

Board of Education

Regular Meeting Agenda

Zoom Link

DATE: Tuesday, April 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

II. ADOPTION AND APPROVAL OF THE AGENDA

Approval of the agenda for April 12, 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. 4) Hillcrest Principal (10 min.)**
- C. Gravenstein Union Teachers' Association (5 min.)**
- D. (p. 6) District Site Council (3 min.)**
 - 1. Minutes from February 23, 2022**
 - 2. Agenda from March 30, 2022**
- E. English Language Advisory Committee, ELAC (2 min)**
- F. (p. 9) Gravenstein Parent Association, GPA (5 min.)**
 - 1. Agenda from March 17, 2022**
 - 2. February Financials**
 - 3. Minutes from February 17, 2022**
- G. Trustee Reports (10 min.)**
- H. Racial Justice Committee (5min.)**
- I. (p. 20) Facilities Report (5 min.)**
- J. Master Plan Committee (available on the GUSD website) (5 min.)**
 - 1. Facilities Assessment (available on GUSD website)**
 - 2. Master Plan Update**
- K. (p. 21) CBO Report (5 min.)**
- L. Superintendent Report/District Correspondence (25 min.)**

1. **Questions from the March Board Meeting**
2. **(p. 23) District Website and Parent Square Update - Melacha Quirke**
3. **(p. 34) Grant Funding and Applications Update**
4. **Summer Jumpstart Update**

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. 35) Warrants**
- B. **(p. 41) Payroll**
- C. **(p. 42) Minutes from the Regular Board Meeting of March 8, 2022**
- D. **(p. 53) Williams Settlement Quarterly Report for January 1 - March 31, 2022**
- E. **(p. 56) Memorandum of Understanding For Teacher Induction Services with the North Coast School of Education**

Action taken/comments:

Motion _____ Second _____

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

VI. GENERAL ACTION ITEMS

- A. **(p. 63, redacted) Elimination of a Classified Position - Resolution #220412-01 (5 min.)**

Situation: Current state law establishes procedures for notifying classified staff when a lack of work or lack of funds will result in the elimination of positions. With the restructuring of library services to focus on classroom libraries and the need for more classroom space with the Universal TK requirements beginning next year, we will be closing the Gravenstein Elementary Library, eliminating the need for the 0.25 FTE Library Aide position.

Plan: Pending Board approval, to eliminate the 0.25 FTE Library Aide position at Gravenstein Elementary.

Recommended Motion: To approve Resolution #220412-01.

Action taken/comments

Motion _____ Second _____

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

B. (p. 73, redacted) Termination of Extra Assignments - Resolution #220412-2 (5 min.)

Situation: For the 2021/22 school year, our parent association, GPA, is funding the cost of the instructor for the Zero Hour Physical Education class at Hillcrest Middle School. Because this program is not supported with GUSD funds, the positions that support this class must be terminated. If it is determined that there is a need and funding for this class for the 2022/23 school year, the district will work with GPA to reestablish these positions.

Plan: Pending Board approval, to eliminate the 0.14286 FTE Certificated position and the 0.09375 FTE Classified position currently supporting Zero Hour PE for the 2023/2023 school year.

Recommended motion: To approve Resolution #220412-2.

Action taken/comments

Motion _____ Second _____

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

C. (p. 80, redacted) Voluntary Reduction of Hours - Resolution #220412-3 (5 min.)

Situation: Due to the COVID-19 pandemic, several Classified positions had increased work schedule time added to implement safety precautions on both campuses. The funding used to increase the work schedule for these positions is one-time COVID relief funding that is not anticipated to be available for the 2022/23 school year. Because an approved collective bargaining agreement does not currently exist between GUSD and GUCE, an MOU is required to take the necessary steps to reduce the hours for these positions.

Plan: Pending Board approval, to reduce three Instructional Assistant positions by a total of 0.5 FTE, and to reduce one Cafeteria Associate position by 0.03125 FTE.

Recommended motion: To approve Resolution #220412-3.

Action taken/comments:

Motion _____ Second _____ (15 min.)

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

D. (p. 100, redacted) Release of Temporary Certificated Employees - Resolution #220412-4 (5 min.)

Situation: For the 2021/22 school year, GUSD added three temporary part time Certificated positions to address student needs as we returned to full day in-person instruction. It is anticipated that any similar student needs will be addressed in a different fashion for the 2022/23 school year. As a result, the certificated staff holding these positions must be released at the end of the 2021/22 school year.

Plan: Pending Board approval, to release the two Certificated staff providing independent study and home/hospital instruction (0.8 FTE and 0.425 FTE), and the Certificated staff member providing Reading Intervention Specialist services (0.6 FTE).

Recommended motion: To approve Resolution #220412-4.

Action taken/comments:

Motion _____ Second _____

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

E. (p. 110) Notice Of Award and Contract for the GUSD Administration Portable
(10 min)

Situation: Our Construction Project Manager, Counterpoint, has conducted a bid process to identify a contractor to reassemble and upgrade the used portable that GUSD has purchased to prepare it for office space use.

Plan: Pending Board approval, Ridgeview Builder Incorporated will begin work this spring so that the space is ready to be occupied by the beginning of the 22/23 school year.

Recommended motion: For the Board to approve the Notice of Award and Contract for Ridgeview Builder Incorporated to complete the Administration Portable Project.

Action taken/comments:

Motion _____ Second _____

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

F. (p. 115) Universal Transitional Kindergarten (UTK) Facility Upgrade
(10 min)

Situation: GUSD is moving forward with our plans to begin offering opportunities for our district families to participate in expanded TK beginning with the 2022/23 school year. In order to meet facility regulations, we will need to add restrooms to two classrooms on the Gravenstein Elementary Campus. Our architect, QKA, and our construction project manager, Counterpoint, have prepared preliminary construction estimates, confirmed Department of State Architect (DSA) requirements, and have provided a projected cost for creation of construction plans and construction.

Plan: Pending Board approval, to begin work on this project immediately so that the new restrooms are in place for the start of the 2022/23 school year.

Recommended motion: For the Board to approve up to \$170,000 to add restrooms to two classrooms on the Gravenstein Elementary campus.

Action taken/comments:

Motion _____ Second _____

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

G. (p. 121) Expansion of Special Education Services, Program Manager Position Description and Salary Schedule (10 min.)

Situation: The service model that we currently have in place for our primary elementary students is not producing the results that we expect of GUSD. Staff is constantly monitoring the academic interventions that we have in place, including the aspects of meeting legal mandates and the best use of existing resources. As we move toward the close of the school year, staff is recommending an expansion of the existing special education service model at Gravenstein Elementary so that we can continue to meet legal mandates, successfully implement our MTSS interventions and align our program with our current district Vision and Mission Statements and our LCAP goals.

Plan: Pending Board approval, to reconfigure the existing staffing, add any needed additional staff, and add the necessary program components to increase the effectiveness of our elementary level Special Education Services.

Recommended motion: For the Board to approve the Special Education Service Expansion Plan, Program Manager Position Description, and Salary Schedule.

Action taken/comments:

Motion _____ Second _____

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

H. (p. 127) Equity First Contract (15 min.)

Situation: Staff presented a request to the Board in January to increase our contract amount with Equity First to pay for expanded services that included public meeting planning and facilitation as well as an increase in technical assistance and training. The quote for services that Equity First submitted to staff for Board consideration did not include the additional fees for public meeting planning and facilitation. As we are preparing to begin paying for services rendered, this discrepancy was discovered.

Plan: If approved, Equity First would continue to plan and facilitate our public meetings as well as adding increasing training time and interactions with administration. This approval would increase our contract with Equity First from the originally approved \$29,000, increased to \$40,000 in January of 2022, to a total of \$57,500.

Recommended motion: To approve the increase in the Equity First agreement to \$57,500.

Action taken/comments:

Motion _____ Second _____

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

I. 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

4.0 Conference with Negotiations team:

- a) **GUTA/GUCE negotiations update**

IX. RECONVENE TO OPEN SESSION

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

Action taken/comments

Motion _____ Second _____

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

XI. FUTURE BOARD MEETINGS

- A. May 10, 2022 at 5pm**
- B. June 7, 2022 at 5pm**
- C. June 14, 2022 at 5pm**
- D. July 12, 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 April 2022

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
Enrollment for 2021-2022 (as of 4/8/22)	18	80	77	72	83	73	69	472
<i>Projections for 2022-2023</i> (does not include retentions)	32	60	81	78	74	84	73	482

Gravenstein Attendance

	Month 1: 8/16/21- 9/10/21	Month 2: 9/13/21- 10/8/21	Month 3 10/11/21- 11/5/21	Month 4 11/8/21- 12/3/21	Month 5 12/6/21- 12/31/21	Month 6 1/3/22- 1/28/22	Month 7 1/31/22- 2/25/22	Month 8 2/28/22- 3/25/22
TK	100%	100%	100%	95%	96.3%	99.6%	95.4%	95.4%
K	95.22%	95.37%	95%	94%	93.7%	91.8%	95.8%	94.6%
1	96.3%	97.41%	97%	95%	96.4%	94.1%	97.2%	95.2%
2	97.2%	96.32%	96%	93%	95.1%	93.8%	95.4%	93.8%
3	96.7%	94.5%	96%	95%	98.13%	95.3%	97%	95.7%
4	96.6%	95.79%	97%	96%	95.8%	90.8%	96.3%	94.7%
5	95.2%	96.28%	96%	95%	98.2%	93.9%	98.1%	94.7%
Campus Average Total:	96.16 %	96%	96.4%	95%	96.2%	93.5%	96.5%	94.8%

Field Trips Continue!

- Grade 5- Sugarloaf Science extension; Outdoor Ed trip to Westminster Woods (4-days, 3-nights)
- Grade 4 Day-Trip to Petaluma Adobe; Day-Trip to Sonoma Mission and General Viejo's home; Outdoor Education multi-night trip (either PEEC or Clem Miller)
- Upcoming:
 - Grade 3 trip to Oakland Zoo
 - Grade 4 To Gold Country overnight
 - Grade 5 to Tidepools



CAASPP Testing to begin in May

Our grade 3-5 students will participate in statewide CAASPP testing beginning on May 3. Tests are always untimed, and we spread the tests over multiple days, with most test sessions scheduled for approximately 60 minutes. Grades 3-5 each take two ELA tests and two Math tests (a Computer Adaptive Test-CAT- and a Performance Task). Grade 5 takes an additional Science test (CST).



Open House

- Grade TKK/1- Wednesday, April 27
- Grade 2/3- Thursday, April 28
- Grade 4/5- Tuesday, May 3 (combined with Band/Choir concert)

The first Gravenstein Garden Day was a huge success!

Congratulations are due to Kathleen Byrne, Vanessa Bird, and Mindy Marano for coordinating this amazing event! We had an impressive turnout, completed so many tasks, and had tons of fun! It was a great community-building Day and we had families there with students from TK through 8th grade!



Kitchen Kudos to Queti and Katie!

Katie Anderson and Queti Gomez have been working all year on ways to improve (and fund!) our Food Service program. Last Friday was a special day in the Gravenstein kitchen. Not only did the long-awaited Milk Box arrive, but students were able to enjoy one of the first lunch meals prepared and cooked completely on the Gravenstein campus. Lunch included BBQ chicken breasts (with Cattleman's BBQ sauce), homemade coleslaw, orange slices, carrots, and cold milk. It was delicious!



Gravenstein has a County Spelling Bee Winner!

Gravenstein Spelling Bee Winners, Irupe Eliscu-Saraza and Jack Stoumen (both grade 5 students in Mrs. Grimm's class) attended the County Virtual Spelling Bee last week. Both students did an amazing job, with Jack making it through five rounds and....Irupe winning! Irupe will continue on in the competition and represent Sonoma County in the California State Spelling Championship on May 14. Congratulations!





HILLCREST

Middle School

GUSD April Board Report

Enrollment- as of 04/07/2022:

	6th	7th	8th	Total
2020/2021	93	112	81	286
2021/2022	76	99	105	279
2022/2023 (proj.)	92	84	103	279
Long Term IS	0	2	5	7

Attendance Rate from March 1st until April 6th- 95%

Open House-

Mark your calendars- Hillcrest's Open House will be held on Wednesday, May 4th from 5:00-6:30 pm! This is a great opportunity for both current and future students to visit the classrooms and meet our incredible teaching staff!

Graduation-

The 8th Grade Graduation Ceremony will be held on Wednesday, June 1st at 6:00 pm. This year we will be holding a traditional ceremony. After receiving input from parents, students and staff, we are still finalizing the details of whether we will be inside Hillcrest Hall or in an outdoor location on campus. More details to follow!

Japanese Internment Speaker-

The Japanese American Citizen League is coming to talk to our 8th grade students about relocation of Japanese Americans during WWII. It will take place between 10:30 & 12:00 on Monday April 11th.

HMS Spring Band Concert-

Mark your calendars- the HMS Spring Concert is Wednesday, May 18th starting at 5:00 pm. We will be on the blacktop and we ask that families bring their own chairs for seating on the upper baseball field!

Hillcrest Spirit Gear-

Spring Spirit Wear Sale - new designs, hats and beanies are available for purchase. Online Store closes on Sunday, April 10.

Use this link https://stores.inksoft.com/hillcrest_middle_school_/shop/home

Trimester 2 Awards Ceremony-

The Trimester 2 Awards Ceremonies took place in Hillcrest Hall on Friday March 18th. Students were recognized for their Grade Point Average, excelling in the different subject areas and for exemplifying lifeskills. We held individual ceremonies for 6th, 7th and 8th grades and we had a packed house for each ceremony!

African Drumming-

Starting in March and continuing for the next 6 weeks our 7th grade students will be getting hands-on experience with African drumming. Social Studies teacher Colleen Clements organized the event. Thank you to the GPA for funding this incredible event for our students.

Spelling Bee-

The 4th to 6th Grade Spelling Bee was held on Wednesday May 6th and HMS 6th graders did great! Kayani Torres took 7th place and Newen Eliscu-Saraza took 4th place! How do you spell success- H-A-W-K-S!

GRAVENSTEIN UNION SCHOOL DISTRICT
DISTRICT SITE COUNCIL
and Superintendent's Advisory Committee For LCAP
February 23, 2022
also accessible via Zoom:
[February 2022 GUSD Site Council](#)
3:30pm-4:30pm

If you need an accommodation for the Meeting contact Superintendent Dave Rose at (707) 823-7008

Members Present: Dave Rose, Keri Pugno, Will Deeths, Stephanie Tomsy, Dan Dexter, Gail Carnahan, Brian Sposato, Tessa Hill

Members Absent: Beth Haas, Jessica Rasmussen, Cat Peirano (arrived late)

I. Call to Order
TIME: **3:36** MOTION: **Keri** SECOND: **Dan** VOTE: **6-0**

II. Approval of Minutes
MOTION: **Dave** SECOND: **Tessa** VOTE: **6-0**
☰ Minutes GUSD School Site Council 1/26/22

III. Approval of Agenda
After reviewing committee members' time constraints, the order of scheduled items was rearranged to discuss in the order now recorded in these minutes.
MOTION: **Dave** SECOND: **Tessa** VOTE: **6-0**

IV. Approval of New Members
There were no new members, so there was no action.
MOTION: SECOND: VOTE:

V. Discussion or Action Items

- A. **Next Meeting Date and Time: Wednesday, 3/30/22, at 3:30**
Site Council meetings are traditionally held on the fourth Wednesday of each month, but in March, that will fall during Spring Break vacation. The Site Council agreed that the next meeting will be held on Wednesday, March 30. It will begin at 3:30 and again be offered in person and via zoom.
- B. **Flea Market Property:** Will Deeths shared that on last Friday, information was shared to many school community members via the app Next Door reporting that the flea market property (located on Highway 116) had been sold and purchased for the purpose of providing homeless people a property on which they could camp.

Concerns expressed by staff and community members centered around the close proximity to the Hillcrest Middle School campus.

Will was pleased to share an update. County Supervisor Linda Hopkins had been contacted and denied that the county purchased the property. Also denied was the rumor that there was an intent to create a homeless encampment in the location.

It was shared, however, that the property was in escrow and had many zoning possibilities, so it would be smart to stay informed of this property's future developmental impact on the District.

- C. **District Strategy Committee:** Dave shared that this was a new committee suggested by GUSD Board President Gregory Appling to help create one all-encompassing committee that has the “big picture” and long-term goals in sight for the District. Dave explained that the intent would be for all of the District’s work (SARC, Safety Plan, LCAP, etc) to be shaped under this committee. He stressed that there would be a spot for the Site Council to have a representative at the table.
- D. **LCAP (Local Control and Accountability Plan):** Dave held up and displayed the physical document, pointing out the dense text. He explained that our District is currently in year 2 or a 3-year cycle. He reminded the Site Council that a key part of the LCAP process is stakeholder involvement and having the Site Council review and add/edit the LCAP drafts is critical. He explained that the LCAP matches how the District spends its funding guided by the Mission and Vision statement as well as the MTSS. This is the Multi-Tiered System of Supports and tracks how students are doing in the “triangle”: academics, attendance, and behavior/discipline. Dave shared that the District has made changes to increase the level of service to our students based on the information gathered in the LCAP.
- E. **ELAC (English Learner Advisory Committee):** Dave shared that all teachers were going to receive training from Jenn Guerrero, the EL Specialist at SCOE. Gravenstein held their professional development early in February and Hillcrest’s professional development was scheduled for next month. Stephanie Tomsy shared that it was a very valuable training. Dave added that it is important to tie the EL goals for our District’s students into the Master Plan/Strategic Plan.

Kathleen Byrne will be hosting a District ELAC meeting following the Site Council meeting. All families that have EL students were contacted and invited to attend. Kathleen created a flier, made phone calls, and arranged for food and childcare for school age children.

Tessa Hill left the meeting for a previous engagement and Cat Peirano joined during this discussion.

IV. Items from the Public Not Listed On the Agenda

These items may be heard by the council but not discussed in full nor acted upon. There were no items added to the agenda.

V. Adjournment

TIME: **4:05**

MOTION: **Cat**

SECOND: **Gail**

VOTE: **6-0**

GRAVENSTEIN UNION SCHOOL DISTRICT
DISTRICT SITE COUNCIL
and Superintendent's Advisory Committee For LCAP

March 30, 2022

Meeting will be held in TK portable and also accessible via Zoom:

[GUSD Site Council](#)

3:30pm-4:30pm

If you need an accommodation for the Meeting contact Superintendent Dave Rose at (707) 823-7008

Members: Dave Rose, Keri Pugno, Will Deeths, Stephanie Tomsy, Beth Haas, Jessica Rasmussen, Dan Dexter, Christina Connelly, Cat Peirano, Gail Carnahan, Brian Sposato, Tessa Hill

I. Call to Order

TIME:

MOTION:

SECOND:

VOTE:

II. Approval of Minutes

MOTION:

SECOND:

VOTE:

☒ Minutes GUSD School Site Council 2/23/22

III. Approval of Agenda

MOTION:

SECOND:

VOTE:

IV. Approval of New Members

MOTION:

SECOND:

VOTE:

V. Discussion or Action Items

A. Universal TK

B. LCAP

C. ELAC

D. Next Meeting Date and Time:

We anticipate returning to the regular schedule of the fourth Wed. of the month;
April 27, 2022 (4/27/22)

IV. Items from the Public Not Listed On the Agenda

These items may be heard by the council but not discussed in full nor acted upon.¹

V. Adjournment

TIME:

MOTION:

SECOND:

VOTE:



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

3/17/22 6:30 pm Online Zoom Meeting

A. Public Comment on Non-Agenda Matters

- Teacher baskets - Vanessa

B. Secretary's Report

- Approval of board minutes from February 17, 2022

C. Teacher / Staff / Administration Appreciation - rest of year?

D. Subcommittees reports

Special Events/Fundraising / Maggie Z

- HC Color Run (need GPA representation) 5/16-20
 1. 10-10:30 am and 12-12:45pmSkate Night
- Read a Thon update
- Passive Fundraising update
- Hillcrest Color Run- Vy
- See's Candy- Vy
- Smokehouse Bistro balance -Allison
- Skate Night's through end of year

Finance / Ben K

- Get Amber on bank account - May meeting?

Governance / Erin H

- April in person meeting with child care

Communications / Amber

- Banner Vendor

School Liaison- Allison

G. Principal's Reports

H. Superintendent's Report

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

	Feb 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Parent Donations	6,593.50	14,000.00	-7,406.50
Special Fundraising Inc			
AmazonSmile	0.00	150.00	-150.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00
Color Run	0.00	0.00	0.00
Escrip	0.00	80.00	-80.00
Jog a Thon	249.00		
Read-a-Thon	0.00	0.00	0.00
Skate Night	0.00	800.00	-800.00
Total Special Fundraising Inc	249.00	1,030.00	-781.00
Corporate Matching	336.00	200.00	136.00
Interest income	5.92	8.00	-2.08
Total Income	7,184.42	15,238.00	-8,053.58
Gross Profit	7,184.42	15,238.00	-8,053.58
Expense			
GUSD Enrich Non-Contractor Exp	0.00	0.00	0.00
General & Admin Expense			
Bank Fees	447.85	150.00	297.85
Bookkeeping	0.00	700.00	-700.00
General Liability	101.78	120.00	-18.22
Merchant Fees	420.57	450.00	-29.43
Misc. Expense	0.00	50.00	-50.00
Office Supplies	0.00	50.00	-50.00
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
General & Admin Expense - Other	0.00	0.00	0.00
Total General & Admin Expense	970.20	1,880.00	-909.80
Independent Contractors			
Brandon Leung - Dance	0.00	200.00	-200.00
Sierra Lembke	0.00	220.00	-220.00
Jen Biancalana - D&D	0.00	200.00	-200.00
Natalie Collins - Set Design	0.00	0.00	0.00
Jess Reynolds - Art	0.00	0.00	0.00
Kasey Hillier - Art	1,200.00		
Donna Matern - Art	0.00	1,400.00	-1,400.00
Paige Dumont - Athletics	3,400.00	3,800.00	-400.00
Spencer Burrows - Chorus	2,700.00	3,600.00	-900.00
Mark Bradski - Science	3,200.00	3,200.00	0.00
Total Independent Contractors	10,500.00	12,620.00	-2,120.00
School Support Expenses			
Hillcrest Zero Hour PE	0.00	0.00	0.00
8th Grade Grad Support	0.00	0.00	0.00
Staff Water Delivery-Alhambra	456.21	90.00	366.21
Teacher Support \$350@48 Teacher	0.00	1,680.00	-1,680.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00
School Support Expenses - Other	0.00	0.00	0.00
Total School Support Expenses	456.21	1,770.00	-1,313.79

6:22 PM
03/09/22
Accrual Basis

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

	<u>Feb 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Special Fundraising Exp			
Amazon Smile 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>11,926.41</u>	<u>16,270.00</u>	<u>-4,343.59</u>
Net Ordinary Income	<u>-4,741.99</u>	<u>-1,032.00</u>	<u>-3,709.99</u>
Net Income	<u><u>-4,741.99</u></u>	<u><u>-1,032.00</u></u>	<u><u>-3,709.99</u></u>

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

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Parent Donations	112,217.80	134,996.00	-22,778.20	83.1%
Special Fundraising Inc				
EventBrite	3,130.00	3,000.00	130.00	104.3%
AmazonSmile	717.45	1,200.00	-482.55	59.8%
Escrip	937.33	640.00	297.33	146.5%
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	2,971.20	2,971.00	0.20	100.0%
Skate Night	1,332.00	2,900.00	-1,568.00	45.9%
Total Special Fundraising Inc	72,577.44	35,881.00	36,696.44	202.3%
Corporate Matching	1,052.62	1,600.00	-547.38	65.8%
Interest income	51.36	64.00	-12.64	80.3%
Other Donations	335.00	0.00	335.00	100.0%
Total Income	186,234.22	172,541.00	13,693.22	107.9%
Gross Profit	186,234.22	172,541.00	13,693.22	107.9%
Expense				
GUSD Enrich Non-Contractor Exp	18,519.08	10,000.00	8,519.08	185.2%
General & Admin Expense				
Bank Fees	2,847.80	1,200.00	1,647.80	237.3%
Bookkeeping	3,560.00	4,200.00	-640.00	84.8%
General Liability	2,256.23	960.00	1,296.23	235.0%
Merchant Fees	3,577.83	3,600.00	-22.17	99.4%
Misc. Expense	0.00	400.00	-400.00	0.0%
Office Supplies	219.62	400.00	-180.38	54.9%
Postage	12.65	80.00	-67.35	15.8%
Printing	0.00	400.00	-400.00	0.0%
Tax Return Preparation	700.00	0.00	700.00	100.0%
Taxes	50.00	2,400.00	-2,350.00	2.1%
Website	0.00	219.00	-219.00	0.0%
Total General & Admin Expense	13,224.13	13,859.00	-634.87	95.4%
Independent Contractors				
Brandon Leung - Dance	1,150.00	1,200.00	-50.00	95.8%
Sierra Lembke	1,105.00	1,320.00	-215.00	83.7%
Jen Biancalana - D&D	1,100.00	1,200.00	-100.00	91.7%
Natalie Collins - Set Design	495.00	500.00	-5.00	99.0%
Jess Reynolds - Art	700.00	700.00	0.00	100.0%
Kasey Hillier - Art	4,400.00			
Donna Matern - Art	3,600.00	8,400.00	-4,800.00	42.9%
Paige Dumont - Athletics	22,500.00	23,800.00	-1,300.00	94.5%
Spencer Burrows - Chorus	16,300.00	22,800.00	-6,500.00	71.5%
Mark Bradski - Science	19,200.00	19,200.00	0.00	100.0%
Total Independent Contractors	70,550.00	79,120.00	-8,570.00	89.2%
School Support Expenses				
Hillcrest African Drumming	2,375.00	2,375.00	0.00	100.0%
Hillcrest Zero Hour PE	1,036.66	17,000.00	-15,963.34	6.1%
Staff Water Delivery-Alhambra	1,621.37	720.00	901.37	225.2%
Teacher Mini Grants-\$500 Max	0.00	5,000.00	-5,000.00	0.0%
Teacher Support \$350@48 Teacher	737.50	11,760.00	-11,022.50	6.3%
Teacher/Staff Appreciation Week	0.00	3,500.00	-3,500.00	0.0%
Total School Support Expenses	5,770.53	40,355.00	-34,584.47	14.3%

6:23 PM
03/09/22
Accrual Basis

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

	<u>Jul '21 - Feb 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Special Fundraising Exp Jog-a-Thon Expense	<u>4,697.79</u>	<u>4,000.00</u>	<u>697.79</u>	<u>117.4%</u>
Total Special Fundraising Exp	<u>4,697.79</u>	<u>4,000.00</u>	<u>697.79</u>	<u>117.4%</u>
Total Expense	<u>112,761.53</u>	<u>147,334.00</u>	<u>-34,572.47</u>	<u>76.5%</u>
Net Ordinary Income	<u>73,472.69</u>	<u>25,207.00</u>	<u>48,265.69</u>	<u>291.5%</u>
Net Income	<u><u>73,472.69</u></u>	<u><u>25,207.00</u></u>	<u><u>48,265.69</u></u>	<u><u>291.5%</u></u>

Gravenstein Parent Association Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	\$ Over Budget	Jul '21 - Feb 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Parent Donations	6,593.50	14,000.00	-7,406.50	112,217.80	134,996.00	-22,778.20	172,996.00
Special Fundraising Inc							
EventBrite	0.00			3,130.00	3,000.00	130.00	3,000.00
AmazonSmile	0.00	150.00	-150.00	717.45	1,200.00	-482.55	1,800.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Color Run	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
Escrip	0.00	80.00	-80.00	937.33	640.00	297.33	980.00
Jog a Thon	249.00			63,489.46	25,000.00	38,489.46	25,000.00
Network for Good FB Fundraiser	0.00			0.00	170.00	-170.00	170.00
Read-a-Thon	0.00	0.00	0.00	2,971.20	2,971.00	0.20	18,471.00
Skate Night	0.00	800.00	-800.00	1,332.00	2,900.00	-1,568.00	4,500.00
Total Special Fundraising Inc	249.00	1,030.00	-781.00	72,577.44	35,881.00	36,696.44	69,901.00
Corporate Matching	336.00	200.00	136.00	1,052.62	1,600.00	-547.38	2,400.00
Interest Income	5.92	8.00	-2.08	51.36	64.00	-12.64	96.00
Other Donations	0.00			335.00	0.00	335.00	0.00
Total Income	7,184.42	15,238.00	-8,053.58	186,234.22	172,541.00	13,693.22	245,393.00
Gross Profit	7,184.42	15,238.00	-8,053.58	186,234.22	172,541.00	13,693.22	245,393.00
Expense							
GUSD Enrich Non-Contractor Exp	0.00	0.00	0.00	18,519.08	10,000.00	8,519.08	30,000.00
General & Admin Expense							
Bank Fees	447.85	150.00	297.85	2,847.80	1,200.00	1,647.80	1,800.00
Bookkeeping	0.00	700.00	-700.00	3,580.00	4,200.00	-640.00	7,000.00
General Liability	101.78	120.00	-18.22	2,256.23	960.00	1,296.23	1,440.00
Merchant Fees	420.57	450.00	-29.43	3,577.83	3,600.00	-22.17	5,400.00
Misc. Expense	0.00	50.00	-50.00	0.00	400.00	-400.00	600.00
Office Supplies	0.00	50.00	-50.00	219.62	400.00	-180.38	600.00
Postage	0.00	10.00	-10.00	12.65	80.00	-67.35	120.00
Printing	0.00	50.00	-50.00	0.00	400.00	-400.00	500.00
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	2,400.00	-2,350.00	3,600.00
Website	0.00			0.00	219.00	-219.00	219.00
General & Admin Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General & Admin Expense	970.20	1,880.00	-909.80	13,224.13	13,859.00	-634.87	21,379.00
Independent Contractors							
Brandon Leung - Dance	0.00	200.00	-200.00	1,150.00	1,200.00	-50.00	1,800.00
Sierra Lembke	0.00	220.00	-220.00	1,105.00	1,320.00	-215.00	1,980.00
Jen Biancalana - D&D	0.00	200.00	-200.00	1,100.00	1,200.00	-100.00	1,800.00
Natalie Collins - Set Design	0.00	0.00	0.00	495.00	500.00	-5.00	1,000.00
Jess Reynolds - Art	0.00	0.00	0.00	700.00	700.00	0.00	1,050.00
Kasey Hillier - Art	1,200.00			4,400.00			
Donna Matern - Art	0.00	1,400.00	-1,400.00	3,600.00	8,400.00	-4,800.00	12,600.00
Paige Dumont - Athletics	3,400.00	3,800.00	-400.00	22,500.00	23,800.00	-1,300.00	35,200.00
Spencer Burrows - Chorus	2,700.00	3,600.00	-900.00	16,300.00	22,800.00	-6,500.00	33,600.00
Drama	0.00			0.00	0.00	0.00	0.00
Mark Bradski - Science	3,200.00	3,200.00	0.00	19,200.00	19,200.00	0.00	28,800.00
Total Independent Contractors	10,500.00	12,620.00	-2,120.00	70,550.00	79,120.00	-8,570.00	117,830.00

14

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03/09/22

Accrual Basis

Gravenstein Parent Association Profit & Loss Budget Performance

February 2022

	Feb 22	Budget	\$ Over Budget	Jul '21 - Feb 22	YTD Budget	\$ Over Budget	Annual Budget
School Support Expenses							
Hillcrest African Drumming	0.00			2,375.00	2,375.00	0.00	2,375.00
Hillcrest Zero Hour PE	0.00	0.00	0.00	1,036.66	17,000.00	-15,963.34	17,000.00
8th Grade Grad Support	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Staff Water Delivery-Alhambra	456.21	90.00	366.21	1,621.37	720.00	901.37	1,080.00
Teacher Mini Grants-\$500 Max	0.00			0.00	5,000.00	-5,000.00	5,000.00
Teacher Support \$350@48 Teacher	0.00	1,680.00	-1,680.00	737.50	11,760.00	-11,022.50	16,800.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	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	456.21	1,770.00	-1,313.79	5,770.53	40,355.00	-34,584.47	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
Color Run Expense	0.00	0.00	0.00	0.00	0.00	0.00	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	4,697.79	4,000.00	697.79	5,000.00
Total Expense	11,926.41	16,270.00	-4,343.59	112,761.53	147,334.00	-34,572.47	231,464.00
Net Ordinary Income	-4,741.99	-1,032.00	-3,709.99	73,472.69	25,207.00	48,265.69	13,929.00
Net Income	-4,741.99	-1,032.00	-3,709.99	73,472.69	25,207.00	48,265.69	13,929.00

Gravenstein Parent Association
Balance Sheet
As of February 28, 2022

	<u>Feb 28, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Exchange Bank Checking	334,214.84
Exchange Bank Savings	257,169.47
Paypal	2,329.03
Total Checking/Savings	<u>593,713.34</u>
Other Current Assets	
Prepaid expenses	1,246.00
Total Other Current Assets	<u>1,246.00</u>
Total Current Assets	<u>594,959.34</u>
TOTAL ASSETS	<u><u>594,959.34</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	10,500.00
Total Accounts Payable	<u>10,500.00</u>
Total Current Liabilities	<u>10,500.00</u>
Total Liabilities	10,500.00
Equity	
GSF Reserve Transfer	95,504.87
32000 - Retained Earnings	415,320.32
Net Income	73,634.15
Total Equity	<u>584,459.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>594,959.34</u></u>



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

February 17, 2022, Online Zoom Meeting

Meeting Called to order at 6:33pm

Members Present

Erin Hillmer
Amber Ray Hernandez
Ben Kaun
Vy Le-Morse
Ashley Cochran
Allison Herman
Lori Jones
Keri Pugno
William Deeths
Samara Stevens
Fanny Lam

Absent

Dave Rose
Vanessa Bird
Maggie Zavala
Christina Connelly

A. Agenda –Public Comments

-Mini Grants

- **Samara Stevens: Maps \$299 – Erin motions to approve, Amber seconds, all approve.**
- **Lynn Martinez: Maps \$468 – Allison motions to approve, Erin seconds, all approve.**
- **Allie Brown: Division flashcards/3 sets of mad libs \$197 – Erin motions to approve, Amber seconds, all approve.**
- **Amy Otterson: Three writing curriculumums \$273.74 – Erin motions to approve, Ben seconds, all approve.**

B. Secretary's Report

-Amber motions to approve minutes from 01/20/2022 6pm online board meeting, Erin seconds and all in favor.

C. Teacher/staff/administration appreciation ideas

- Still have credit at smokehouse.
- All fruit baskets were donated at no cost to GPA.
- Erin will oversee thank you cards being printed and have them delivered to the school.

D. Subcommittee Reports

Special Events

- Erin will create a layout for a flyer that reflects general description of what GPA funded in 2020 to pass out to future parents at Kinder/TK Kick Off.
- Create sign-up for volunteers
- Skate night for March 18th needs to be rescheduled because of conflict with Hillcrest Dance.
- Read-a-thon is March 11th-25th.
- Brook Cabot is our new passive fundraising coordinator.
- May 20th is Hillcrest Color Run, lots of fun fundraising ideas planned. Lori will put an itemized list together for the budget, will discuss at next meeting.

Finance Report

- Steep drop off of donations in January.
- Jog-a-thon blew it out of the water by \$40k.
- Fanny and Ben will work on being able to have board members sign checks electronically.

Governance Report

- April's board meeting will be in person w/ daycare.

Communications

-NA

Liaison

-NA

Principles Report

Mrs. Pugno:

-Meghan Kaun came to campus and acted as a beekeeper to contain a swarm of bees!

Mr. Deeths:

-It's always a sunny day at Hillcrest Middle School!

-Spring musical will be March 10th, 11th and 12th – Wizard of Oz!

-Gravenstein students will be attend the musical over multiple days.

Superintendents Report (No Mr. Rose)

Misc.

-Erin motions to close the meeting at 7:57pm, Ben seconds and all in favor.

Gravenstein Union School District
Facilities Report
April 2022
Prepared by Brian Sposato

District Office Modular at Hillcrest: We had our bid opening on Tuesday March 29th for the District Office Modular construction project. Of the four contractors, we received bids from two of the contractors, Ridgeview Builders and FRC Inc. With the low bid \$658,000 it is recommended that the bid award go to Ridgeview Builders. This will be our first project working with this firm though we have had some positive experiences with members of Ridgeview who worked with other construction companies on previous Gravenstein Union District projects. Ridgeview has done many school projects and has worked with many local school districts such as West County, Twin Hills, Oak Grove, Monte Rio, and Cloverdale to name a few, so we are looking forward to being able to work with them and moving forward with this project. With board approval of the award it is possible that we could be breaking ground as soon as April 25th.

Bathroom additions at Gravenstein: With expansion of a second TK classroom space for the 22-23 school year the need has arisen for another classroom to be outfitted with a restroom to house the fourth kindergarten. The plan is to add two restrooms to two existing classrooms. The first restroom will be at Rm 22 which neighbors Rm 21, an existing kindergarten classroom with a restroom. The second location will be located in Rm 24, next to Rm 23 the existing daycare that has a restroom. These locations were chosen due to construction feasibility and that Rm 22 would place that next door to the other kindergarten classroom. Additionally, these existing modulares are the most straightforward construction-wise to make these alterations. We are currently working with QKA to get a design together and figure out the plumbing configurations, finishes, etc. Another advantage of using the modulares is there are areas of those rooms where we don't have to tear out casework or reroute HVAC or deal extensively with other existing obstacles. For this reason we can keep the cost down and because we are staying below the projected cost threshold we will not need a DSA review, which will greatly benefit our timeframe to get these in ready for the coming school year. This work will be getting bid out as soon as the design is in place. Additionally with these alterations it gives us flexibility for classroom uses in the future.

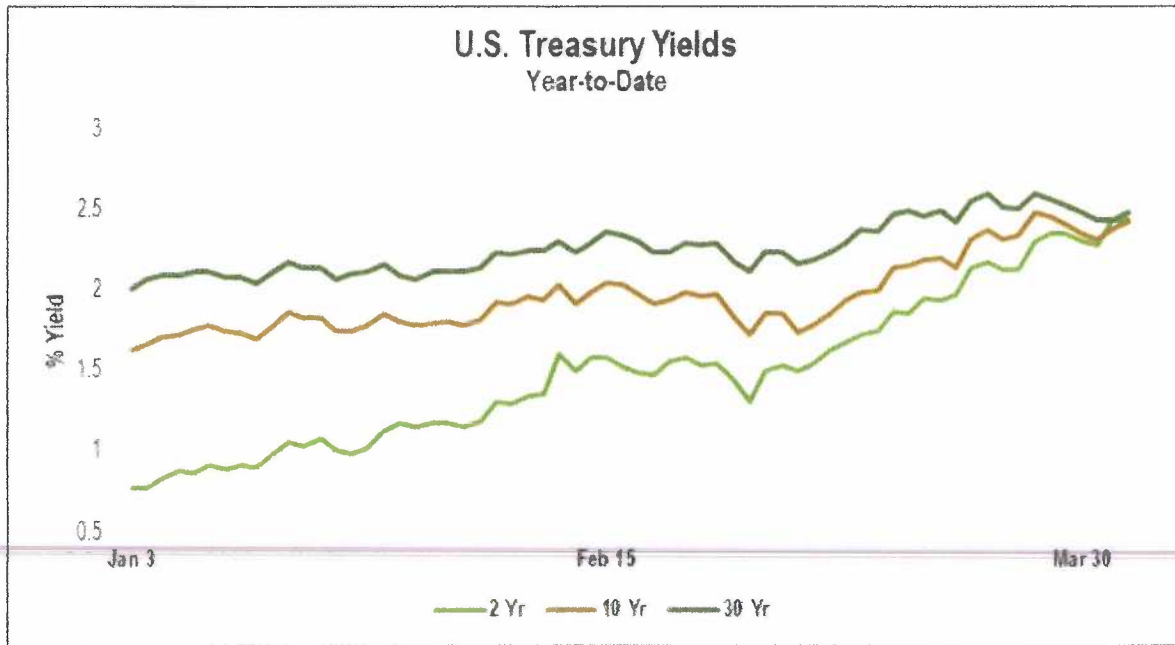
Climate Committee/District stakeholders Harmony Kitchen Visit: This past week our Chair of the Climate Committee Allison Rich, as well as our Nutritional Lead Queti Gomez, CBO Katie Anderson, Hillcrest Principal William Deeths, and I got to visit Harmony School District and observe their food program. They have a great kitchen program and we got to observe their lunch serving process and learn how their kitchen operates. We also got to visit their fantastic garden where they grow their own vegetables that they utilize for their food program. We got to look at their kitchen setup and of course got to ask questions about how it operates from opening to closing. Now that we have visited two great local school kitchens, it allows us to begin the process of what we want the Gravenstein School District's kitchen to be and operate. We will begin to sit down and look at what additional equipment needs, space needs, personnel needs, plus all the other operational logistics that go into running a school food program.



GRAVENSTEIN UNION SCHOOL DISTRICT

CBO Report: April 12th Regular Board Meeting

- Notification of Staff Reductions
- Submission of 2022 Q1 CARES reporting:
 - GEER I: \$0
 - GEER II: Extended Learning Opportunities Grant: \$15,737
 - ESSER I: \$0
 - ESSER II: \$0
 - ESSER II: Extended Learning Opportunities Grant: \$68,568
 - ESSER III: \$0
 - ESSER III: Paraprofessionals \$63,162
 - ESSER III: Extended Learning Opportunities Grant: \$44,699
 - ESSER III: Learning Loss: \$77,052
- Finalize GASB 75 Validation Data for Developer Fees Study
- 2021-22 Audit Work Begins
 - GASB 87 Leases
 - CALPADS review
 - Accounts Payable/Payroll Testing
- Begin Working on the 2022-23 Budget
- Ongoing Activities:
 - Payroll
 - Negotiations with the Certificated and Classified Labor Unions
 - Workshops
 - Sonoma County District Business User's Group Meeting
 - RESIG: SISC 2022-23 Medical Preview Workshop
 - SCOE/Escape 2022-23 Position Control Workshop
 - SCOE/Escape 2022-23 Budget Adoption Workshop

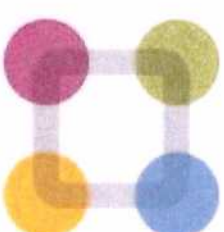


The graph above shows the convergence of the yields on the 2-, 10-, and 30-year Treasuries leading into April 2022, signaling an impending shift in the relationship between the yields. When short-term Treasuries start yielding higher returns or interest rates than longer-term investments, we refer to this as an “inverted yield curve.” The graph below shows the narrowing spread between 2- and 10-year Treasuries and the inversion point, when the interest rates for 2-year Treasuries were 0.06% higher than 10-year Treasuries.

Yield inversions can occur for a number of reasons, chiefly that the Federal Reserve increases short-term interest rates more than it does long-term interest rates, usually on a temporary basis, to address inflation. They can also occur when long-term interest rates decline when investors put downward pressure on long-term interest rates because of lowered economic and monetary policy expectations. And finally, yield curve inversions occur when investors believe that there are risks to the health of the future economy, in which case they are willing to accept less returns on longer-term investments in exchange for the security of the investment itself.

ParentsSquare

Parent Communication Tool

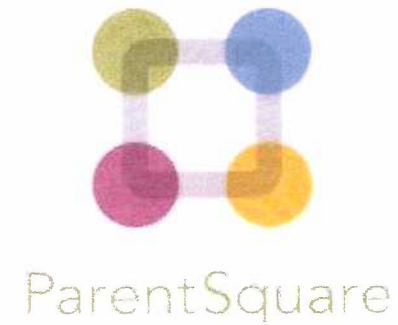


ParentsSquare

Melacha Quirke, District Secretary/HR Clerk

Back Ground

- Taking over Monday Messages
 - The learning process
 - Going from Constant Contact to ParentSquare



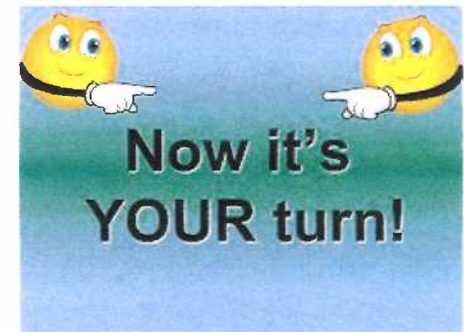
Monday Messages - Constant Contact vs ParentSquare

Taking Over

- I used Constant Contact in a previous job, so while I knew it would be a little different I felt up to the task.
- I used ParentSquare, but only as a parent.

Each Week

- With Constant Contact I created the newsletter, then downloaded to pdf to publish to the website.
- With ParentSquare, I create the newsletter and then I can choose to have it publish directly to the website with a press of a button.



Monday Messages - Constant Contact vs ParentSquare

Translating:

- I used Google Translate to translate Monday Messages when using Constant Contact.
- ParentSquare not only automatically translates, but parents can read posts and alerts in the language of their choice.



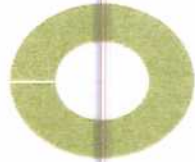
Mailing Lists:

- Each year I had to download a list from SchoolWise (our SIS) to create a new list in Constant Contact.
- Now the list is updated every night.



Gravenstein Union School District

99.9%
CONTACTABLE



764 STUDENTS' FAMILIES →

- CONTACTABLE 763 →
At least one student contact is contactable
- NON-CONTACTABLE 1 →
No student contact is contactable
- NO CONTACT INFO 0 →
There are no student contacts listed



Great! 99.9% of your students' families are contactable. You need to **fix only 1 family record to get to 100%**.

[View Complete Dashboard](#)

2 SCHOOLS sorted by name

Sort By ▾

GRAVENSTEIN ELEMENTARY

2
POSTS
2 this month

478 Students
477 👤 • 1 👤* • 0 👤*

0
ALERTS
0 this month

100%
REACH
650 @ • 45 🗨️

688 Parents
99% engagement

HILLCREST MIDDLE

2
POSTS
1 this month

286 Students
286 👤 • 0 👤* • 0 👤*

0
ALERTS
0 this month

100%
REACH
464 @ • 40 🗨️

490 Parents
100% engagement

[Privacy](#) · [Terms of Use](#)

Monday Messages - Constant Contact vs ParentSquare

ADA Compliance:

The pdf version of Monday Messages I created, was not ADA Compliant. ParentSquare not only let me know I was not ADA compliant, it explained how to fix this issue.

Parent Comments:

With Comments enabled, parents are able to comment on the posts that are sent out.



Monday Messages - Constant Contact vs ParentSquare

Alerts and Notices:

- Constant Contact did not have this option.
- Prior to ParentSquare, we used SchoolWise
- ParentSquare translates



Teacher communication:

- Teachers can reach out to one or all of the class parents with ease

Improving Our Communication

The ParentSquare adoption is part of our efforts to improve our communication and support greater parent engagement. This work combined with recent district website updates, including:

- Access to ParentSquare on the front page
- Updating of photos and content
- Gravenstein Elementary Grade Levels section



Welcome to Transitional Kindergarten!



Improving Our Communication Continued

How many messages do we send?

Do you ever feel like this poor person?



Gravenstein Union School District

Grant Activity 20/21 to present

<u>Title</u>	<u>Amount</u>	<u>Status</u>
Expanded Learning Opportunities Grant	\$465,850	Received
In Person Instruction Grant	\$219,269	Received
Tech Grant for Connectivity for high need students	\$10,000	Received
Air Purifiers Grant	\$8,000	Received
MOU with Tobacco-Free Sonoma County Coalition, teacher on assignment	\$45,000	Received
UCLA MTSS Grant Project	\$54,000	Received
Educator Effectiveness Block Grant	\$190,244	Received
Project Serv (Mental Health Evaluation of all students and 0.2 FTE Mental Health Counselor)	Equivalent to \$50,000 in services provided to GUSD	Received
Kitchen Infrastructure Grant Application	\$28,038	Approved
Subtotal	\$1,070,401	
FEMA Grant Application	\$128,500	Pending
Second FEMA Grant Application	\$127,800	Pending
Social Isolation Grant Application (Administration Portable)	\$250,000	Pending
Applications Subtotal	\$506,300	

Checks Dated 03/01/2022 through 03/31/2022						
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1883430	03/02/2022	Gravenstein Revolving Fund	01-9711	Increase Revolving		4,000.00
1883431	03/02/2022	U.S. Bank Corporate Payment	01-4310	Printer ink- Staff rm	129.35	
			01-4362	Dist Fuel	9.35	
			01-4380	Maint. Supplies	40.46	
			03-4310	Printer ink- Staff rm	11.25	
			03-4362	Dist Fuel	112.07	
			03-4380	Maint. Supplies	452.46	
			04-4362	Dist Fuel	65.39	
			04-4380	Maint. Supplies	479.63	1,299.96
1883432	03/02/2022	Michael Spielman	03-8699	Refund- Westminster Woods		440.00
1883433	03/02/2022	Pugno, Kerilee C	01-4310	Reimb. Open House Supplies	7.37	
			03-4310	Reimb. Open House Supplies	84.78	92.15
1883434	03/02/2022	Perez-Atwell, Eva A	01-5201	Mileage Reimbursement	.45	
			03-5201	Mileage Reimbursement	3.13	
			04-5201	Mileage Reimbursement	5.37	8.95
1883435	03/02/2022	Byrne, Kathleen N	01-4355	ELAC Meeting Reimbursment-Food	1.74	
			03-4355	ELAC Meeting Reimbursment-Food	20.01	21.75
1883436	03/02/2022	Benz, Lisa	04-4390	Reimb. Grip n Grab		61.78
1883437	03/02/2022	Ally Technology Consulting LLC	01-5840	IT Consultant 2021-22	162.50	
			03-5840	IT Consultant 2021-22	1,950.00	
			04-5840	IT Consultant 2021-22	1,137.50	3,250.00
1883438	03/02/2022	AT&T-Elevator	01-5911	Elevator Phone Line	1.68	
			03-5911	Elevator Phone Line	19.39	21.07
1883439	03/02/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		348.00
1883440	03/02/2022	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		350.00
1883441	03/02/2022	Jack Schreder & Associates, In c.	40-5830	School Facilities Program 2021-22		3,052.50
1883442	03/02/2022	myDevices, Inc.	01-5830	CO2 Sensors Maintanance-District		152.00
1883443	03/02/2022	Pitney Bowes Global Financial	01-5600	Postage Machine Lease Rental 2021-22	9.27	
			03-5600	Postage Machine Lease Rental 2021-22	111.16	
			04-5600	Postage Machine Lease Rental 2021-22	64.85	185.28
1883444	03/02/2022	Redwood Pediatric Therapy Asso		Cancelled OT/Consult Svcs for Students-Grav		2,310.77 *
		Cancelled on 03/24/2022				
1883445	03/02/2022	School Specialty	04-4310	Enrich Elective- HMS-DCole		24.89
1883446	03/02/2022	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2021-22	118.04	
			03-5631	Copier Lease for Schools and DO for 2021-22	1,416.58	

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ESCAPE ONLINE

Checks Dated 03/01/2022 through 03/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1883446	03/02/2022	U.S. Bank Equipment Finance	04-5631	Copier Lease for Schools and DO for 2021-22	826.34	2,360.96
1883447	03/02/2022	Verizon	12-4440	Verizon-BTB Phones		166.48
1883448	03/02/2022	Collins, John I	04-4310	Reimb. Maker Lab Supplies		37.08
1883449	03/02/2022	Otterson, Aimee	03-4310	Reimb. Class Supplies -GPA mini		174.44
1883450	03/02/2022	McDowell, Matthew M	04-4310	Reimb. Spikeball Sets E!		607.28
1883451	03/02/2022	Carey, Paul R	03-4310	Reimb. Class Acct Supplies	39.24	
				Reimb. STEM Supplies	151.25	190.49
1883452	03/02/2022	Jeniece Aragon	04-5880	Volleyball Referee HMS		30.00
1883453	03/02/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		304.50
1883454	03/02/2022	Division Of State Architect Attn: HQ Cashier	40-6240	Application #01-119434 HMS HVAC UPG Blds A,B,C		3,984.40
1883455	03/02/2022	MCI Comm Service	12-5911	Daycare Phone Line for 2021-2022		13.64
1883456	03/02/2022	Steven Lee Miller	04-5880	Flag Football Referee		40.00
1883457	03/02/2022	West County Transportation	01-5804	Special Ed Transportation 2021-22 Quarter 2		2,133.09
1884715	03/09/2022	Dexter, Daniel A	04-4310	Reimb. Creative Writing Class		90.98
1884716	03/09/2022	Collins, John I	04-4310	Reimb. Drama Props		51.76
1884717	03/09/2022	Clements, Colleen M	04-4310	Reimb. Art Appreciation E!		112.24
1884718	03/09/2022	Perez-Atwell, Eva A	01-4350	Reimb. Deposit Bags	2.17	
			03-4350	Reimb. Deposit Bags	26.02	
			04-4350	Reimb. Deposit Bags	15.18	43.37
1884719	03/09/2022	McDowell, Tiana	01-4310	Reimb. Stutter Training	4.25	
			03-5202	Reimb. Stutter Training	51.00	
			04-5202	Reimb. Stutter Training	29.75	85.00
1884720	03/09/2022	Stevens, Samara B	03-4310	Reimb.Gold Rush Unit Supplies		24.94
1884721	03/09/2022	American Storage LLC	01-5830	Storage Container for Gravenstein USD	12.00	
			03-5830	Storage Container for Gravenstein USD	138.00	150.00
1884722	03/09/2022	Counterpoint Construction Services, Inc.	40-5830	Admin Portable	2,985.00	
			40-6200	Facilities Project Management Services Hillcrest Temperature Mitigation	112.50	
					9,218.88	12,316.38
1884723	03/09/2022	Fishman Supply Company	01-4370	Custodial Supplies-Gravenstein USD	11.30	
				District Wide Custodial Supplies	98.13	
			03-4370	Custodial Supplies-Gravenstein USD	135.53	
				District Wide Custodial Supplies	1,341.53	
			04-4370	Custodial Supplies-Gravenstein USD	79.07	
				District Wide Custodial Supplies	782.64	
			04-4440	Fax Machine for HMS	595.67	3,043.87

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ESCAPE ONLINE

Checks Dated 03/01/2022 through 03/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1884724	03/09/2022	Grainger Inc.	01-4370	Furnace Filters for Grav	18.54	
			03-4370	Furnace Filters for Grav	213.11	231.65
1884725	03/09/2022	Office Depot	01-4350	School Office Supplies	19.24	
			03-4310	Class and School Supplies	9.81	
				Class Supplies- Grav	55.07	
			03-4350	School Office Supplies	221.23	
			04-4310	Class and School Supplies	30.37	
			04-4390	Class and School Supplies	97.58	433.30
1884726	03/09/2022	SyTech Solutions	01-5830	Document Management Services 2021-22	13.78	
			03-5830	Document Management Services 2021-22	96.42	
			04-5830	Document Management Services 2021-22	165.30	275.50
1884727	03/09/2022	Westminster Woods	03-5826	All 5th Grade Westminster Woods-2/22-25/2022		18,411.00
1885512	03/11/2022	Oakland Zoo Reservation Associate Ed Dept.	03-5826	3rd Grade Field Trip Oakland Zoo		200.00
1885513	03/11/2022	Harry Frank	01-5862	Reimb. Finger Printing	2.85	
			03-5862	Reimb. Finger Printing	34.20	
			04-5862	Reimb. Finger Printing	19.95	57.00
3 1885514	03/11/2022	Megan Rauch	01-5862	Reimb. Fingerprinting	2.85	
			03-5862	Reimb. Fingerprinting	34.20	
			04-5862	Reimb. Fingerprinting	19.95	57.00
1885515	03/11/2022	Otterson, Aimee	03-4310	Reimb. Writing Workshop		89.97
1885516	03/11/2022	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	107.63	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	609.89	
			04-5911	Hillcrest AT&T CALNET 3 Charges 2021-22	75.89	793.41
1885517	03/11/2022	Pacific Gas & Electric	01-5520	Electric and Gas for 2021-22 @ Gravenstein	802.35	
			03-5520	Electric and Gas for 2021-22 @ Gravenstein	4,546.63	
			04-5520	Electric and Gas for 2021-22 @ Hillcrest	3,527.06	8,876.04
1885518	03/11/2022	Recology Sonoma Marin	01-5560	Recology-Gravenstein 2021-22	71.23	
			03-5560	Recology-Gravenstein 2021-22	867.40	
			04-5560	Recology-Hillcrest 2021-22	660.67	1,599.30
1885519	03/11/2022	Stanroy Music Center Inc.	04-5630	Instrument repair and supplies 2021-22		107.83
1885520	03/11/2022	Weeks Drilling & Pump Co. Inc.	04-5530	Hillcrest Water Service for 2021-22		956.67
1885521	03/11/2022	U.S. Bank Corporate Payment	01-4310	Class Room Particians	26.22	

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ESCAPE ONLINE

Checks Dated 03/01/2022 through 03/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1885521	03/11/2022	U.S. Bank Corporate Payment	01-4362 Dist Fuel		4.80	
			01-4380 Dist Maint.		13.30	
			01-5830 Bark Delivery		6.80	
			01-5869 Finance Charge		19.98	
			03-4310 Room Partician		208.12	
			03-4362 Dist Fuel		57.64	
			03-4380 Maint Supplies		159.55	
			03-5830 Bark Delivery		78.20	
			04-4310 BB Nets for HMS		43.36	
			Lights for Drama		290.21	
			04-4362 Dist Fuel		33.62	
			04-4380 Maint. Supplies		650.75	
			04-4440 Electrical Supplies		185.08	1,777.63
1886090	03/16/2022	Brown, Allison N	03-5826 Reimb. Art Supplies- CMiller		69.31	
			Reimb. Food/Supplies- CMiller		1,084.35	1,153.66
1886091	03/16/2022	Rich, Allison T	04-5202 Reimb. CADA Conference Expences M&F			365.90
1886092	03/16/2022	Baird, Elizabeth A	04-4310 Reimb. Class Books		11.92	
			04-5202 Reimb. CADA Conference Expences		166.74	178.66
1886093	03/16/2022	Dunbar, Katherine J	03-4310 Reimb. SE Fidget Balls			23.98
1886094	03/16/2022	CalPERS Cash & Payment Processing Unit	01-9572 Employee's CalPERS Health Plan Coverage 2021-22			96,126.54
1886095	03/16/2022	Haas, Elsbeth B	03-4310 Reimb.Class Supplies			51.37
1886096	03/16/2022	Reed, Julia A	04-4310 Reimb. ELA Books			202.04
1886097	03/16/2022	Carey, Paul R	03-4310 Reimb. STEM Materals			59.96
1886098	03/16/2022	Alpha Analytical Laboratories,	01-5830 Water testing for Gravenstein		2.51	
			03-5830 Water testing for Gravenstein		29.49	
			04-5830 Water testing for Hillcrest		32.00	64.00
1886099	03/16/2022	Lakeshore Learning Materials	03-4310 Classroom Supplies-Gloeckner			554.52
1886100	03/16/2022	NorBay Consulting	01-5830 AHERA Three Year Reinspection GUSD-2022		52.50	
			03-5830 AHERA Three Year Reinspection GUSD-2022		630.00	
			04-5830 AHERA Three Year Reinspection GUSD-2022		367.50	1,050.00
1886101	03/16/2022	Pearson Clinical Assessment	01-4310 Special Ed Assessments		10.41	
			03-4310 Special Ed Assessments		124.90	
			04-4310 Special Ed Assessments		72.86	208.17
1886102	03/16/2022	Santa Rosa City Schools	13-4710 Food Program for 2021-22			21,039.30

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ESCAPE ONLINE

Checks Dated 03/01/2022 through 03/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1886103	03/16/2022	Sonoma County Regional Parks	03-5826	Sonoma County Regional Parks-Habitat and Home		380.00
1886104	03/16/2022	Sunworks	01-5830	O&M Contract for Solar - Year 2022-23	188.31	
			03-5830	O&M Contract for Solar - Year 2022-23	2,259.72	
			04-5830	O&M Contract for Solar - Year 2022-23	1,318.17	3,766.20
1886733	03/18/2022	Juan Rodriguez	01-5862	Reimb.Fingerprinting	2.85	
			03-5862	Reimb.Fingerprinting	34.20	
			04-5862	Reimb.Fingerprinting	19.95	57.00
1886734	03/18/2022	Reed Moran	01-5862	Reimb. Fingerprinting	2.85	
			03-5862	Reimb. Fingerprinting	34.20	
			04-5862	Reimb. Fingerprinting	19.95	57.00
1886735	03/18/2022	Cole, Samantha E	04-5202	Reimb. Counseling Conference		295.00
1886736	03/18/2022	Anderson, Jessica K	01-5950	Reimb. Postage		15.16
1886737	03/18/2022	ACSIG	01-9573	Employee's Dental Plan Coverage 2021-22		9,509.00
1886738	03/18/2022	Tony Corsello	04-5880	Basketball Referee 3/9/2022		70.00
1886739	03/18/2022	Buchanan Food Service	13-4710	5th grade food for play at HMS	316.75	
				Food Service Supplies	488.53	805.28
1886740	03/18/2022	Mark Hoback	04-5880	7/8th Grade Basketball		70.00
1886741	03/18/2022	Steven Lee Miller	04-5880	Flag Football Referee		70.00
1886742	03/18/2022	Office Depot	01-4310	Class Supplies	1.95	
			01-4350	Class Supplies-Otterson,Tomsky,Haas,DO	.28	
				School Office Supplies -Grav	10.81	
			03-4310	Class Supplies	42.87	
				Class Supplies-Otterson,Tomsky,Haas,DO	10.13	
			03-4350	Class Supplies-Otterson,Tomsky,Haas,DO	3.17	
				School Office Supplies -Grav	124.31	
			04-4350	Class Supplies	17.06	
				Class Supplies-Otterson,Tomsky,Haas,DO	1.40	211.98
1886743	03/18/2022	Oriental Trading Company	03-4310	Classroom Supplies- Team K		63.78
1886744	03/18/2022	Randy Theiller	04-5880	Basketball Referee 3/1/2022		70.00
1886745	03/18/2022	ULINE, INC.	01-4400	Maintenance Supplies-Brian	46.23	
			03-4400	Maintenance Supplies-Brian	552.36	
			04-4400	Maintenance Supplies-Brian	322.21	920.80
1886746	03/18/2022	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2021-22		2,116.40
1886747	03/18/2022	Tony Corsello	04-5880	Basketball Referee 2/23/2022		40.00
1886748	03/18/2022	Buchanan Food Service	13-4710	Food Service Food		582.39
1886749	03/18/2022	Gopher Sport, Play With a Purpose	04-4310	Flag Football- Sotiras		156.75
1886750	03/18/2022	Santa Rosa City Schools	13-4710	Food Program for 2021-22		55,156.50

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Checks Dated 03/01/2022 through 03/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1886751	03/18/2022	School and College Legal	01-5200 Workshop - Collective Bargaining		2.25	
			03-5200 Workshop - Collective Bargaining		27.00	
			04-5200 Workshop - Collective Bargaining		15.75	45.00
1886752	03/18/2022	Simeone Plumbing, inc.	04-5830 Water heating system for Hillcrest			2,482.10
1887302	03/23/2022	Pulley, Nicholas M	04-5829 Reimb. Apple Blossom Parade Fee			75.00
1887303	03/23/2022	Carey, Paul R	03-4310 Reimb. iPad cords and cubes			28.19
1887304	03/23/2022	McDowell, Tiana	01-4310 Speech Assessments		6.87	
			03-4310 Speech Assessments		82.45	
			04-4310 Speech Assessments		48.10	137.42
1887305	03/23/2022	Clover-Stornetta Farms Inc.	13-4700 Milk Purchases 2021-22			857.70
1887306	03/23/2022	Focused Behavioral Solutions	04-5830 Focused Behavioral Solutions			100.00
1887307	03/23/2022	Pacific Enviromental Ed Center	03-5826 4th Field Trip 3/2022 Martinez/Sully/Stevens			8,827.50
1887308	03/23/2022	Santa Rosa City Schools	13-4710 Food Program for 2021-22			54,294.60
Total Number of Checks					93	337,785.15

	Count	Amount
Cancel	1	2,310.77
Net Issue		335,474.38

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	38	116,097.64
03	Gravenstein Elementary Charte	47	47,692.98
04	Hillcrest Middle Charter	51	18,762.09
12	Child Development Fund	2	180.12
13	Cafeteria Fund	8	133,388.27
40	Special Reserve-capital Proj	3	19,353.28
Total Number of Checks		92	335,474.38
Less Unpaid Tax Liability			.00
Net (Check Amount)			335,474.38

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Gravenstein Union School District
March Payroll Report
April 2022 Regular Board Meeting

Certificated Salary & Benefits

Regular Payroll	\$ 530,385.10
Supplemental Payroll	\$ 23,683.13

Certificated Salary & Benefits

Regular Payroll	\$ 210,340.24
Supplemental Payroll	\$ 18,442.96

Total March Salary & Benefits

\$ 782,851.43

Board of Education

Regular Meeting Minutes

Zoom Link

DATE: Tuesday, March 8, 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 all in attendance except Alexander Kahn.

II. ADOPTION AND APPROVAL OF THE AGENDA **Approval of the agenda for March 8, 2022 (2 min.)**

Action taken/comments:

Motion to move General Action Item C to before A

Motion GA Second JM

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

III. REPORTS, AND ORAL COMMUNICATIONS **A. (p. 1) Gravenstein Principal (10 min.)**

Keri Pugno (KP) - report is in the packet. On the enrollment report the numbers do not account for possible retentions or students leaving the school. Numbers after plus signs are incoming applications. K numbers are still low. Attendance is going back up. We had a wonderful turn out for our TK/K open house. We prepared for 50 families and we ran out of packets before we sent them off on a scavenger hunt. Thank you to Vy and Amber who jumped in to help Elise make more packets before the families left that day. Coach Paige was there with activities for the kids after the hunt. Vy Le-Morse and Amber Hernandez were there to represent GPA.

There are 20 TK students with birthdays between Sept 2nd and Feb 2nd. Our reading specialist is Kasey Hillier and she is doing a wonderful job. We have enough students currently that there will be four different adults in the classroom helping the students. There was some great info and resources at the "Planning and Implementing Effective Reading Intervention" workshop I attended in February.

Grant recipients Kathleen Byrne received another grant for the garden, \$750, 4 more teachers (Stevens, Martinez, Brown, and Otterson) applied to GPA for mini grants and were awarded. Kathleen Byrne (adding to classroom library) and Tiana McDowell (supplies to target articulation) each received a \$100 grant from the Retired Teacher Association. I hope everyone is reading Monday Messages, the Read a Thon is starting soon. April 2nd we will have a Community Garden Work Day. We are currently working on Promotion ceremonies.

Jeri McNeill (JM) - You said you prepared 50 packets for the TK/K Open House, do you know the final number of packets that went out?

KP - We determined we could safely say 65 packets went out.

JM - Are the bulk of the returned applications from the open house?

KP - Unfortunately we did not track who was at the open house, so we have no way of knowing the answer to that question.

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

Will Deeths (WD) - Report is included in the packet. After trimester 2 progress reports were sent out, we met with students who had Ds or Fs on their progress reports to offer various support options to help them bring their grades up. We had 31 students that met the criteria (Trimester 2 is always the toughest) there were only 5 students who still had an F on their report card.

Break down, by grade level, of students who ended the trimester with no Fs

6th grade 13 of 15

7th grade 8 of 9

8th grade 6 of 7

The Spring Musical is back and it is this week: Thursday, Friday, and Saturday. Gravenstein Elementary will be coming Thursday and Friday during the day to see the performance.

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

Linda Helton (LH) - Good afternoon. The GUTA report today is the first of its kind. Since the Gravenstein District teachers established their union in 1976, the District and the Union have always been able to work out our negotiations, sometimes with the help of a State negotiator at Impasse. Sometimes these negotiations were contentious but, in the end, we were always able to come to an agreement that was fair for all involved parties. We are, after all, working for the good of the students that we teach.

The GUTA and District negotiating teams have been meeting since August of last year. Unfortunately, little has come from all those meetings. For the first time, negotiating at Impasse was unsuccessful...the very first time that we weren't able to reach an agreement. So now we go to Fact Finding. We know that the budget coming from the State next year will be the largest ever received, and still the District persists in offering what amounts to an average of \$150 per month for each the 2022-23 and then again for the 2023-24 school years. That amount is before taxes and retirement are taken out. And that's what their best offer even with projected record State budgets. The District negotiating team has even admitted at the negotiating table that the District could afford to pay us what GUTA was asking.

These are the teachers who you have held up as having provided the Gold Standard of Distance Learning for this District, the teachers who have bent over backwards to cover not only working outside their contract without compensation, but also shouldering a killer load of independent study work, and previously Distance Learning, all while keeping the students in their care safe and moving forward educationally.

So GUTA is heading to Fact Finding in the hopes that some reasonable agreement can be reached. But, if that is not the case, the 46 GUTA members have met and voted. With one abstention and 45 yes votes cast the members of GUTA have authorized a Strike should Fact Finding not produce an agreement. This is something that each and every GUTA member would like to avoid but, if push comes to shove, we are ready, able and extremely willing to walk unless we can achieve a fair agreement for all our members.

D. (p.) District Site Council (3 min.)

Dave Rose (DR) - the site council has been busy with SARC and School Safety reports. Next on the list is ELPAC and Board President Appling's Strategy Committee.

E. (p.) English Language Advisory Committee, ELAC (10 min)

KP - We are very fortunate to have Kathleen Byrne who has already established a relationship with most of these families. ELAC isn't confined to any one language. We are focusing on biliteracy or in some cases tri-literacy. Kathleen has been in this role now for a while and has made many connections. She hosted an ELAC meeting a couple of weeks ago and it was a huge hit. She invited families to a dinner here at Gravenstein and kids were welcome. She connected with Queti Gomez to be able to provide dinner (tamales) for the families. Kathleen set up stations and really opened it up to the community. Lynn Martinez, who also attended the meeting, wrote a Thank you letter to Kathleen and shared it with Keri. Keri read the following from Lynn Martinez:

"I just wanted to send out a short note to thank you and let you know what a great job you did at tonight's ELAC meeting. I loved how you brought this EL micro-community together and created such a safe space for these families to express their dreams for their children and make connections with other families that share similar aspirations and struggles. I loved how you really embraced the social aspect of this community, and allowed them to create new bonds in this shared experience. I heard happiness and contentment in their feedback, and I hope the obstacles families shared on their sticky notes are things that can be addressed successfully so that this community can continue to grow, feeling heard and valued. I saw the fact that so many families 'lingered' to have conversations with others as a clear sign that these community members are actively seeking ways to support their children and connect with others.

It was a pleasure watching you in action tonight. You are so inspiring!"

Lynn also made salsa for the event. This was a significant step forward. Had a family at that event that also attended the TK/K Open House and they stayed and spoke with Keri about how happy they were.

DR - This will all help with our English Learner Master Plan

F. (p.) Gravenstein Parent Association, GPA (5 min.)

Amber Hernandez - We are excited about the Read-A-Thon. Even staff have approached us about the read a thon. Talking to Hillcrest now about the Color Run later this year.

G. Trustee Reports (10 min.)

Patrick Lei (PL) - I had the opportunity to join Beth Haas' class presentation from Sonoma Water. I am grateful to the programs provided to our students. At the end of the lesson, I had an opportunity to see Maestra Kim come in and start her lesson and see how the kids transitioned so well.

JM - I attended the public meeting and the committee meeting for Racial Justice. I truly appreciate the work of Equity First and all they are doing. They are really helping us to meet our goals.

GA - I have been working with the negotiation committee and we were not successful with mediation. There is still a process in place to help us come to an agreement and it is important to note that there are several steps to be taken before a strike can happen.. It is not a situation where nothing has been agreed on. This is the first time I have been involved in going past mediation. It is part of our fiduciary duty to provide a good package to our teachers and we feel it was a good one. I feel it is necessary to provide a document to the community to show both the GUTA offer and the District's offer. We will go before a fact finding panel to give our reports and then we will get a fact finding report. It is important to understand that a strike can not happen until after the fact finding report has been made public. The disagreement is not over whether the teachers should get a raise or not but how much the district can allocate. Therefore I'm directing Dave Rose to publish the current offer form the district as well as the current ask from the Teachers.

H. Racial Justice Committee (5min.)

WD - We had a great February. We had a public meeting with Equity First and we had over 30 community members join us over zoom. Equity First is truly a professional organization. I feel the community feels we are on a good path. We will be continuing to hold our meetings on Zoom. Meetings will be on the 1st Monday of each month. I am very thankful that we have Equity First helping us and helping us to move forward.

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

Brian Sposato - Hillcrest mitigation: FRC is currently securing materials for the project so they can start this summer. We met to get bids on the Admin portable project. We have an updated set of plans that was distributed, it hasn't yet been stamped as they are waiting for DSA's review. Ryan Henderson is the project manager.

The Climate Committee got to visit Willowside and their Food Service program. They got to meet with their Chef and see how everything is working. The committee was able to ask all the questions they wanted. They got a lot of great information out of the meeting. This was a great opportunity that gave us a lot of great ideas to help eventually transfer to a full service kitchen.

J. Master Plan Committee (available on the GUSD website) (5 min.)

Dave Rose - the committee has not met, but we have direction from the Board continuing items:
Heat mitigation at HMS
TK program
Admin modular
Upgrade for food services - Brian and Katie working on this

K. (p.) CBO Report (5 min.)

Katie Anderson - Feb was a very busy month. Preparing 2nd interim. We also had the submission of Every Student Succeeds. We had four designated schools where we had expenditures. Community Day had some expenditures that we will not have going forward. The trip to Willowside was a great opportunity. We went with Sebastopol Union so we were able to share questions and concerns. We will be going to Harmony soon. We also hired a long term sub for the learning lab and a .6 FTE reading specialist. This month had the highest number of timesheets because of stipends, substitutes (for staff absences) and missed enrichments.

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

DR - From the February board meeting JM asked about Ransom Ware and our protections. I did a little investigation. As Trustee McNeill stated we aren't a high target, but we do need some protection. Schoolwise, our SIS information, is held off site and it has many firewalls. We would not be shut down, as we would still have access. Schoolwise has a very strong structure and back up files should someone do something untoward to our SIS information. Schoolwise has the safety and security of our SIS in mind.

JM - Does Schoolwise provide a safety and security certificate.

DR - I didn't ask, but I looked at the Board Policy and we are following the policy. If you feel there is additional documentation needed, I can look into that.

JM - No, I don't think that is necessary.

DR - Talked about Mask Mandate. We are following CDPH and MOU guidelines. We are going to maintain our daily health screen and continue our testing. That is above and beyond what we need to do, but it is strongly suggested.

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.

Wendi Emmert - Thank you for aligning with the state in taking off the masks. I was kind of hoping that you were going to eliminate the testing and the temperature taking. I've spoken with other parents and our feeling is there is a great deal of anxiety the children are having regarding these. They are worried about temperatures being too high or getting positive tests. It would be great if we could also eliminate the temperature checks and testing as well. I was listening to teachers talking about striking. This is my second time through this school and I came back because of these teachers. I really hope that you can give them what they want because they deserve it, they are changing lives.

- | | | |
|----|--|---------------------------|
| V. | <u>CONSENT AGENDA</u> (2 min.) | <u>ACTION ITEM</u> |
| | A. (p.) Warrants | |
| | B. (p.) Payroll | |
| | C. (p.) Minutes from the Regular Board Meeting of February 8, 2022 and the Emergency Board Meeting of February 16, 2022 | |
| | D. (p.) Year 1 of 3-Year Contract with Stephen Roatch Accountancy Corporation | |
| | E. (p.) Memorandum of Understanding with Sonoma County Office of Education for Credentialed School Nurse Services | |
| | F. (p.) Services Agreement for Inspector Of Record Ryan Henderson regarding For the Gravenstein Union School District Administration Modular | |
| | G. (p.) LACO Proposal for Special Inspections For the Gravenstein Union School District Administration Modular | |
| | H. (p.) California Environmental Quality Act (CEQA) Notice of Exemption For the Gravenstein Union School District Administration Modular | |

Action taken/comments:

Motion to approve the Consent Agenda as Written

Motion ____ JK ____ Second ____ JM ____

Vote: GA: __A__ AK: ____ JK: __A__ PL: __A__ JM: __A__

VI. GENERAL ACTION ITEMS

- A. (p.) **Employment Layoff/Non-reelect Notices** (5 min.)

Situation: Current state law establishes time lines and procedures for notifying teachers and classified staff of layoffs. Education Code 45117 requires that no later than March 15 and before a certificated or classified employee is given notice by the governing board of a school district that the employee's services will not be required for the ensuing year due to lack of work or lack of funds, the governing board of the school district and the employee shall be given written notice by the superintendent or designee of the school district that it has been recommended that the notice be given to the employee, stating the reasons that the employee's services will not be required for the ensuing year, and informing the employee of the employee's displacement rights, if any, reemployment rights, and the process to file an appeal.

Plan: Pending Board approval, to provide notice to the employees whose services will not be required for the 2022/23 school year.

Recommended Motion: To approve the list of employee layoff notices.

Action taken/comments:

DR - This is probably the least favorite item I've ever put on an agenda. This explains why we feel we might have a layoff in order. We are slated to be close to a million dollars in deficit spending this year. We have had 17 students leave the district. With the projected enrollment next year we are projected to have a decline. This is not an anomaly. This is happening all over the state. Butts in the seat is the funding formula we use. Wanting to maintain the size of classes and instructional support. We have to be prepared for the possibility of potential layoffs.

3 certificated positions

2 classified positions

Board noted that this is a state mandated process and not an action the Board or Administration wishes to take. Our goal is to not impact the Enrich program and we are focused on maintaining our planned class sizes.

Motion to approve Employment Layoff/Non-reelect Notices

Motion _____ JM _____ Second _____ PL _____

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

B. (p.) (posted on GUSD website) Second Interim Report (10 min.)

Situation: School districts are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for GUSD was presented and approved during our December Board Meeting. The second interim report is due March 15 for the period ending January 31. The interim reports must include a certification of whether or not the LEA is able to meet its financial obligations (positive, qualified, or negative).

Plan: For the Board to approve the Second Interim Report confirming the positive certification for GUSD.

Recommended motion: For the Board to approve the Second Interim Report.

Action taken/comments:

Katie Anderson (KA) - Went over the report in the packet presentation included on our website. Sonoma County is third in the state for declining enrollment. We went from 733 to 696 students from P1 to P2. We used the P2 numbers to determine funding for the future. So far we are \$80,000 short in field trip donations. We have had a loss in income of around \$250,000

Increase of expenditures of around \$430,000
Cafeteria Fund - \$74,965 - more spoilage and more snacks to BTB
Beyond the Bell - \$49,702 - with the increase in staff and decline in revenue the program will not be self-sufficient this year.
Gravenstein Charter - \$764,878 - both charter schools spend more than they receive in programmatic activities
Hillcrest Charter - \$435,180

Deficit Spending - the bottom line is that expenditures are up and funding is down.

Discussion was had regarding GPA donations and how it isn't included in budgeting due to lack of a contract as well as the cost of cafeteria funding and how to improve it. There was further discussion about meals. Comments were made about the food quality and menu choices or lack thereof and also about the amount of time it takes to get meals from the kitchen. The Climate Committee is looking at options to improve lunches.

Motion to approve the Second Interim Report

Motion _____ JM _____ Second _____ PL _____

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

C. (p.) Expansion of Birthdate Window for 22/23 TK Students (5 min.)

Situation: TK expansion is slated to begin during the 22/23 school year, and the first expansion of the birthdate window makes children turning 5 years old on or before February 2, 2023 eligible to enroll in TK and receive full ADA funding for the school year. Districts have the ability, based on local conditions and need, to unilaterally extend this window. However, the ADA funding for any student turning 5 after February 2, 2023 will be prorated for the year commencing on the child's 5th birthday. GUSD has several families with children turning 5 between February 3 and February 28 interested in starting TK commencing with the opening of the 22/23 school year.

Plan: To notify families of the extended enrollment window for TK students pending Board approval and to work with staff on composing classroom rosters that will maximize academic and social emotional growth.

Recommended motion: To expand the enrollment window for GUSD TK students to children turning 5 on or before February 28, 2023.

Action taken/comments:

DR - We have some data in the packet about birth dates and how those will change in the future. We know right now we have 6 potential students that are just outside the window. We are asking the Board to consider expanding the enrollment window. This would allow us to enroll those extra students and give us two balanced classrooms.

KP - Every year we have this discussion. This is earlier in the year that I make this request because this could cause a considerable change and we need to be able to make those changes. We have families waiting to hear so they know if they need to make a commitment to their preschools. If we stick to one class we will have to turn away students.

Discussion was had regarding extending the window in both directions and funding for the students.

Motion to approve the expansion of the birthdate window for 22/23 TK Students.

Motion ___JM___ Second ___PL___ (15 min.)

Vote: GA: ___A___ AK: ___ ___ JK: ___A___ PL: ___A___ JM: ___A___

D. (p.) 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:

JK - I would like to hear from community members. Do they prefer this format or would they like us to meet in person.

Gorman - Prefers this format.

PL - Prefers this format and would advocate waiting for at least one more session since we will soon be going maskless.

Mindy - Prefers this format.

Gloeckner - Prefers this format.

GA - I am seeing more participation with this format and I like to see that.

JK - I don't have a preference, I just want to ensure participation

Motion to continue social distance meetings.

Motion ___PL___ Second ___JK___

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

E. (p.) Expanded Learning Opportunities Program (ELO-P) (5 min)

Situation: Different from the Expanded Learning Opportunities Grant that was awarded to GUSD last spring, the ELO-P consists of funds that are being provided to every district in the state with specific restrictions on how the funds can be used. GUSD staff has composed the plan included in the packet pursuant to the restrictions and requirements that the California Department of Education has provided.

Plan: Pending Board approval, GUSD will begin recruitment and selection of needed staff to operate the program and provide parents with the dates that the program will operate this coming summer.

Recommended motion: For the Board to approve the Expanded Learning Opportunities Program plan.

Action taken/comments:

Dave Rose - Explained the differences between ELOG and this grant for ELOP. We are offering 15 days, at the beginning of summer, a 10 hour a day program with classified staff. Then offering a jump start program of 15 days from July to August with certificated staff. Looks like we can staff both of these programs with our high quality staff. It would cost us about \$19,000. We are anticipating meals to be covered, but it could be a \$30,000 cost. We would be able to provide enrichment, activities and employment opportunities for our employees who don't work a full year.

GA - How many students would we have in each session?

DR - We budgeted for 140 students.

GA - There was a mention in the plan guide about TK and K

DR - When we wrote the grant for ELOG we included the TK/K Kick Off program

JM - The Kick Off program will continue as it has in the past in parallel to this program?

DR - Correct

GA - If we are required to pay for the meals will you have to come back to us or is it already covered.

DR - It is covered in the budget.

Motion to approve the Expanded Learning Opportunities Program

Motion JK Second JM

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

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No public comment

Adjourned to closed session at 7:05pm

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 8:18pm

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

Action taken/comments

Nothing to report, no votes were taken.

Motion _____ Second _____

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

XI. FUTURE BOARD MEETINGS

A. April 12, 2022 at 5pm

B. May 10, 2022 at 5pm

C. June 7, 2022 at 5pm

D. June 14, 2022 at 5pm


XII. ADJOURNMENT

Meeting adjourned at 8:19pm

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.

Williams Settlement Quarterly Uniform Complaint Report - January 1, 2022 - March 31, 2022

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

 drose@grav.k12.ca.us (not shared) [Switch account](#)

 Draft saved

* Required

Name of District

Gravenstein Union School District

Name and Title of Person Reporting *

David Rose, Superintendent

Phone Number *



7078237008

Email Address *

drose@grav.k12.ca.us

INSTRUCTIONAL MATERIALS *

- There were 0 complaints received during this quarter.
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

Clear selection

TEACHER VACANCY AND/OR MISASSIGNMENT *

- There were 0 complaints received during this quarter
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

FACILITIES *

- There were 0 complaints received during this quarter
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution



INSTRUCTIONAL MATERIALS

Complaint Details

n/a

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

n/a

FACILITIES

Complaint Details

n/a

Submit

Clear form

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Overview of Programs

Building and Supporting Relationships, Equity and Student Success through Personalized Professional Learning

- North Coast Teacher Induction
- Designated Subjects Program
- “Be A Teacher” Intern Program
- University-Partnered Intern Support & Supervision
- Permit Holder Professional Development

Accredited with the Commission on Teacher Credentialing, the North Coast School of Education (NCSOE) provides:

- **A Mentor**, a trained experienced teacher, who supports the professional growth of their new teacher through weekly meetings and coaching sessions.
NCSOE offers Virtual Mentors to districts/schools who are having difficulty finding Mentors on site to support their new teachers. Learn more by contacting NCSOE at (707) 524-2818 or ncsoe@scoe.org.
- **Professional learning opportunities** that provide tools and skills that enhance and deepen the participant’s understanding with “take aways” that can be immediately applied to the the classroom and mentoring setting
- **Program materials and resources** that guide best practices for teacher success
- **A credential recommendation** for Intern, Preliminary, or Clear credentials upon successful program and credential requirement completion
- **District Coordinator funding*** (\$100 per participant) for management of online NCSOE Roster and new teacher support

NCSOE’s Mentoring-Based System

Mentors play a critical role in guiding beginning teachers through the process of deepening their teaching practice. To support each Mentor’s professional growth, NCSOE offers standards-based training throughout the year that is grounded in theoretical research. Using a Mentoring-Based System, NCSOE guides Mentors through the process of developing and refining their mentoring and coaching skills.

Fee for Service

North Coast Teacher Induction

Two-Year Induction Program

- Teacher Induction Candidate \$3,500 per year
*includes \$1,250 Mentor stipend**

Designated Subjects Credential Program

For New and Existing Credential Holders

- New credential holder \$3,500 per year
*includes \$1,250 Mentor stipend**
- Existing credential holder \$500

Other Services

Education Specialist Level II Program (only)	\$400
Equivalency Review	\$300
Intern Support and Supervision	\$3,500 per year
<i>For “Be a Teacher” or Univerisity Partnered Interns</i>	<i>includes \$1,250 Mentor stipend*</i>
Permit Holder Professional Development Series	\$3,500 per year
<i>For Provisional Intern Permit (PIP) and Short-Term Staff Permit (STSP) Holders</i>	<i>includes \$1,250 Mentor stipend*</i>
Teaching Permit For Statutory Leave Program (complete program)	\$3,500 per year
<i>For teachers who hold a Teaching Permit for Statutory Leave (TPSL)</i>	<i>includes \$1,250 Mentor stipend*</i>
TPSL Foundational Course (only)	\$300
Virtual Mentor Services*	\$1250 per participant

Plus \$100 DC stipend retained by NCSOE*

* Upon a Mentor’s completion of all program requirements, and based on the signed MOU and services used, funds are either credited back to the employing agency at the rate of \$1250 for the Mentor stipend, or retained by NCSOE who pays the Mentor directly. When an employing district/agency uses an NCSOE Virtual Mentor, NCSOE will retain the allocated \$100 per participant District Coordinator funding to offset the Virtual Mentor hiring and trainning services.



**Memorandum of Understanding
Between**

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

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education, Agency (LEA) for the North Coast Teacher Induction Program, “Be A Teacher” Intern Program, Intern Support & Supervision Program, Designated Subjects Program, Permit Holder Professional Development Series (collectively “Program”) and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively “District”) signing below. The term of this MOU commences on **July 1, 2022**, and terminates on **June 30, 2023**.

B. Purpose

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

C. Eligibility

Eligible “Candidates” are those hired within the following credential and program categories;

- **Permit Holder Professional Development Series:** Candidates who have obtained a Provisional Intern Permit (PIP) or Short-Term Staff Permit (STSP).
- **Intern Program:** Candidates who have obtained an Intern Credential from an accredited partner university or “Be A Teacher” Intern Program.
- **Preliminary Credential Program:** Designated Subjects (CTE) and (AE) Candidates who meet the industry experience and pre-requisite CCTC requirements.
- **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers, and Designated Subjects (CTE) and (AE) Candidates.

D. LEA Responsibilities

1. Employ an NCSOE Superintendent whose primary duty is to administer the Program and employ support staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the NCSOE Superintendent, Regional Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review state reports, and required fees in a timely manner.
6. Provide a process for equitable distribution of mentoring, support, formative assessment, and credential services to

Candidates and Mentors in all participating Districts and COEs within the region.

7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Regional Leadership Team meetings a minimum of five times per year.
8. Develop and provide personalized, professional learning for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
9. Assume overall fiscal responsibility for the administration of the program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.
10. Establish a Budget Agreement and reporting requirements for the transfer of funds to Districts. The amount of funds distributed shall be based on the *actual* number of eligible Candidates and Mentors who enrolled in each calendar year and who have completed program requirements (i.e., Mentor stipends may be adjusted due to lack of completion).

E. County Offices of Education/Lead Districts

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

F. District Responsibilities

1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator Roles and Responsibilities.
2. Identify all Candidates (Permit Holder, Intern, Induction, Designated Subjects) upon hire who are eligible for Program services as described by state guidelines.
3. Communicate to all site administrators the need to support program participants through program work and employer input in the Candidates' development of an Individual Learning Plan (ILP) within the first 60-days of hire, through collaborative goal-setting meetings at the start of each inquiry, and through a midyear check-in meeting. Employer might include release time (at the expense of the district) to support participants in required observations (one per semester) and/or observations of colleagues. Employer understands that the ILP is used to guide professional development and not for the purpose of teacher evaluation or employment decisions.
4. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
5. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
6. Provide newly-hired teachers with a District Orientation.
7. Ensure that Interns do not displace certificated employees and are evaluated on an annual basis.
8. Ensure that all Interns receive protected time for employer-provided support in weekly course planning, coaching within the classroom, problem-solving regarding students, curriculum and teaching. A District shall give special supervision and assistance to each Intern above and beyond that given to other newly employed certificated and newly

employed school personnel. A District shall seek the assistance of the college, university or “Be A Teacher” Intern Program in coordinating the program for the Intern. (*Education Code 44465*)

9. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or other designated individual, within the first 10 days of serving as a teacher of record on the Intern credential.
10. Intern Teachers hired within the participating district should be at sites that demonstrate a placement of students with disabilities in the Least Restrictive Environment, provide support for dual language learners with disabilities, and offer the opportunity for Intern Teachers to interact with different age groups in both general and special education settings reflecting the continuum of placement options. (CTC SPED Program Standard 3C.2)
11. Intern Teachers hired within the participating district should be at sites that reflect to the extent possible socioeconomic, linguistic and cultural diversity, and permit video capture for the Intern Teacher’s reflection. (CTC SPED Program Standard 3C.3)
12. Intern Teachers hired within the participating district should be at sites that allow the Intern Teacher to acquire at least 200 hours of early field experiences that included guided observations and initial teaching (e.g., co-planning, and co-teaching, or guided teaching) in the general education and special education settings. (CTC SPED Program standard 3A.12)
13. Intern Teachers hired within the participating district should be at sites that demonstrate a commitment to developmentally and culturally appropriate practices as well as collaborative relationships with families. (CTC SPED Program Standard 3C.1)
14. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission’s identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential. NCSOE can, upon request, provide a Virtual Mentor for those districts unable to find suitable matches for current program participants. An Addendum to this MOU will be provided, upon request.
15. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
 - Display best practices in providing “just in time” (as needed) and longer-term analysis of teaching practice to help Candidates develop enduring professional skills.
 - Are committed to attend coaching/Mentor trainings, meetings and to meet weekly with Candidates;
 - Display willingness to work collaboratively with colleagues and regional NCSOE staff;
 - Embrace a positive attitude and disposition towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with Candidates;
 - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
 - Serve as a role model for the teaching profession.
16. Provide Mentors compensated time to participate in the Program Mentor training on observation protocol, learning-focused conversations, “just-in-time” coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
17. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
18. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

G. Districts Fiscal Responsibilities and Terms

1. Credential Services are provided on a Fee-for-Service basis. In 2022/2023, the Fee will be \$3,500.00 per clear credential Candidate, Intern and Permit Holder registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided (Designated Subjects Existing Credential Holder and Level II). Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential Candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and AE) enrolled in the Program. Districts will receive \$1,250 per eligible Intern teacher and Permit Holder. (Mentor stipends are pro-rated when partial services are rendered.) Should the district contract with NCSOE for Virtual Mentor Services, the Mentor stipends will be processed according to the Addendum agreement.
3. Funds will be retained by SCOE/NCSOE to offset the cost of the Mentor stipend at the rate of \$1,250.00 per Candidate

where a Virtual Mentor has been assigned. Should the employing agency pay a higher rate for Mentor support, NCSOE will invoice the additional amount to the employing agency and pay the Virtual Mentor the agreed upon stipend. NCSOE will retain the allocated \$100 per participant funding from the District Coordinator stipend to offset hiring and training fees of each Virtual Mentor from employing agencies using these Virtual Mentor Services.

4. Funds will also be credited to districts to offset the costs of the District Coordinator's stipend, prorated, depending on the total number of new teachers as identified through the Program/District Roster and depending upon the number of Virtual Mentors employed, if this service is used by the district (see #2 above). District Coordinator compensation is at a rate of \$100.00 per Candidate, except as outlined above in #2 if Virtual Mentor services are used.
5. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation, except as outlined above in #2 when Virtual Mentor services are used.

H. Other Terms and Conditions

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

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

1. **Candidates Employment Status:**
Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.
2. **Indemnification:**
District shall assume full responsibility for its employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.
3. **Maintenance of Records:**
District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.
4. **Assignment:**
This Agreement shall not be assigned by District. Any such assignment shall be null and void.
5. **Severability:**
The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.
6. **Waiver:**
No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.
7. **Constructions and Governing Law:**
The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this Agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.
8. **Entire Agreement:**
This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.
9. **Third Parties:**

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

10. Relationship of the Parties:

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

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

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

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

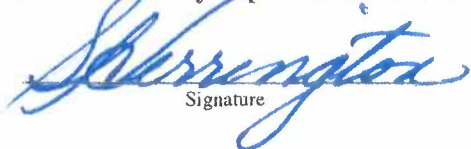
12. Survival:

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

Authorized Signatures:

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

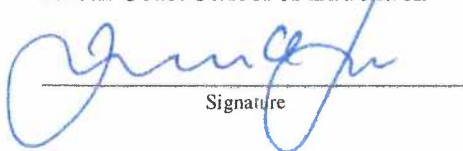
Sonoma County Superintendent of Schools as LEA


Signature

Dr. Steven Herrington / Superintendent
Printed Name/Title

3-22-22
Date

North Coast School of Education


Signature

Jason A. Lea, Ed.D. / NCSOE Superintendent
Printed Name/Title

3-29-22
Date

Participating Agency

Name of District, School or County Office of Education: _____

Signature

Printed Name/Title

Date



April 1, 2022

To: County Superintendents, District Superintendents, Chief Business Officers (CBO's), Assistant Superintendents, and Directors

From: Jason Lea, Ed.D., NCSOE Superintendent

Re: North Coast School of Education Programs

Sonoma County Office of Education, as the Local Education Agency (LEA) for the NCSOE, is committed to providing relevant credentialing services throughout the region. NCSOE is continually working to develop research-based learning opportunities for all educators participating in our programs. We are committed to working as collaborative thought-partners with our partner districts to meet their individual district needs.

Teacher Induction, Designated Subjects (CTE & AE), Intern Support & Supervision, Permit Holder Professional Development

The North Coast School of Education (NCSOE) assists schools and districts in providing Teacher Induction, Designated Subjects, Intern Support & Supervision, and Permit Holder Professional Development programs that meet both program and credentialing standards for the state of California. NCSOE provides credentialed teachers with specifically-designed, standards-based professional development, mentoring and coaching, credentialing services, and technical assistance aligned to the California Standards for the Teaching Profession (CSTP) and Teacher Performance Expectations (TPE). New teachers design an Individual Development Plan (IDP)/Individual Learning Plan (ILP) aligned with district goals and work closely with a Mentor and site administrator who offer "just-in-time" coaching and longer-term analysis of teaching practice to help new teachers develop enduring professional skills.

Fee for Service

NCSOE operates as a "fee for service" model. This model continues to provide increased access to quality credentialing services and support for districts that are employing new teachers in the region. The program fee per participant includes the Mentor stipend of \$1250 and the District Coordinator stipend of \$100* per Candidate/Intern/Permit Holder in the district. **Partner districts also have complimentary access to all the professional learning opportunities provided by NCSOE for their teachers to attend. District Cohorts, based on district vision and goals, are strongly encouraged.**

** In the case of sites or districts who use NCSOE Virtual Mentor Services, this \$100 per Candidate allocation will be retained by NCSOE as part of hiring and training costs in providing districts/sites with this service.*

Teacher Participants: \$3,500 (per participant)

SCOE and NCSOE are committed to serving the districts of Sonoma County and our regional partners. Please feel free to reach out to us if you have particular professional learning needs we may assist you with.

Sincerely,

Jason Lea, Ed.D.
NCSOE Superintendent

Cc: Steven D. Herrington, Ph.D., Sonoma County Superintendent of Schools,
John Laughlin, Associate Superintendent-Human Resources

RESOLUTION

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

In the Matter of the Elimination of Certain)
Positions in the Permanent Classified) **RESOLUTION #220412-01**
Service and Directing Notification of)
Classified Employees)

WHEREAS, Gravenstein Union School District (“District”) maintains the following positions within the classified/management service:

1. Library Aide

WHEREAS, due to cause, including lack of work and/or lack of funds and/or for compliance with the seniority requirements of the Education Code, the Board of Trustees hereby finds that it will be necessary to eliminate certain services to the following extent:

1. Library Aide – eliminate one (1) 2 hour/day position

NOW, THEREFORE, IT IS RESOLVED by the Board of Trustees that as of the end of the 2021-2022 school year the above-referenced classified positions shall be eliminated or reduced by the District be to the extent set forth herein.

BE IT FURTHER RESOLVED that, pursuant to Education Code sections 45117, 45298, and 45308, the Superintendent or Superintendent’s designee is authorized and directed to initiate and pursue procedures necessary terminate the employment of classified employees due to the elimination of the above-referenced classified positions.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Gravenstein Union School District on April 12, 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on April 12, 2022.

Clerk/Secretary, Board of Trustees



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent

3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008 (v)
707-823-2108 (f)
Email: drose@grav.k12.ca.us

Board of Trustees

Gregory Appling, Board President
Jerri McNeill, Board Clerk
Alexander Kahn, Member
Jennifer Koelemeijer, Member
Patrick Lei, Member

April 12, 2022

RECOMMENDATION OF DAVE ROSE, SUPERINTENDENT CONCERNING REDUCTION OF PERMANENT CLASSIFIED SERVICES FOR THE 2022-2023 SCHOOL YEAR

Dear Board of Trustees:

I, David Rose, Superintendent, of the Gravenstein Union School District hereby recommend to you that, due to lack of work and/or lack of funds and/or compliance with the seniority requirements of the Education Code, the classified positions below be eliminated effective at the end of the 2021-2022 school year,

- 1. Library Aide - .25 FTE / 2 Hours per day position*

Respectfully submitted,

David Rose
Superintendent



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008 (v)
707-823-2108 (f)
Email: drose@grav.k12.ca.us

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

March 11, 2022

Re: Notice of Layoff Due to Lack of Work and/or Lack of Funds in Compliance with the Seniority Requirements of the Education Code

Dear _____,

Due to lack of work and/or lack of funds and/or for compliance with the seniority requirements of the Education Code, the Board of Trustees has determined it necessary to eliminate certain classified positions to the extent specified in the enclosed Resolution. As a result, I am sorry to inform you that, effective at the end of the 2021-2022 school year, you will be laid off from your position as a Library Aide. Except as otherwise provided by statute, no short-term employee or less senior classified employee of the Gravenstein Union School District will be retained for the 2022-2023 school year to render service in the position from which you will be laid off at the end of the school year.

The elimination of services specified in the Resolution is in accordance with Education Code sections 45117, 45298 and 45308, copies of which are enclosed for your information. Under Section 45117(b), you may request a hearing to determine if there is cause not to reemploy you in the ensuing school year. A request for a hearing must be in writing and must be actually received on or before the close of the business day on March 18, 2022, or seven days after service of this Notice, whichever is later. If you do not make a timely request for hearing, your right to a hearing shall be waived.

If you do not request a hearing or do not prevail at hearing, your name will be placed on a reemployment list for a period of 39 months, and you will be eligible for reemployment in accordance with applicable law. See enclosed Education Code sections 45298 and 45308.

Displacement (“Bumping”) Rights

Based on your service and relative seniority in other positions, you have the right to a position as a Library Aide. No later than March 22, 2022, please notify me in writing if you are interested in such a position for the 2022-23 school year.

Sincerely,

A handwritten signature in cursive script that reads "Dave Rose".

Dave Rose
Superintendent
Gravenstein Union School District

Encls: Resolution
California Education Code §§ 45117, 45298, and 45308
Request for Hearing

Cc: Personnel File

CALIFORNIA EDUCATION CODES

§ 45117. Notice of layoff due to expiration of specially funded program or bona fide reduction or elimination of service; classified employees; application of section

(a) (1) No later than March 15 and before a classified employee is given notice by the Superintendent of a District that the employee's services will not be required for the ensuing year due to lack of work or lack of funds, the Superintendent of the District and the employee shall be given written notice by the Superintendent of the District or the Superintendent's designee, or, in the case of a District that has no Superintendent, by the clerk or secretary of the Superintendent of the District, that it has been recommended that the notice be given to the employee, stating the reasons that the employee's services will not be required for the ensuing year, and informing the employee of the employee's displacement rights, if any, and reemployment rights.

(2) Until the classified employee has requested a hearing as provided in subdivision (b) or has waived their right to a hearing, the notice and the reasons for the notice shall be confidential and shall not be divulged by any person, except as may be necessary in the performance of duties. However, a violation of this requirement of confidentiality, in and of itself, shall not in any manner be construed as affecting the validity of a hearing conducted pursuant to this section.

(b) A classified employee may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. A request for a hearing shall be in writing and shall be delivered to the person who sent the notice, on or before a date specified in subdivision (a), which shall not be less than seven days after the date on which the notice is served upon the employee. If an employee fails to request a hearing on or before the date specified, the employee's failure to do so shall constitute a waiver of the employee's right to a hearing. The notice provided for in subdivision (a) shall advise the employee of the provisions of this subdivision.

(c) If a hearing is requested by a classified employee under subdivision (b), the proceeding shall be conducted and a decision made in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, and the Superintendent of a District shall have all the power granted to an agency in that chapter, except that all of the following shall apply:

(1) The respondent shall file their notice of participation, if any, within five days after service upon the respondent of the District Statement of Reduction in Force and the respondent shall be notified of this five-day period for filing in the District Statement of Reduction in Force.

(2) The discovery authorized by Section 11507.6 of the Government Code shall be available only if a request is made for discovery within 15 days after service of the District Statement of Reduction in Force, and the notice required by Section 11505 of the Government Code shall so indicate.

(3) (A) The hearing shall be conducted by an administrative law judge who shall prepare a proposed decision, containing findings of fact and a determination as to whether the charges

sustained by the evidence are related to the welfare of the schools and the pupils of the schools. The proposed decision shall be prepared for the Superintendent of the District and shall contain a determination as to the sufficiency of the cause and a recommendation as to disposition. However, the Superintendent of the District shall make the final determination as to the sufficiency of the cause and disposition. None of the findings, recommendations, or determinations contained in the proposed decision prepared by the administrative law judge shall be binding on the Superintendent of the District. Nonsubstantive procedural errors committed by the District or Superintendent of the District shall not constitute cause for dismissing the charges unless the errors are prejudicial errors. Copies of the proposed decision shall be submitted to the Superintendent of the District and to the classified employee on or before May 7 of the year in which the proceeding is commenced. All expenses of the hearing, including the cost of the administrative law judge, shall be paid by the Superintendent of the District from District funds. Any notice or request shall be deemed sufficient when it is delivered in person to the employee to whom it is directed, or when it is deposited in the United States registered mail, postage prepaid, and addressed to the last known address of the employee. Notice of termination shall be given to the employee before May 15. If a continuance was granted after a request for hearing was made, the deadlines described in this section shall be extended for the number of days of that continuance.

(B) For purposes of this section, "cause" for layoff includes District compliance with the seniority requirements of this code, including Section 45308.

(d) (1) Notwithstanding subdivisions (a) to (c), inclusive, or any other law, during the time period between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which that Budget Act applies, if the Superintendent of a District determines that its total local control funding formula apportionment per unit of average daily attendance for the fiscal year of that Budget Act has not increased by at least 2 percent, and if the Superintendent of a District determines it is therefore necessary to decrease the number of classified employees of the District due to lack of work or lack of funds, the Superintendent of the District may issue a District Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing to be adopted by the Superintendent of the District.

(2) Paragraph (1) shall be inoperative during any period that Section 44955.5 is inoperative as it applies to certificated employees.

(e)(1) If a permanent classified employee is not given the notices and a right to a hearing as provided for in this section, the employee shall be deemed reemployed for the ensuing school year, except that nothing in this section shall be construed to interfere with the right of a District to release probationary employees who never become permanent without notice or hearing.

(2) For purposes of this subdivision, "permanent employee" includes an employee who was permanent at the time the notice or right to a hearing was required and an employee who became permanent after the date of the required notice.

(f)(1) A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a

layoff notice requirement for any individual hired as a short-term employee, as defined in Section 45103, for a period not exceeding 60 days.

(2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 45103, who is hired for a period not exceeding 60 days after which the short-term service may not be extended or renewed.

(g) Notwithstanding the other requirements of this code respecting layoff of permanent classified employees, when classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights.

(h) If, after January 1, 2021, the Legislature provides certificated employees with any additional rights to notice or hearing as to layoffs, then permanent classified employees and those who become permanent classified employees shall be afforded the same rights by the District.

(i) The Superintendent of the District may adopt from time to time rules and procedures not inconsistent with this section as may be necessary to effectuate this section.

(j) This section shall apply to Districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240).

§ 45298. Persons laid off; reemployment eligibility, preference, promotional examinations; time period; voluntary demotions or reductions in assigned time, eligibility for return

(a) A person laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months as follows:

(1) The person's reemployment shall take preference over new applicants.

(2) The person shall have the right to participate in promotional examinations within the District during the period of 39 months.

(3) If the person is reemployed in a new position and fails to complete the probationary period in the new position, he or she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment.

(b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period eligibility for reemployment on a class-by-class basis.

(c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

§ 45308. Order of layoff and reemployment; length of service

(a) Classified employees shall be subject to layoff for lack of work or lack of funds. If a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in order of seniority.

(b) For purposes of this section, in Districts with an average daily attendance below 400,000, for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Section 45128. Nothing in this section shall preclude the Superintendent of a District from entering into an agreement with the exclusive representative of the classified employees that defines "length of service" to mean the hire date. For purposes of this section, in Districts with an average daily attendance of 400,000 or more, for service commencing or continuing after January 1, 1986, "length of service" shall be determined by the date of hire.

If a Superintendent enters into an agreement with the exclusive representative of classified employees that defines "length of service" to mean the hire date, the Superintendent may define "length of service" to mean the hire date for a classification of employee not represented by any exclusive bargaining unit.

(c) Nothing contained in this section shall preclude the granting of "length of service" credit for time spent on unpaid illness leave, unpaid maternity leave, unpaid family care leave, or unpaid industrial accident leave. In addition, for military leave of absence, "length of service" credit shall be granted pursuant to Section 45297. In the event an employee returns to work following any other unpaid leave of absence, no further seniority shall be accrued for the time not worked.

(d) "Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the District except service in restricted positions as provided in this chapter.

**Resolution of the Board of Trustees of the Gravenstein Union School District
Regarding Termination of Extra Assignments
Resolution #220412-2**

WHEREAS, Education Code section 44923 authorizes the board of trustees of any school district to terminate any assignment that is in addition to a full-time permanent certificated employee's full-time assignment;

WHEREAS, Education Code section 44923 authorizes the board of trustees of any school district to terminate such extra assignments at any time;

WHEREAS, the Board of Trustees of Gravenstein Union School District ("District") has determined that it is in the best interests of the District to terminate the Zero Hour PE Teacher and Instructional Aide assignment at the Hillcrest Middle School

THEREFORE, BE IT RESOLVED, effective June, 30 2022, the Zero Hour PE Teacher and Instructional Aide assignment at the Hillcrest Middle School shall be terminated; and

BE IT FURTHER RESOLVED that the District's Superintendent or Superintendent's designee be and hereby is authorized and directed to provide written notice to all employees affected by this action.

The foregoing Resolution was adopted by the Board of Trustees of the Gravenstein Union School District at a meeting on _____, 2022, by the following vote:

Trustee: _____ Aye _____ No _____ Absent or Not Voting

Trustee: _____ Aye _____ No _____ Absent or Not Voting

Trustee: _____ Aye _____ No _____ Absent or Not Voting

Trustee: _____ Aye _____ No _____ Absent or Not Voting

Trustee: _____ Aye _____ No _____ Absent or Not Voting

President, Board of Trustees
Gravenstein Union School District

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Gravenstein Union School District at a noticed meeting on _____, 2022.

Clerk/Secretary, Board of Trustees

ATTACHMENT A
To
Resolution of the Board of Trustees of the Gravenstein Union School District
Regarding Termination of Extra Assignments

.14286 FTE Zero Hour PE Instructor
.09375 FTE Zero Hour PE Instructional Aide

PROOF OF SERVICE

[Personal Delivery OR Certified Mail]

STATE OF CALIFORNIA)
)
COUNTY OF SONOMA)

I declare that I am a resident of the County of Sonoma; I am over the age of 18 years and not a party to the within action; my business address is 3840 Twig Avenue, Sebastopol, CA 95472.

On March 11, 2022, I served on a **Notice of Termination of Extra**

Assignment by: Personally delivering said documents to said person in the County of Sonoma,

State of California, at: **Hillcrest Middle School**

725 Bloomfield Rd

Sebastopol CA, 95472

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed at Sebastopol, California, on this 11th day of March, 2022.


Signature



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008 (v)
707-823-2108 (f)
Email: drose@grav.k12.ca.us

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

March 11, 2022

Re: Notice of Termination of Extra Assignment .14286 FTE Zero Hour PE Teacher.

Dear .

Thank you for serving in an extra assignment in addition to your regular, full-time assignment this year. By action of the Board of Trustees, your extra assignment will terminate effective June 30, 2022.

Sincerely,

Dave Rose
Superintendent
Gravenstein Union School District

Enc: Resolution Regarding Termination of Extra Assignments

Cc: Personnel File



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008 (v)
707-823-2108 (f)
Email: drose@grav.k12.ca.us

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

March 11, 2022

Re: Notice of Termination of Extra Assignment .09375 FTE Zero Hour PE Instructional Aide.

Dear

Thank you for serving in an extra assignment in addition to your regular assignment this year. By action of the Board of Trustees, your extra assignment will terminate effective June 30, 2022.

Sincerely,

Dave Rose
Superintendent
Gravenstein Union School District

Cc: Personnel File
Enc: Resolution Regarding Termination of Extra Assignments

Education Code

Education Code

Additional assignment

EC 44923

In the event a permanent employee of a school district has tenure as a full-time employee of the district, any assignment or employment of such employee in addition to his full-time assignment may be terminated by the governing board of the district at any time.

(Enacted by Stats. 1976, Ch. 1010.)

RESOLUTION
BEFORE THE BOARD OF TRUSTEES OF THE
GRAVENSTEIN UNION SCHOOL DISTRICT
SONOMA COUNTY, CALIFORNIA

In the Matter to Effectuate Voluntary Demotion)
or Reduction of Hours of Certain Positions in)
the Classified Service)

RESOLUTION #220412-3

WHEREAS, Gravenstein Union School District ("District") maintains the following
positions within the classified/management service:

1. Instructional Aide
2. Cafeteria Associate

WHEREAS, due to lack of work and/or lack of funds, the Governing Board of Trustees the
District hereby finds that it will be necessary to eliminate or reduce hours of certain services to the
following extent:

1. Instructional Aide-reduce one (1) position by .03125 FTE 15 minutes per day, reduce one (1)
position by .0625 FTE / 30 minutes per day, reduce one (1) position by .40625 FTE / 3 hours
and 15 minutes
2. Cafeteria Associate - reduce one (1) position by .03125 FTE / 15 minutes

WHEREAS, on March 14, 2022, the affected employees were offered the right to
voluntarily accept a demotion or reduction in hours, pursuant to Education Code section
45298(b) and (c).

WHEREAS, on March 24, 2022 the employees in the following positions accepted
demotion/reduction in hours in lieu of a layoff as follows:

1. Instructional Aide - Reduce One (1) position by .03125 FTE 15 minutes per day effective June 30, 2022 in Notice to GUCE and Regarding Option to Voluntarily Accept Demotion or Reduction in Hours of Position in Lieu of Layoff, reduce one (1) position by .0625 FTE / 30 minutes per day effective June 30, 2022 in Notice to GUCE and Regarding Option to Voluntarily Accept Demotion or Reduction in Hours of Position in Lieu of Layoff, reduce one (1) position by .40625 FTE / 3 hours and 15 minutes effective June 30, 2022 in Notice to GUCE and Regarding Option to Voluntarily Accept Demotion or Reduction in Hours of Position in Lieu of Layoff
2. Cafeteria Associate - Reduce one (1) position by .03125 FTE / 15 minutes Regarding Option to Voluntarily Accept Demotion or Reduction in Hours of Position in Lieu of Layoff effective June 30, 2022 in Notice to GUCE and

NOW, THEREFORE, BE IT RESOLVED that, effective June 30, 2022, the least senior employees in the foregoing classified positions of the County Office of Education shall be demoted or have their positions reduced to the extent hereinabove set forth;

BE IT FURTHER RESOLVED that the Superintendent, or designee, of this District is hereby authorized and directed to give notice of this action to the affected classified employees of the District in accordance with applicable law; and

The foregoing Resolution was passed and adopted by the Board of Trustees of the Gravenstein Union School District on April 12, 2022, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

 President, Board of Trustees

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on April 12, 2022.

Clerk/Secretary, Board of Trustees

PROOF OF SERVICE

STATE OF CALIFORNIA)
)
COUNTY OF SONOMA)

I declare that I am a resident of the County of Sonoma; I am over the age of 18 years and not a party to the within action; my business address is 3840 Twig Avenue, Sebastopol, CA 95472.

On March 14, 2022, I served on _____ the following documents to said person in the County of Sonoma, State of California, at:

1. Notice to Union/Employee Regarding Option to Voluntarily Reduce Hours of Position in Lieu of Layoff
2. Resolution to Effectuate Voluntary Demotion or Reduction of Hours of Certain Positions in the Classified Service
3. Notice Memorializing Voluntary Demotion/Reduction in Hours
4. Education Code Sections 45117, 45298, and 45308

Said service was effectuated by

- Personally delivering
- Registered Mail, Return-Receipt Requested

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed at Sebastopol, California, on this 14th day of March, 2022.

Signature

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STATE OF CALIFORNIA)
)
COUNTY OF SONOMA)

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Signature

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- 3. Notice Memorializing Voluntary Demotion/Reduction in Hours
- 4. Education Code Sections 45117, 45298, and 45308

Said service was effectuated by

- Personally delivering
- Registered Mail, Return-Receipt Requested

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed at Sebastopol, California, on this 14th day of March, 2022.

Signature



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008 (v)
707-823-2108 (f)
Email: drose@grav.k12.ca.us

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

March 14, 2022

**Re: Notice to GUCE and Regarding Option to Voluntarily Accept Demotion or
Reduction in Hours of Position in Lieu of Layoff**

Dear

Due to lack of work and/or lack of funds the Superintendent has determined it necessary to reduce or eliminate certain classified services to the extent as follows, subject to Board approval.

1. Reduce .03125 FTE, 15 minutes - Cafeteria Associate

The Education Code allows employees to voluntarily accept a demotion or reduction in hours in lieu of a layoff. The advantage to voluntarily making this decision is that the employee remains on a rehire list for 63 months, rather than 39 months, which is the length of time a laid off employee would be on a reemployment list.

(b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period eligibility for reemployment on a class-by-class basis.

(c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

Cal. Educ. Code §§ 45298. Enclosed with this letter are the Education Code statutes applicable to layoffs.

As a result, you, _____, have the option to choose to be voluntarily demoted/have hours in Cafeteria Associate reduced to .52125 FTE, 4 hours and 10 minutes per day, in lieu of a layoff, subject to Board approval. This change would go into effect on June 30, 2022.

If the employee wishes to accept this offer, please return the below to Katie Anderson in the Business Office no later than March 22, 2022.

This letter is being sent to the Gravenstein Union Classified Employees to notify the Association of this offer and follows the process as outlined in the Memorandum of Understanding negotiated on March 11, 2022.

Thank you for your service to the District.

Sincerely,



Dave Rose
Superintendent

Encs: Education Code §§ 45117, 45298, and 45308

Cc: Personnel File

ACKNOWLEDGMENT OF RECEIPT

I, _____, hereby state under penalty of perjury under the laws of the State of California that I received a copy of this "Notice to GUCE and Regarding Option to Reduce Hours in Lieu of Layoff" on this ____ day of _____, 2022.

Signature

ACCEPTANCE OF REDUCTION IN HOURS/DEMOTION

I, _____, hereby state under penalty of perjury under the laws of the State of California that I accept the above offer have my hours reduced to .52125 FTE, 4 hours and 10 minutes per day, subject to the Board approval, as set forth in the "Notice to GUCE and Regarding Option to Reduce Hours of the Cafeteria Associate Position in Lieu of Layoff" on this ____ day of _____, 2022.

Signature



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008 (v)
707-823-2108 (f)
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Jennifer Koelemeijer, Member
Patrick Lei, Member

March 14, 2022

**Re: Notice to GUCE and Regarding Option to Voluntarily Accept Demotion or
Reduction in Hours of Position in Lieu of Layoff**

Dear

Due to lack of work and/or lack of funds the Superintendent has determined it necessary to reduce or eliminate certain classified services to the extent as follows, subject to Board approval.

1. Reduce .03125 FTE, 15 minutes- Instructional Aide

The Education Code allows employees to voluntarily accept a demotion or reduction in hours in lieu of a layoff. The advantage to voluntarily making this decision is that the employee remains on a rehire list for 63 months, rather than 39 months, which is the length of time a laid off employee would be on a reemployment list.

(b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period eligibility for reemployment on a class-by-class basis.

(c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

Cal. Educ. Code §§ 45298. Enclosed with this letter are the Education Code statutes applicable to layoffs.

As a result, you, _____, have the option to choose to be voluntarily demoted/have hours reduced in the position of Instructional Aide to .8125 FTE, 6 hours and 30 minutes per day, in lieu of a layoff, subject to Board approval. This change would go into effect on June 30, 2022.

If the employee wishes to accept this offer, please return the below to Katie Anderson in the Business Office no later than March 22, 2022.

This letter is being sent to the Gravenstein Union Classified Employees to notify the Association of this offer and follows the process as outlined in the Memorandum of Understanding negotiated on March 11, 2022.

Thank you for your service to the District.

Sincerely,



Dave Rose
Superintendent

Encs: Education Code §§ 45117, 45298, and 45308

Cc: Personnel File

ACKNOWLEDGMENT OF RECEIPT

I, _____, hereby state under penalty of perjury under the laws of the State of California that I received a copy of this "Notice to GUCE and Regarding Option to Reduce Hours in Lieu of Layoff" on this ____ day of _____, 2022.

Signature

ACCEPTANCE OF REDUCTION IN HOURS/DEMOTION

I, _____, hereby state under penalty of perjury under the laws of the State of California that I accept the above offer have my hours reduced to .5 FTE, 4 hours per day, subject to the Board approval, as set forth in the "Notice to GUCE and Regarding Option to Reduce Hours of the Cafeteria Associate Position in Lieu of Layoff" on this ____ day of _____, 2022.

Signature



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008 (v)
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Jennifer Koelemeijer, Member
Patrick Lei, Member

March 14, 2022

**Re: Notice to GUCE and . Regarding Option to Voluntarily Accept
Demotion or Reduction in Hours of Position in Lieu of Layoff**

Dear

Due to lack of work and/or lack of funds the Superintendent has determined it necessary to reduce or eliminate certain classified services to the extent as follows, subject to Board approval.

1. Reduce .40625 FTE, 3 hours and 15 minutes – Instructional Aide

The Education Code allows employees to voluntarily accept a demotion or reduction in hours in lieu of a layoff. The advantage to voluntarily making this decision is that the employee remains on a rehire list for 63 months, rather than 39 months, which is the length of time a laid off employee would be on a reemployment list.

(b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period eligibility for reemployment on a class-by-class basis.

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Cal. Educ. Code §§ 45298. Enclosed with this letter are the Education Code statutes applicable to layoffs.

As a result, you, _____, have the option to choose to be voluntarily demoted/have hours in Instructional Aide reduced to .09375 FTE, 45 minutes per day, in lieu of a layoff, subject to Board approval. This change would go into effect on June 30, 2022.

If the employee wishes to accept this offer, please return the below to Katie Anderson in the Business Office no later than March 22, 2022.

This letter is being sent to the Gravenstein Union Classified Employees to notify the Association of this offer and follows the process as outlined in the Memorandum of Understanding negotiated on March 11, 2022.

Thank you for your service to the District.

Sincerely,



Dave Rose
Superintendent

Encs: Education Code §§ 45117, 45298, and 45308

Cc: Personnel File

ACKNOWLEDGMENT OF RECEIPT

I, _____, hereby state under penalty of perjury under the laws of the State of California that I received a copy of this "Notice to GUCE and Regarding Option to Reduce Hours of the Instructional Aide Position in Lieu of Layoff" on this ____ day of _____, 2022.

Signature

ACCEPTANCE OF REDUCTION IN HOURS/DEMOTION

I, _____, hereby state under penalty of perjury under the laws of the State of California that I accept the above offer have my hours reduced to .09375 FTE, 45 minutes per day, subject to the Board approval, as set forth in the "Notice to GUCE and Regarding Option to Reduce Hours of the Instructional Aide Position in Lieu of Layoff" on this ____ day of _____, 2022.

Signature



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March 14, 2022

**Re: Notice to GUCE and _____ Regarding Option to Voluntarily Accept
Demotion or Reduction in Hours of Position in Lieu of Layoff**

Dear _____:

Due to lack of work and/or lack of funds the Superintendent has determined it necessary to reduce or eliminate certain classified services to the extent as follows, subject to Board approval.

1. Reduce .03125 FTE, 15 minutes – Instructional Aide

The Education Code allows employees to voluntarily accept a demotion or reduction in hours in lieu of a layoff. The advantage to voluntarily making this decision is that the employee remains on a rehire list for 63 months, rather than 39 months, which is the length of time a laid off employee would be on a reemployment list.

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(c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

Cal. Educ. Code §§ 45298. Enclosed with this letter are the Education Code statutes applicable to layoffs.

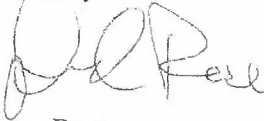
As a result, you, _____, have the option to choose to be voluntarily demoted/have hours in Instructional Aide reduced to .8125 FTE, 6 hours and 30 minutes per day, in lieu of a layoff, subject to Board approval. This change would go into effect on June 30, 2022.

If the employee wishes to accept this offer, please return the below to Katie Anderson in the Business Office no later than March 22, 2022.

This letter is being sent to the Gravenstein Union Classified Employees to notify the Association of this offer and follows the process as outlined in the Memorandum of Understanding negotiated on March 11, 2022.

Thank you for your service to the District.

Sincerely,



Dave Rose
Superintendent

Encs: Education Code §§ 45117, 45298, and 45308

Cc: Personnel File

ACKNOWLEDGMENT OF RECEIPT

I, _____, hereby state under penalty of perjury under the laws of the State of California that I received a copy of this "Notice to GUCE and Regarding Option to Reduce Hours of the Instructional Aide Position in Lieu of Layoff" on this ____ day of _____, 2022.

Signature

ACCEPTANCE OF REDUCTION IN HOURS/DEMOTION

I, _____, hereby state under penalty of perjury under the laws of the State of California that I accept the above offer have my hours reduced to .8125 FTE, 6 hours and 30 minutes per day, subject to the Board approval, as set forth in the "Notice to GUCE and Regarding Option to Reduce Hours of the Instructional Aide Position in Lieu of Layoff" on this ____ day of _____, 2022.

Signature

**Memorandum of Understanding for the 2021-2022 School year
Between the Gravenstein Union Classified Employees (GUCE) and
Gravenstein Union School District (GUSD).**

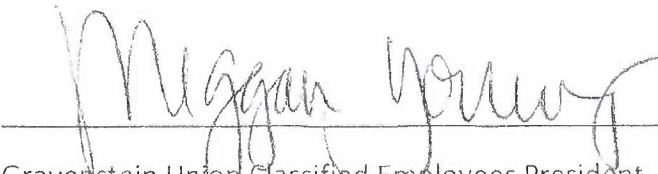
In the 2021-22, GUSD hired additional Classified FTE to support the return to in-person learning while following the District's COVID Safety Plan. This Plan required additional Classified FTE for temperature checks in the morning, and increased number staff to monitor the increased number of lunch and recess periods to support social distancing. GUSD staff anticipate these staffing additional needs for the 2022-23 school year and are therefore issuing Reduction in Hours notices.

Since GUSD and GUCE are currently in negotiations to create a CBA, for the 2021-22 year only, GUCE will follow the Certificated Layoff process in-lieu of the process outlined in ED Cod 45117.



Gravenstein Union School District Board President

3/11/22
Date



Gravenstein Union Classified Employees President

3/11/22
Date

CALIFORNIA EDUCATION CODES

§ 45117. Notice of layoff due to expiration of specially funded program or bona fide reduction or elimination of service; classified employees; application of section

(a) (1) No later than March 15 and before a classified employee is given notice by the Superintendent of a District that the employee's services will not be required for the ensuing year due to lack of work or lack of funds, the Superintendent of the District and the employee shall be given written notice by the Superintendent of the District or the Superintendent's designee, or, in the case of a District that has no Superintendent, by the clerk or secretary of the Superintendent of the District, that it has been recommended that the notice be given to the employee, stating the reasons that the employee's services will not be required for the ensuing year, and informing the employee of the employee's displacement rights, if any, and reemployment rights.

(2) Until the classified employee has requested a hearing as provided in subdivision (b) or has waived their right to a hearing, the notice and the reasons for the notice shall be confidential and shall not be divulged by any person, except as may be necessary in the performance of duties. However, a violation of this requirement of confidentiality, in and of itself, shall not in any manner be construed as affecting the validity of a hearing conducted pursuant to this section.

(b) A classified employee may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. A request for a hearing shall be in writing and shall be delivered to the person who sent the notice, on or before a date specified in subdivision (a), which shall not be less than seven days after the date on which the notice is served upon the employee. If an employee fails to request a hearing on or before the date specified, the employee's failure to do so shall constitute a waiver of the employee's right to a hearing. The notice provided for in subdivision (a) shall advise the employee of the provisions of this subdivision.

(c) If a hearing is requested by a classified employee under subdivision (b), the proceeding shall be conducted and a decision made in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code, and the Superintendent of a District shall have all the power granted to an agency in that chapter, except that all of the following shall apply:

(1) The respondent shall file their notice of participation, if any, within five days after service upon the respondent of the District Statement of Reduction in Force and the respondent shall be notified of this five-day period for filing in the District Statement of Reduction in Force.

(2) The discovery authorized by Section 11507.6 of the Government Code shall be available only if a request is made for discovery within 15 days after service of the District Statement of Reduction in Force, and the notice required by Section 11505 of the Government Code shall so indicate.

(3) (A) The hearing shall be conducted by an administrative law judge who shall prepare a proposed decision, containing findings of fact and a determination as to whether the charges

sustained by the evidence are related to the welfare of the schools and the pupils of the schools. The proposed decision shall be prepared for the Superintendent of the District and shall contain a determination as to the sufficiency of the cause and a recommendation as to disposition. However, the Superintendent of the District shall make the final determination as to the sufficiency of the cause and disposition. None of the findings, recommendations, or determinations contained in the proposed decision prepared by the administrative law judge shall be binding on the Superintendent of the District. Nonsubstantive procedural errors committed by the District or Superintendent of the District shall not constitute cause for dismissing the charges unless the errors are prejudicial errors. Copies of the proposed decision shall be submitted to the Superintendent of the District and to the classified employee on or before May 7 of the year in which the proceeding is commenced. All expenses of the hearing, including the cost of the administrative law judge, shall be paid by the Superintendent of the District from District funds. Any notice or request shall be deemed sufficient when it is delivered in person to the employee to whom it is directed, or when it is deposited in the United States registered mail, postage prepaid, and addressed to the last known address of the employee. Notice of termination shall be given to the employee before May 15. If a continuance was granted after a request for hearing was made, the deadlines described in this section shall be extended for the number of days of that continuance.

(B) For purposes of this section, "cause" for layoff includes District compliance with the seniority requirements of this code, including Section 45308.

(d) (1) Notwithstanding subdivisions (a) to (c), inclusive, or any other law, during the time period between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which that Budget Act applies, if the Superintendent of a District determines that its total local control funding formula apportionment per unit of average daily attendance for the fiscal year of that Budget Act has not increased by at least 2 percent, and if the Superintendent of a District determines it is therefore necessary to decrease the number of classified employees of the District due to lack of work or lack of funds, the Superintendent of the District may issue a District Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing to be adopted by the Superintendent of the District.

(2) Paragraph (1) shall be inoperative during any period that Section 44955.5 is inoperative as it applies to certificated employees.

(e)(1) If a permanent classified employee is not given the notices and a right to a hearing as provided for in this section, the employee shall be deemed reemployed for the ensuing school year, except that nothing in this section shall be construed to interfere with the right of a District to release probationary employees who never become permanent without notice or hearing.

(2) For purposes of this subdivision, "permanent employee" includes an employee who was permanent at the time the notice or right to a hearing was required and an employee who became permanent after the date of the required notice.

(f)(1) A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. This subdivision does not create a

layoff notice requirement for any individual hired as a short-term employee, as defined in Section 45103, for a period not exceeding 60 days.

(2) This subdivision does not apply to the retention of a short-term employee, as defined in Section 45103, who is hired for a period not exceeding 60 days after which the short-term service may not be extended or renewed.

(g) Notwithstanding the other requirements of this code respecting layoff of permanent classified employees, when classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights, if any, and reemployment rights.

(h) If, after January 1, 2021, the Legislature provides certificated employees with any additional rights to notice or hearing as to layoffs, then permanent classified employees and those who become permanent classified employees shall be afforded the same rights by the District.

(i) The Superintendent of the District may adopt from time to time rules and procedures not inconsistent with this section as may be necessary to effectuate this section.

(j) This section shall apply to Districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240).

§ 45298. Persons laid off; reemployment eligibility, preference, promotional examinations; time period; voluntary demotions or reductions in assigned time, eligibility for return

(a) A person laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months as follows:

(1) The person's reemployment shall take preference over new applicants.

(2) The person shall have the right to participate in promotional examinations within the District during the period of 39 months.

(3) If the person is reemployed in a new position and fails to complete the probationary period in the new position, he or she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment.

(b) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff or to remain in his or her present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months, provided that the same tests of fitness under which the employee qualified for appointment to the class still apply. The personnel commission shall make the determination of the specific period eligibility for reemployment on a class-by-class basis.

(c) An employee who takes a voluntary demotion or a voluntary reduction in assigned time in lieu of layoff shall be, at the option of the employee, returned to a position in his or her former class or to a position with increased assigned time as vacancies become available, and without limitation of time, but if there is a valid reemployment list the employee shall be ranked on that list in accordance with his or her proper seniority.

§ 45308. Order of layoff and reemployment; length of service

(a) Classified employees shall be subject to layoff for lack of work or lack of funds. If a classified employee is laid off, the order of layoff within the class shall be determined by length of service. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in order of seniority.

(b) For purposes of this section, in Districts with an average daily attendance below 400,000, for service commencing or continuing after July 1, 1971, "length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that a school is in session or closed, but does not include any hours compensated solely on an overtime basis as provided for in Section 45128. Nothing in this section shall preclude the Superintendent of a District from entering into an agreement with the exclusive representative of the classified employees that defines "length of service" to mean the hire date. For purposes of this section, in Districts with an average daily attendance of 400,000 or more, for service commencing or continuing after January 1, 1986, "length of service" shall be determined by the date of hire.

If a Superintendent enters into an agreement with the exclusive representative of classified employees that defines "length of service" to mean the hire date, the Superintendent may define "length of service" to mean the hire date for a classification of employee not represented by any exclusive bargaining unit.

(c) Nothing contained in this section shall preclude the granting of "length of service" credit for time spent on unpaid illness leave, unpaid maternity leave, unpaid family care leave, or unpaid industrial accident leave. In addition, for military leave of absence, "length of service" credit shall be granted pursuant to Section 45297. In the event an employee returns to work following any other unpaid leave of absence, no further seniority shall be accrued for the time not worked.

(d) "Hours in paid status" shall not be interpreted to mean any service performed prior to entering into a probationary or permanent status in the classified service of the District except service in restricted positions as provided in this chapter.

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

RESOLUTION # 220412-4

In the Matter of the Decision)	RESOLUTION TO RELEASE
to Release Temporary)	TEMPORARY CERTIFICATED
<u>Certificated Employee</u>)	EMPLOYEE

WHEREAS, the Board of Trustees is authorized under Education Code section 44954(b) to give, at any time before the end of the current school year, a notice of release for the succeeding school year to any temporary certificated employee who has served during one school year at least seventy-five percent (75%) of the number of days the regular schools of the District are maintained;

WHEREAS, ("Employee") are temporary certificated employee who has served or will serve during one school year at least seventy-five percent (75%) of the number of days the regular schools of the District are maintained;

WHEREAS, the Board of Trustees has received a recommendation from the District Superintendent or other appropriate District administrators to release Employee; and

WHEREAS, the Board of Trustees has discussed the recommendation made by the administration and concurs in said recommendation;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees determines that Employee shall be released at the end of the current school year and hereby authorizes the District Superintendent or the Superintendent's designee to notify Employee in accordance with

the requirements of Education Code section 44954(b) of the Board of Trustees' decision to release Employee. The District Superintendent or the Superintendent's designee is further authorized to take any other actions necessary to effect the intent of this Resolution.

This Resolution was adopted at a meeting of the Board of Trustees held on April 12, 2022.

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, Jeri McNeil, Clerk of the Board of Trustees of this school district, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on April 12, 2022.

Clerk, Board of Trustees

PROOF OF SERVICE

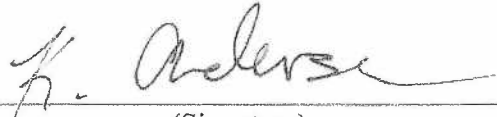
STATE OF CALIFORNIA)
)
COUNTY OF SONOMA)

I declare that I am a resident of the County of Sonoma; I am over the age of 18 years and not a party to the within action; my business address is 3840 Twig Avenue, Sebastopol, CA 95472.

On March 15, 2022, I served on _____ a **NOTICE OF RELEASE OF TEMPORARY EMPLOYEE** and attachments thereto, by electronically delivering said documents to said person in the County of Sonoma, State of California, at:

**Gravenstein Elementary School via Phone & Certified Mail
3820 Twig Ave.
Sebastopol CA**

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed at Sebastopol, California, on this 15 day of March, 2022.



(Signature)

PROOF OF SERVICE

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)
COUNTY OF SONOMA)

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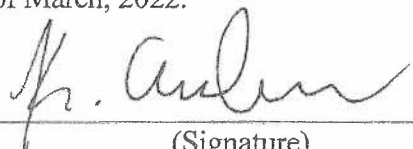
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(Signature)



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008 (v)
707-823-2108 (f)
Email: drose@grav.k12.ca.us

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


March 15, 2022

Re: Notice of Release of Temporary Employee

Dear .

NOTICE IS HEREBY GIVEN pursuant to Education Code section 44954(b) that you will be released from your temporary employment. This decision was made at a meeting of the Board of Trustees of the Gravenstein Union School District ("District") held on the 12th day of April, 2022. Therefore, your employment relationship with the District will terminate on June 30, 2022.

For your information, a copy of Education Code section 44954 is attached as "Exhibit A" and a copy of the Board of Trustees' Resolution to Release Temporary Certificated Employee is attached as "Exhibit B." Thank you for your service to the District.

Sincerely,

Dave Rose
District Superintendent

Attachments: Exhibit A: Education Code section 44954
Exhibit B: Resolution



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
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District Superintendent

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Sincerely,

Dave Rose
District Superintendent

Attachments: Exhibit A: Education Code section 44954
Exhibit B: Resolution

EDUCATION CODE 44954

§ 44954. Release of temporary employees

Governing boards of school districts may release temporary employees requiring certification qualifications under the following circumstances:

(a) At the pleasure of the board prior to serving during one school year at least 75 percent of the number of days the regular schools of the district are maintained.

(b) After serving during one school year the number of days set forth in subdivision (a), if the employee is notified before the end of the school year of the district's decision not to reelect the employee for the next succeeding year.

EDUCATION CODE 44918

§ 44918. Substitute or temporary employee deemed probationary employee; reemployment rights

(a) Any employee classified as a substitute or temporary employee, who serves during one school year for at least 75 percent of the number of days the regular schools of the district were maintained in that school year and has performed the duties normally required of a certificated employee of the school district, shall be deemed to have served a complete school year as a probationary employee if employed as a probationary employee for the following school year.

(b) Any such employee shall be reemployed for the following school year to fill any vacant positions in the school district unless the employee has been released pursuant to subdivision (b) of Section 44954.

(c) If an employee was released pursuant to subdivision (b) of Section 44954 and has nevertheless been retained as a temporary or substitute employee by the district for two consecutive years and that employee has served for at least 75 percent of the number of days the regular schools of the district were maintained in each school year and has performed the duties normally required of a certificated employee of the school district, that employee shall receive first priority if the district fills a vacant position, at the grade level at which the employee served during either of the two years, for the subsequent school year. In the case of a departmentalized program, the employee shall have taught in the subject matter in which the vacant position occurs.

(d) Those employees classified as substitutes, and who are employed to serve in an on-call status to replace absent regular employees on a day-to-day basis shall not be entitled to the benefits of this section.

(e) Permanent and probationary employees subjected to a reduction in force pursuant to Section 44955 shall, during the period of preferred right to reappointment, have prior rights to any vacant position in which they are qualified to serve superior to those rights hereunder afforded to temporary and substitute personnel who have become probationary employees pursuant to this section.

(f) This section shall not apply to any school district in which the average daily attendance is in excess of 400,000.

NOTICE OF AWARD

To: **Ridgeview Builder, Inc.**

Project Description: **Gravenstein Union School District Admin Modular**

The District has considered the bid submitted by you for the above described work in response to its Notice Inviting Bids for the Project.

You are hereby notified that your bid has been accepted in the amount of: **Six Hundred Fifty-Eight Thousand Dollars and Zero Cents (\$658,000.00)** including unit pricing of Fifty Dollars (\$50.00) a linear foot for any rot replacement.

You are required to execute the Contract and furnish the required Performance Bond and Payment Bond using the bond forms provided in the Contract Documents and the required certificates of insurance within ten (10) calendar days from the date of issuance of this Notice.

If you fail to execute the Contract and to furnish the bonds and insurance within ten (10) calendar days from the date of issuance of this Notice, the District will be entitled to consider all your rights arising out of its acceptance of your bid as abandoned and your Bid Bond forfeited. The District will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the District.

Dated this 12th day of April, 2022.

By _____
Authorized District Signature

Receipt of this above Notice of Award is hereby acknowledged by:

this is the _____ day of _____, 20__.

By _____

Title _____

CONTRACT

This Contract ("Contract") is made by and between the **Gravenstein Union School District** ("District"), and **Ridgeview Builder, Inc.** ("Contractor").

District and Contractor hereby agree as follows:

1. Description of Work

The Contractor agrees to furnish all labor, materials, equipment, tools, supervision, appurtenances, and services, including transportation and utilities, required to perform and satisfactorily complete all work required for the following project ("Project") in full conformance with the Contract Documents:

Gravenstein Union School District Admin Modular

2. Contract Documents

The Contract Documents consist of the executed Contract and all Addenda, all approved change orders, the completed Bid Form, the required Bonds and the Insurance forms, the Notice Inviting Bids, the Instructions to Bidders, the Notice of Award, the Notice to Proceed, the General Conditions and any supplemental conditions, the Technical Specifications, the Drawings, the completed Bidder's Questionnaire, Disabled Veteran Business Enterprises Requirements (if applicable).

3. Compensation

As full compensation for the Contractor's complete and satisfactory performance of the work and activities described in the Contract Documents, the District agrees to pay Contractor, and Contractor agrees to accept the sum of **Six Hundred Fifty-Eight Thousand Dollars and Zero Cents (\$658,000.00)** including unit pricing of Fifty Dollars (\$50.00) a linear foot for any rot replacement, which shall be paid to the Contractor according to the Contract Documents.

4. Prevailing Wages

This Project is subject to prevailing wage requirements and Contractor and its Subcontractors are required to pay all workers employed for the performance of this Contract no less than the applicable prevailing wage rate for each such worker. If this Contract is for a public works project over \$25,000 or for a maintenance project over \$15,000, Contractor acknowledges that the project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations in accordance with California Labor Code sections 1725.5 and 1770 *et seq.*

5. Time for Completion

The starting date of the Contract shall be the day listed by the District in the Notice to Proceed and the Contractor shall fully complete all the work before the expiration of **103 calendar days** from the starting date. Time is of the essence in the performance of this Contract.

6. Liquidated Damages

Liquidated damages for the Contractor's failure to complete the Contract within the time fixed for completion are established in the amount of **\$100 per calendar day**.

IN WITNESS WHEREOF, the parties agree to the terms of this Contract on the day and year written below.

Gravenstein Union School District

District

Ridgeview Builders, Inc.

Contractor

By: _____
Individual Signature

Contractor License No.
and Expiration Date

By: _____
Individual Signature

Title

Date

For: _____
Corporation or Partnership

If Corporation, Seal Below.

Tuesday, April 12, 2022

Gravenstein Union School District
3840 Twig Avenue
Sebastopol, California 95472

Re: **Gravenstein Union School District Admin Modular**

Dear Mr. Rose,

On Tuesday, March 29, 2022 the District received two responsive, responsible bid proposals from qualified contractors regarding the above project. This was done through a fair, and competitive process resulting in responses from the following:

Following is a summary of the bid amount and documents required to be submitted with the bid per the Notice Inviting Bids dated February 28, 2022:

Description	Ridgeview Builders, Inc.	FRC, Inc.
Proposal Amount	\$658,000.00	\$771,900.00
Unit Pricing	\$50.00 LF	\$30.00 LF
3 Addenda Acknowledged	Yes	Yes
Subcontractor List	Included	Included
Non-Collusion Declaration	Included	Included
Bid Bond	Included	Included
Bidder's Questionnaire	Included	Included
Fingerprint Certificate	Included	Included
Iran Contracting Act Certification	Included	Included

Each proposal based on the contract documents prepared by QKA at the time of NIB



www.counterpointcs.com

Recommendation

Our recommendation is to award to **Ridgeview Builders, Inc.** for a contract amount of **\$658,000.00**, including unit pricing of \$50.00 a linear foot for any rot replacement. Please let me know if you concur and I will prepare the contracts and solicit Bonds and Insurance forms from the apparent low bidder.

Sincerely,

COUNTERPOINT CONSTRUCTION SERVICES, INC.

Scott Baer

Scott Baer
Project Manager



QUATTROCCHI KWOK
ARCHITECTS

March 16, 2022

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

RE: Gravenstein Elementary Portable Restroom Additions
Project No.: 2036.00

Dear Dave,

We are pleased to provide this revised proposal for construction documents and construction administration related to addition of two restrooms, one in buildings G and H at the Gravenstein Elementary School.

The restrooms walls will be provided only to the height of the ceiling grid so new suspended ceiling will not be required. Note that stopping the wall construction at the base of the ceiling will allow noise to travel between the new restroom space and adjacent spaces more readily through the open space above the acoustic ceiling laid-in tiles.

In discussion with the district CM, Counterpoint Construction Services, Inc. the estimated construction cost for the project will be well below the threshold outlined in DSA IR-A22 of \$119,230. This exemption will allow the project to move forward without submittal to DSA for approvals and will not be certified upon completion. The project will still be require inspecting during construction by a DSA-certified inspector.

MAIN:

636 Fifth Street, Santa Rosa, CA 95404

EAST BAY:

55 Harrison Street, Suite 525, Oakland, CA 94607

707.576.0829

A California Corporation

www.qka.com

Included in our services will be:

- Mechanical engineering for restroom fixtures, exhaust fans, and connections to existing plumbing.
- Electrical engineering for lighting and fire alarm systems addressing newly created spaces. Note, egress lighting is not included in this proposal. If determined required, we will provide a supplemental fee proposal for District review and approval.
- Interior design for new restroom walls, fixture and accessory mounting, doors, frames, wall covering and flooring.
- Construction administration of the project, including site visits when appropriate or necessary, submittal review, responding to RFI's and compiling change orders.

We propose to provide these services for a fixed fee of **\$37,800** plus reimbursables billed at direct cost times 10%. This fee is based on our consultant fees, and our own anticipated production time based on past similar projects. Our services shall be provided in conformance with our Master Agreement with the District, dated January 25th, 2021, unless otherwise noted in this proposal.

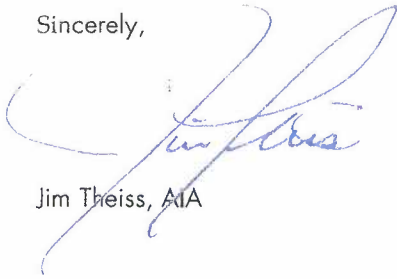
Exclusions included:

- Submittal and Approval to DSA, the Local Fire Authority, or other agency
- Improvements to domestic water supply beyond upsizing of water lines, if existing lines are inefficient to serve new restrooms.
- Civil Survey, to be provided by BRCE under separate contract.
- Improvements to electrical system serving the portable buildings.
- Improvements to fire alarm system if current system is not suitable for required extension.
- Site lighting, Site Work or Paving.
- Fire sprinklers. This is not anticipated as required.
- Any unanticipated additional work required by DSA, the Local Fire Authority, or other agency.
- Construction Cost Estimating

Please note, if additional work is required including what is listed above, QKA is willing to provide additional service proposal to Gravenstein Union School District for review and authorization prior to work.

Thank you for the opportunity to provide this proposal. If this proposal is acceptable, please sign where indicated and return one copy to our Contracts Manager Carol Tonelli.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jim Theiss". The signature is stylized and overlaps the printed name below it.

Jim Theiss, AIA

Agreed to Services and Fees:

Dave Rose
Gravenstein Union School District

Date:

Encl: Topographic Survey proposal from Brelje and Race

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

EXHIBIT "A"
SCOPE OF SURVEYING SERVICES
GRAVENSTEIN ES BUILDINGS G & H
PREPARED FOR
GRAVENSTEIN UNION SCHOOL DISTRICT
PREPARED BY
BRELJE & RACE ENGINEERS
B&R JOB NO. 4123.03
January 26, 2022

1. **Design Survey**

Conduct field surveys, supporting office calculations, and drafting to create design level topographic survey to support the Gravenstein Elementary School restroom additions to buildings G & H and generally as depicted on the attached Exhibit B. Topographic mapping within the limits shown will include:

- Building corners
- Grade elevations at exterior doors
- Existing finished floor elevations where possible
- Existing walkways with paired elevations at 15' o.c. for cross slope determination
- Top of curbs at all angle points, BCR, ECR, and at 25' o.c. maximum
- Grade shots through open paving or other areas at 50' o.c. maximum
- Swales or drainage courses
- Hardscape features
- Fences and gates
- Water valve boxes, irrigation boxes, dry utility structures
- Visible surface utility features
- Grade at existing tree trunk with diameter greater than 4" at 4' height, identify species

Mapping to be prepared at a scale of 1" = 10' with a contour interval of 1 foot, on the NAVD88 Datum. Provide completed mapping in both pdf and AutoCAD format to client and design team for use in design.

2. **Fee**

Our fees for this work will be billed monthly on a lump sum, percentage of completion basis, and will total \$5400.00

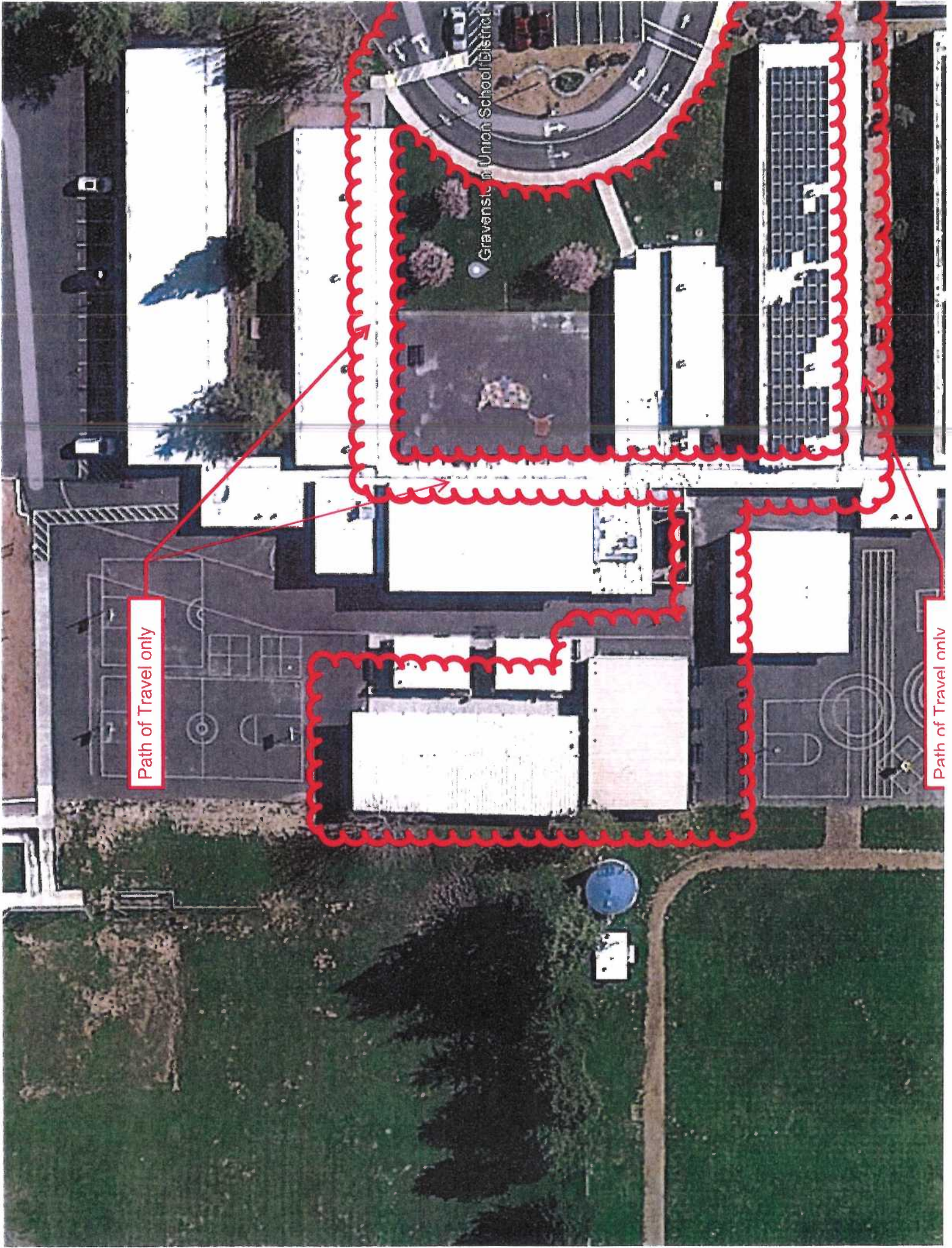
3. **Assumptions and Limitations**

-Survey will not depict the location or size of underground utilities. If District commissions an underground utility survey, and if results are provided in AutoCAD compatible format, the

results of that separate survey may be incorporated into the design survey for an additional fee.

-Survey will not include features (cleanouts, manholes, drop inlets, etc.) that are obscured by vegetation, debris, or otherwise hidden.

-Topographic survey does not include a boundary survey. Property lines will not be shown on the topographic map.



Path of Travel only

Path of Travel only

Gravenshul Union School District



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

March 31, 2022

Memo To: GUSD School Board Trustees
From: David Rose, Superintendent
Subject: Gravenstein Elementary Special Education Program

Staff is constantly monitoring the academic interventions that we have in place on both campuses, including the aspects of meeting legal mandates and the best use of existing resources. As we move toward the close of the school year, staff is recommending an expansion of the existing special education service model at Gravenstein Elementary so that we can continue to meet legal mandates, successfully implement our MTSS interventions and align our program with our current district Vision and Mission Statements and our LCAP goals.

Current Model and Guiding Requirements

- Staffing:**
- 1.0 FTE Certificated RSP Teacher (28 student caseload maximum)
 - **Total Cost: \$ 128,144**
 - 0.8 FTE Certificated Speech and Language Teacher (44 student caseload maximum)
 - **Total Cost: \$ 90,235**
 - 1.0 FTE Classified Instructional Assistant
 - **Total Cost: \$ 64,544**
 - 0.25 FTE School Psychologist
 - **Total Cost: \$ 38,619**
 - 0.75 FTE Temporary Certificated Reading Specialist (Approved for January-June of 2022 only)
 - **Total Cost: \$ 21,609**
 - 0.5 FTE Classified Instructional Assistant providing SIPPS Reading Intervention
 - **Total Cost: \$ 18,679**

Total Current Staffing Costs \$354,289

- Support:**
- Students at any grade level can qualify for and receive Speech Services
 - TK-2nd grade students receive a variety of general education supports, accommodations, and services
 - 3rd-5th grade students receive general education supports as well as special education services, accommodations, modifications and support that can include ELA and/or Math small group RSP instruction

Challenges:

- The RSP Teacher current caseload is at 28, with 6 pending assessments, and 43 additional students in grades 1-3 receiving specialized reading instruction
- Support opportunities are needed for K students
- The number of pending assessments and referrals requires more School Psychologist time than the current 0.25FTE allotment
- We have 8 students that live in our attendance area that have Special Education needs that we cannot meet at Gravenstein Elementary and will need to identify potential FAPE (Free and Appropriate Public Education) placements that are the appropriate for the individual student as well as being the LRE (Least Restrictive Environment) based on the student's individual needs
- We are not a member of the West County Consortium that could be a placement location for our students; however consortium membership is very expensive, beginning with a \$50,000 membership fee to join

Proposed Expansion

- Increase **School Psychologist** time to 0.4 FTE
 - **Increase from Current Costs: \$23,123**
- Create a **0.5 FTE Program Manager** position to oversee all Gravenstein Elementary cases and create a system of connections with Sonoma County preschool and elementary grade level specialized programs for referrals and placements. This position would also be responsible for ensuring that all annual state and federal reporting is accurate and submitted in a timely manner. This position would also be responsible for working with NBRC to advise upon, and attend, all 33 month transition IEPs. Proposed
 - **Increased Costs: \$ 64,352 - 81,975**
- Add an **additional 0.5 FTE RSP Teacher**, resulting in the recruitment of a new 1.0 FTE teacher, increasing our caseload capacity to 42 students.
 - **Increased from Current Costs: \$ 35,880 - 62,488**
- Add an **additional 1.0 FTE Instructional Aide** to support primary grade RSP and SIPPS instruction.
 - **Increased from Current Costs: \$ 34,094 - 73,625**

The range in projected cost is due to range in step placements on the salary schedule and health benefit coverage needs and plan selection. Using the maximum numbers from the ranges above,

and subtracting the temporary reading specialist and IA providing SIPPS (these supports will still be offered, but covered with different personnel), staff projects a **maximum** annual cost for the program expansion of an additional **\$201,000** per year.

Gravenstein Union School District Position Description

DRAFT

Job Title: Special Services Program Manager
Reports To: Superintendent
Prepared Date: April 2022
Approved Date:

SUMMARY

Under the direction of the Director, Special Services, the Special Services Program Manager plans, coordinates, and directs activities regarding special education students; ensures the implementation of the Individuals with Disabilities Education Act; assists in developing and implementing the special education programs; assists in ensuring that students are provided with a full range of educational options; participates in development and delivery of staff development activities.

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

- Participates in the supervision of staff for programs for students with Special Education needs;
- Consults with and assists resource specialists, designated instructional services instructors, special education classroom teachers and regular classroom teachers regarding programs and services for students with disabilities;
- Monitors and assists with referral, assessment, identification and placement of students with disabilities;
- Provides inservice training and participates in the District and school staff development, research, program development and innovation of research-based methods and practices for the needs of special education students;
- Participates and provides guidance in assigned Individualized Education Program Team meetings;
- Schedules and writes IEPs as needed;
- Assists in monitoring programs and record keeping ensuring compliance with federal/state laws and the SELPA;
- Ensures compliance with state and federal Special Education regulations;
- Serves as a curriculum resource to special education and regular education staff;
- Provides additional services such as program and staff development relating to innovation in special education;
- Ensures educational benefit for students receiving special education services;
- Contributes to attainment of district and Board of Education vision and mission;
- Provides guidance to administrators, teachers, and parents for students with disabilities under Section 504.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of specialized curriculum and curricular development for students with disabilities. Knowledge of and experience in Assistive Technology as used in Special Education. Knowledge of a variety of computer software applications. Understands and uses confidentiality appropriately.

EDUCATION AND OR EXPERIENCE

Current Special Education teacher, speech and language or school psychology credential. Five or more years of successful experience working with students with disabilities. Masters degree in Special Education or related field and a valid California Administrative Services credential or eligibility for an Administrative Services Internship Credential preferred.

LANGUAGE SKILLS

Ability to prepare complete and concise verbal and written reports.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

DRAFT

Gravenstein Union School District
Management Salary Schedule

Position	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
School Counselor	183	70,450	72,176	73,944	75,756	77,612	79,513	81,462	83,457	85,502	87,597	89,743
Daily Rate		384.97	394.40	404.07	413.97	424.11	434.50	445.15	456.05	467.22	478.67	490.40
Mental Health Coordinator	204	59,064	60,511	61,994	63,512	65,068	66,663	68,296	69,969	71,683	73,440	75,239
Daily Rate		289.53	296.62	303.89	311.33	318.96	326.78	334.78	342.99	351.39	360.00	368.82
Principal	210	112,064	114,810	117,622	120,504	123,457	126,481	129,580	132,755	136,007	139,339	142,753
Daily Rate		533.64	546.71	560.10	573.83	587.89	602.29	617.05	632.17	647.65	663.52	679.78
Superintendent	225	147,290	150,899	154,596	158,383	162,264	166,239	170,312	174,485	178,759	183,139	187,626
Daily Rate		654.62	670.66	687.09	703.92	721.17	738.84	756.94	775.49	794.48	813.95	833.89
CBO	260	111,488	114,219	117,018	119,885	124,224	127,267	130,386	133,580	136,853	140,206	143,641
Daily Rate		428.80	439.30	450.07	461.10	477.78	489.49	501.48	513.77	526.36	539.25	552.47
Director of Maintenance and Operations	260	85,575	87,672	89,820	92,020	94,275	96,584	98,951	101,375	103,859	106,403	109,010
Daily Rate		329.13	337.20	345.46	353.92	362.59	371.48	380.58	389.90	399.46	409.24	419.27
Special Education Program Manager	200	106,728	109,343	112,022	114,766	117,578	120,459	123,410	126,433	129,531	132,705	135,956
Daily Rate		533.64	546.71	560.11	573.83	587.89	602.29	617.05	632.17	647.66	663.52	679.78

Doctoral Stipend: \$ 1,000.00
Masters Stipend: \$ 1,000.00
Construction Management Stipend: \$ 1,500.00

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

- Note: 1) All step increases are 2.45%
2) CBO salary schedule for 2019/20 contained a one year "me too" increase for step 5, subsequent steps are 2.45% (effective 7/1/2019)
3) A "me too" 3% increase over prior year has already been board approved by the Board and has been included in step 1 of each position (effective 7/1/2019)

Board Approved: 9/14/21
Effective: 9/15/21

January 2022 proposal

Tasks and Budget

Contractor's project rate of pay for all services performed is \$40,000. Contractor will perform the following activities:				
Tasks	Deliverables	Amount	Updated Amount	Timeline
Outcome 1: Community Engagement		\$9,000.00	\$10,500.00	June 2021-January 2022
1.1 Work with core team to identify voices, including those that have been historically marginalized and are the most impacted by the district, to recruit for focus group sessions.	1-hour facilitation	\$1,000.00	\$1,000.00	
1.2 Conduct focus groups with identified stakeholders to better understand the needs of the community members most impacted by the organization, as well as the community cultural wealth that live within.	Four 1.5-hour Stakeholder groups	\$4,500.00	\$6,000.00	
1.3 Conduct one on one interview with GUSD leadership	Two 1-hour Interviews		\$2,000.00	
1.4 Synthesize the results of the focus groups.	Powerpoint presentation	\$2,000.00	\$2,000.00	
1.5 Present the results of these findings to the core team, and discuss ramifications for DEB capacity building sessions.	1.5 hour facilitation	\$1,500.00	\$1,500.00	
Outcome 2: Build organizational capacity for Diversity, Equity, and Belonging.		\$12,000.00	\$12,000.00	January - June 2022
2.1 Provide trainings on Diversity, Equity and Belonging, implicit bias, equity-driven leadership, culture shift and systems change.	Four 2-hour training sessions	\$12,000.00	\$12,000.00	
Outcome 3: Build staff capacity for Diversity, Equity, and Belonging		\$8,000.00	\$12,500.00	August 2021 -June 2022
3.1 Meet with school leadership team to determine topics and flow of professional development day.		\$500.00	\$500.00	
3.2 Provide professional development for teachers and staff on Diversity, Equity and Belonging, implicit bias, culture shift, systems change, and equity-driven transformative pedagogy.	Was: One-day Professional Development, Will be: Four 2-hour training sessions	\$7,500.00	\$12,000.00	
Outcome 4: Conduct Presentations on DEB Efforts and Technical Assistance			\$5,000.00	August 2021 -June 2022
4.1 Presentation at All Staff Day			\$2,500.00	
4.2 Technical Assistance	10 hours		\$2,500.00	
TOTAL		\$29,000.00	\$40,000.00	

April 2022 proposal

Tasks and Budget

Contractor's project rate of pay for all services performed is \$57,500. Contractor will perform the following activities:				
Tasks	Deliverables	Amount	Updated Amount	Timeline
Outcome 1: Community Engagement		\$9,000.00	\$10,500.00	June 2021-January 2022
1.1 Work with core team to identify voices, including those that have been historically marginalized and are the most impacted by the district, to recruit for focus group sessions.	1-hour facilitation	\$1,000.00	\$1,000.00	
1.2 Conduct focus groups with identified stakeholders to better understand the needs of the community members most impacted by the organization, as well as the community cultural wealth that live within.	Four 1.5-hour Stakeholder groups	\$4,500.00	\$6,000.00	
1.3 Conduct one on one interview with GUSD leadership	Two 1-hour Interviews		\$2,000.00	
1.4 Synthesize the results of the focus groups.	Powerpoint presentation	\$2,000.00	\$2,000.00	
1.5 Present the results of these findings to the core team, and discuss ramifications for DEB capacity building sessions.	1.5-hour facilitation	\$1,500.00	\$1,500.00	
Outcome 2: Build organizational capacity for Diversity, Equity, and Belonging.		\$12,000.00	\$12,000.00	January 2022 - June 2022
2.1 Provide trainings on Diversity, Equity and Belonging, implicit bias, equity-driven leadership, culture shift and systems change.	Four 2-hour training sessions	\$12,000.00	\$12,000.00	
Outcome 3: Build staff capacity for Diversity, Equity, and Belonging		\$8,000.00	\$12,500.00	August 2021 -June 2022
3.1 Meet with school leadership team to determine topics and flow of professional development day.		\$500.00	\$500.00	
3.2 Provide professional development for teachers and staff on Diversity, Equity and Belonging, implicit bias, culture shift, systems change, and equity-driven transformative pedagogy.	Was: One-day Professional Development, Will be: Four 2-hour training sessions	\$7,500.00	\$12,000.00	
Outcome 4: Conduct Presentations on DEB Efforts and Technical			\$5,000.00	August 2021 -June 2022
4.1 Presentation at All Staff Day			\$2,500.00	
4.2 Technical Assitance	10 hours		\$2,500.00	
Outcome 5: Planning and Facilitating Public Meetings			\$17,500.00	Januray 2022 -June 2022
5.1 Work with leadership committee to plan monthly public meetings	5 1-hour planning meetings		\$6,250.00	
5.2 Cofacilitate monthly public meetings with leadership committee	5 1-hour public meetings		\$11,250.00	
TOTAL		\$29,000.00	\$57,500.00	