronic notification, through staff meetings, or by a training session dependent on the complexity of the new guideline or protocol.
9. GUSD Administration met, consulted with, and gained signed approval of this plan with our certificated and classified employee groups.

Signatures:

GUSD Superintendent

Date

GUTA President

Date

GUCE President

Date

GUSD Board President

Date

Appendices: Notification Letters
Positive COVID-19 Test Letter
Student Exposure Letter
School Site Surge Notification



GRAVENSTEIN UNION SCHOOL DISTRICT

Gravenstein Elementary School and Hillcrest Middle School
David 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, Member
 Alexander Kahn, Member
 Patrick Lei, Member
 Jeri McNeill, Clerk

Positive COVID-19 Test Letter

Dear Parent/Guardian:

The Gravenstein Union School District has been alerted that on _____, your child tested positive for COVID-19. We consider the health and well-being of our community a priority and are providing this notification so that you are aware of the isolation mandates and recommendations from the California Department of Public Health (CDPH).

As a result of this positive test, there are a few very important steps you can implement with your child to keep both your family and those around you safe: (1) isolate by keeping your child home and away from other people, (2) inform those that may have had recent contact with your child, and (3) watch for symptoms and seek healthcare if needed.

<u>Persons Who Test Positive for COVID-19</u>	<u>Actions</u>
<p>Everyone, regardless of vaccination status, previous infection or lack of symptoms.</p>	<ul style="list-style-type: none"> -Stay home (PDF) for at least 5 days after start of symptoms (or after date of first positive test if no symptoms). -Isolation can end after Day 5 if symptoms are not present or are resolving and a diagnostic specimen* collected on Day 5 or later tests negative. -If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications. -If fever is present, isolation should be continued until 24 hours after fever resolves. -If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments. -Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10

	days, especially in indoor settings (see masking section below for additional information). *Antigen test preferred.
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Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school, and when safety protocols are followed in schools, COVID-19 remains more likely to occur outside of school settings.

Thank you for reading this important information. If you have questions and concerns, we can be reached at **[INSERT phone number, email address, and/or website link]**.

Sincerely,

[INSERT Name, Title, and Contact information]



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COVID-19 Exposure Notification Letter

Dear Parent/Guardian:

The Gravenstein Union School District has been alerted that on _____, your child may have been exposed to an individual with COVID-19. We consider the health and well-being of our community a priority and are providing this notification so that you are aware of the following recommendations:

- **Your child may remain in school unless they develop symptoms or test positive for COVID-19.** Being exposed to somebody with COVID-19 does not necessarily mean that your child will become infected.
- **Your child should wear a mask in indoor settings, especially for the next 10 days, to prevent spreading COVID-19 in case they become infected.** [High-quality masks](#) with good fit and filtration provide the best protection.
- **Your child should get tested for COVID-19 on [INSERT date range, 3-5 days following last exposure] unless they had COVID-19 within the past 90 days.** You may get tested at [\[INSERT local school or community testing resources\]](#) or by [clicking here to find a testing site near you](#). Over-the-counter (at-home) tests may also be used. If your child starts to feel sick or show [symptoms](#), they should get tested right away even if they had COVID-19 before.
- **If your child develops [symptoms of COVID-19](#) or tests positive for COVID-19, they should [isolate](#) at home and notify us right away at [\[INSERT school contact information\]](#).** When you notify us, we can take additional steps to keep our school community safe.
- **Your child should stay up to date on COVID-19 vaccinations.** Vaccination remains the best way to protect yourself against severe disease. [Make an appointment to get vaccinated](#) or contact your child's healthcare provider.

Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school, and when safety protocols are followed in schools, COVID-19 remains more likely to occur outside of school settings.

Thank you for reading this important information. If you have questions and concerns, we can be reached at [\[INSERT phone number, email address, and/or website link\]](#).

Sincerely,

[\[INSERT Name, Title, and Contact information\]](#)



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COVID-19 School Site Surge Notification

[Date]

Dear Parent/Guardian:

This notice is to inform you that we are unfortunately experiencing high levels of COVID-19 in our schools and community. **[INSERT additional details]**. Due to this surge, we will not be providing individual exposure notifications at this time. Instead, please know that there is currently a high potential to be exposed to someone with COVID-19 (both in and out of school) and we encourage ALL students to follow the actions below to protect one another:

- **Wear a mask in indoor settings to protect yourself and prevent spread COVID-19.** [High-quality masks](#) with the good fit and filtration provide the best protection.
- **If you develop [symptoms of COVID-19](#), stay home and get tested.** You may get tested at **[INSERT local school or community testing resources]** or by [clicking here to find a testing site near you](#). Over-the-counter (at-home) tests may also be used.
- **If you test positive for COVID-19, [isolate](#) at home and notify us right away at **[INSERT contact information]**.** When you notify us, we can take additional steps to keep our school community safe.
- **Stay up to date on COVID-19 vaccinations.** Vaccination remains the best way to protect yourself against severe disease. [Make an appointment to get vaccinated](#) or contact your healthcare provider.

We will reassess the situation every week. Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school, and when safety protocols are followed in schools, COVID-19 transmission remains more likely to occur outside of school settings.

Thank you for considering this important information. We consider the health and well-being of our community a priority. If you have questions and concerns, we can be reached at **[INSERT phone number, email address, and/or website link]**.

Sincerely,

[INSERT Name, Title, and Contact information]

Resolution No. #220809-01

**A RESOLUTION OF THE GRAVENSTEIN SCHOOL DISTRICT GOVERNING BOARD
APPROVING TWO SPECIALLY FUNDED SHORT-TERM EMPLOYEES**

WHEREAS, the District may employ a specially funded short-term classified employee pursuant to Education Code 45103 (d) (2), which states that a classified “Short-term employee” means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of “classification” in subdivision (a) of Section 45101, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board, but shall not extend beyond 75 percent of a school year.

WHEREAS, the District may employ a specially funded short-term certificated employee pursuant to Education Code section 44909, which permits the Board to "employ persons possessing an appropriate credential as certificated employees in programs and projects to perform services conducted under contract with public or private agencies, or categorically funded projects which are not required by federal or state statutes."

WHEREAS, the District’s Gravenstein Parent Association has provided funding for the zero-period PE assignment.

NOW, THEREFORE, BE IT RESOLVED that the Board approve the service and completion dates of the following specially funded short-term positions:

Position – Classified: Instruction Assistant, Hillcrest Middle School, 45 minutes per day between August 17, 2022 and expected end date June 7, 2022.

Position – Certificated: Physical Education Teacher, Hillcrest Middle School, 45 minutes per day, between August 17, 2022 and expected end date June 7, 2022.

PASSED and ADOPTED by the Governing Board of the Gravenstein School District at a special meeting thereof held on _____, 2022, by the following vote:

AYES: Board members: _____
NOES: Board members: _____
ABSENT: Board members: _____
ABSTAIN: Board members: _____

WHEREUPON, the President declared the Resolution passed and adopted and, SO ORDERED.

GRAVENSTEIN SCHOOL DISTRICT

BOARD PRESIDENT: _____

ATTEST: _____
Clerk of the Board