

# Board of Education Regular Meeting Agenda

## [Zoom Link](#)

DATE: Tuesday, May 10, 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 May 10, 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. District Site Council (3 min.)**
  - E. (p. 7) English Language Advisory Committee, ELAC (2 min)**
    - 1. Agenda from April 21, 2022**
  - F. (p. 8) Gravenstein Parent Association, GPA (5 min.)**
    - 1. Agenda from April 21, 2022**
  - G. Trustee Reports (10 min.)**
  - H. Racial Justice Committee (5min.)**
  - I. (p. 9) Facilities Report (5 min.)**
    - 1. Summer Maintenance Plans**
  - J. Master Plan Committee (5 min.)**
    - 1. Facilities Assessment (available on GUSD website)**
    - 2. Master Plan Update**
  - K. (p. 10) CBO Report (5 min.)**
    - 1. Staffing Projections**
  - L. Superintendent Report/District Correspondence (25 min.)**
    - 1. Questions from the April Board Meeting**
    - 2. Negotiations Update**

3. (p. 11) **Summer Jumpstart Update**
4. (p. 12) **Second Interim Report Positive Certification from SCOE**

**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. 18) **Warrants**
- B. (p. 25) **Payroll**
- C. (p. 26) **Minutes from the Regular Board Meeting of April 12, 2022 and the Emergency Board Meeting of April 19, 2022**
- D. (p. 44) **Memorandum of Understanding with the Sonoma County Superintendent of Schools for the Fingerprint Program Cooperative, July 1, 2022 - June 30, 2025**
- E. (p. 47) **Year 1 of 3-Year Contract with Stephen Roach Accountancy Corporation for Audit Services, 2022-2024**
- F. (p. 58) **Retainer Continuation Agreement for Legal Services with School & College Legal Services of California for the 2022-2023 School Year**
- G. (p. 61) **Renewal of Consulting Services Contract with Counterpoint Construction Services for the GUSD Master Plan for the 2022-2023 School Year**
- H. (p. 71) **Agreement for Inspection Services for the Gravenstein Elementary Toilet Room Additions**

Action taken/comments:

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

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

**VI. PUBLIC HEARING Public Disclosure of Collective Bargaining Agreement in Accordance with AB 1200**

Public Disclosure of Major Provisions and Costs of Proposed Changes to Collective Bargaining Agreement Between the District and the Gravenstein Union Teachers Association (GUTA) and for compensation changes for confidential and management employees for 2021-2022, 2022-2023, and 2023-2024 fiscal years pursuant to Government Code Section 3547.5.

**VII. GENERAL ACTION ITEMS**

- A. (form on p. 86 , draft CBA available on the District Website) **Public Disclosure of Proposed Collective Bargaining Agreement per AB 1200 (10 min.)**

**Situation:** Pursuant to Government Code 3547.5, following a Public Hearing in which the details of a collective bargaining agreement (CBA) have been publicly disclosed, the Board is asked to consider approval the proposed CBA which includes a certificated salary schedule reflecting the removal of steps in column IV and percentage increases, as well as an increase in health benefits paid by the district.

**Plan:** Pending Board approval, staff will submit the CBA to GUTA for approval, post the CBA on our website, and submit our AB 1200 documents to SCOE.

**Recommended Motion:** To approve the CBA with GUTA for 21/22 through 23/24.

Action taken/comments

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

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

**B. (Template available on the District Website) 2021 Universal Pre-Kindergarten (UPK) Planning and Implementation Grant Program (10 min.)**

**Situation:** The State of California has created a mandate for expansion of Transitional Kindergarten which will result in a three month extension on the TK age eligibility each year for the next four years. This will increase the number and age span of GUSD TK students, creating a need for additional facilities and staff, as well as curriculum and program adjustments. This plan will serve as a summary of our initial planning as well as making GUSD eligible to apply for facilities grant funding.

**Plan:** Pending Board approval, staff will post the plan on our district website and continue with the preparation for a second TK class for the 22/23 school year.

**Recommended Motion:** To approve the 2021 UPK Planning and Implementation Grant Program.

Action taken/comments

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

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

**C. School Psychologist Services (5 min.)**

**Situation:** During the 2021/22 school year, we have the confluence of two events: 1) the return to full day in-person instruction after more than a year of distance learning, and 2) the expansion of the GUSD academic support system for primary elementary students. As a result, our need for School Psychologist Services (assessment, meetings, placement activities, etc.) has exceeded our typical annual need by a little more than 213 hours (23.7 hours per month) since the beginning of the school year through April 29, 2022.

**Plan:** Pending Board approval, to remit payment of \$21,324.93 for additional School Psychologist services through 4/29/22. Staff has submitted a plan that the Board has approved to expand the School Psychologist FTE from 0.25 to 0.40 for the 2022/23 school year.

**Recommended motion:** For the Board to approve payment of \$21,324.93 for additional School Psychologist services through 4/29/22.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ (15 min.)

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

**D. (p. 107) District Maintenance Vehicle**

**Situation:** Our Director of Maintenance has been using his personal vehicle to perform district maintenance tasks for several years. Staff has included the cost of a new district vehicle in the 2021/22 budget, and we have identified a vehicle that will meet the needs of our Maintenance and Custodial crew.

**Plan:** Pending Board approval, to purchase a truck to be used for district maintenance and related tasks as needed.

**Recommended motion:** For the Board to approve an expenditure of up to \$50,000 for the purchase of a District Maintenance Vehicle.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ (15 min.)

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

**E. 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: \_\_\_\_\_

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

**XI. 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**

**b) Confidential/Management Employees “Me Too”**

**X. RECONVENE TO OPEN SESSION**

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

**F. (p. 108) Public Disclosure of Proposed Increase in Salary and Benefits for Confidential Employees per AB 1200 (10 min.)**

**Situation:** Pursuant to Government Code 3547.5, following a Public Hearing in which the details of a proposed salary and benefit increase for confidential employees have been publicly disclosed, the Board is asked to consider approval the proposed increases, with the same percentages as agreed to for certificated employees as detailed in the AB 1200 document.

**Plan:** Pending Board approval, staff will post new salary schedules on our website, and submit our AB 1200 documents to SCOE.

**Recommended Motion:** To approve the proposed increase in salary and benefits for confidential employees for 21/22 through 23/24.

Action taken/comments

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

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

**G. (p. 124) Public Disclosure of Proposed Increase in Salary and Benefits for Management Employees per AB 1200 (10 min.)**

**Situation:** Pursuant to Government Code 3547.5, following a Public Hearing in which the details of a proposed salary and benefit increase for management employees have been publicly disclosed, the Board is asked to consider approval the proposed increases, with the same percentages as agreed to for certificated employees as detailed in the AB 1200 document.

**Plan:** Pending Board approval, staff will post new salary schedules on our website, and submit our AB 1200 documents to SCOE.

**Recommended Motion:** To approve the proposed increase in salary and benefits for management employees for 21/22 through 23/24.

Action taken/comments

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

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

**XII. FUTURE BOARD MEETINGS**

- A. June 7, 2022 at 5pm**
- B. June 14, 2022 at 5pm**
- C. July 12, 2022 at 5pm**
- D. August 9, 2022 at 5pm**

**XIII. ADJOURNMENT**

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



# Gravenstein Elementary School Principal's Report May 2022

Keri Pugno

## Enrollment Report

	TK	K	1	2	3	4	5	Total
<b>Enrollment for 2021-2022</b> (as of 5/6/22)	18	80	77	72	82	73	69	<b>471</b>
<i>Projections for 2022-2023</i> (does not include retentions)	33	64	80	58	74	84	73	<b>486</b>

## 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	Month 9: 3/28/22- 4/22/22
TK	100%	100%	100%	95%	96.3%	99.6%	95.4%	95.4%	93.4%
K	95.22%	95.37%	95%	94%	93.7%	91.8%	95.8%	94.6%	94%
1	96.3%	97.41%	97%	95%	96.4%	94.1%	97.2%	95.2%	94.8%
2	97.2%	96.32%	96%	93%	95.1%	93.8%	95.4%	93.8%	92.4%
3	96.7%	94.5%	96%	95%	98.13%	95.3%	97%	95.7%	94.9%
4	96.6%	95.79%	97%	96%	95.8%	90.8%	96.3%	94.7%	93.8%
5	95.2%	96.28%	96%	95%	98.2%	93.9%	98.1%	94.7%	95.4%
<b>Campus Average Total:</b>	<b>96.16%</b>	<b>96%</b>	<b>96.4%</b>	<b>95%</b>	<b>96.2%</b>	<b>93.5%</b>	<b>96.5%</b>	<b>94.8%</b>	<b>94.2%</b>

### CAASPP Testing Underway!

The schedule calls for all students to finish testing by the end of 5/13/22. Individual students that need to complete make-ups tests will have through the end of the month to have those completed.



## Field Trips Continue!

- Grade 5: Sugarloaf day/evening trip for Science extension; Outdoor Ed trip to Westminster Woods (4-days, 3-nights); Tide Pools
- 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); Gold Country overnight (3-days, 2-nights)
  - Thank you, Louisiana Schnell Elementary School!
- Grade 3: Day-trip to Oakland Zoo; Green Music Center
- Upcoming:
  - Grade 4: Fort Ross living history overnight trip



## Outstanding Open House Events!

Our students and teachers impressed everyone at our recent Open House events. The classrooms looked amazing and it was wonderful to see such incredible attendance at all three evenings. Grade 2, 4, and 5 also had a special treat with their very own "Gravenstein on the Green" Spring Concerts. Mr. Burrows led all grade 2 students in a performance of their songs on April 28. On May 3, Mr. Burrows and Mr. Pulley joined together to showcase the Choral and Band accomplishments of the grade 4 and 5 students.





### Ongoing Development of New TK Program

Team (Tomsy, Crandall, and Pugno) have attended two separate professional development workshops hosted by SCOE focusing on key components necessary in the development of UTK classrooms.



### Thank you, GPA!

GPA once again showed their incredible appreciation for Gravenstein Staff during last week's Teacher Appreciation Week. GPA thanked all GUSD Staff with cookies and coffee on Monday, a Burrito lunch on Wednesday, ice cream on Friday, and an amazing prize raffle. Thank you!





# HILLCREST

## Middle School

### GUSD May Board Report

Enrollment- as of 05/04/2022:

	6th	7th	8th	Total
2020/2021	93	112	81	286
2021/2022	77	100	104	280
2022/2023 (proj.)	91	86	105	282
Long Term IS	2	2	2	6

**Attendance Rate from April 6th until May 3rd - 92%**

#### CAASPP-

Starting on Monday May 2nd, all Hillcrest Middle School students will take the California Assessment of Student Performance and Progress (CAASPP). We will be on a special bell schedule for the next two weeks.

#### At Risk Students-

As we have done for the first two trimesters, utilizing student data from the Trimester 3 progress report as well as looking at students struggling with attendance and being disruptive on campus, the administration of HMS has identified a group of "at risk" students. Administration and Counselors began to meet with these students at the end of January to look at what issues these students were experiencing and what could be done to create a plan for success.

Students on the D/F list receive weekly check-ins where Ms. Cole works with them to look into why and how their grades are low and set micro goals that will support them in making positive progress. Students leave with plans in place for what their action steps need to be moving forward.

Depending on the students' individual academic needs, D/F check-ins support students in recognizing what obstacles they experience most often so that a team plan can be created that will move them toward their goals. This can include analyzing and adapting study habits, test taking skills, organization and responsibility skillbuilding, as well as motivational counseling. As students' grades increase out of the D/F range, students continue to be monitored but begin to practice the skills independently. If students need more support to successfully maintain that positive progress, check-ins continue until the student is able to find more consistent success.

### **Hillcrest Band-**

The Hillcrest Middle School Band took 1st Place in the Annual Apple Blossom Parade! 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!

### **Heroes of the Redwoods-**

8th graders Evan Foley and Max Schottenfeld took home an award at this year's Sonoma County Five Minute Film Festival! Their film "Heroes of the Redwoods" was selected from the numerous entries received! They were recognized at SCOE on May 5th for this accomplishment. We also learned that their film has been selected to be a part of AVFest2022, another film festival taking place in Cloverdale! As members of the Hillcrest Advanced Digital Video class- their hard work and creativity was awarded!

### **Color Run-**

Hillcrest Color Run makes its return! After a 2 year absence, this GPA sponsored fundraiser will be taking place on the afternoon of Friday May 20th, 2022. This event is raising money for the very valuable Enrichment programs - Maker Lab, Video Production, Robotics and Drama to name a few. This is the largest fundraiser and each student will be asked to get sponsors. The GPA goal for this Hillcrest Middle School event is \$40,000 so we need your help.

For more information or to pledge visit the website for this event at:

<https://hcm-grav-ca.schoolloop.com/2022colorrn>

If you'd like to volunteer to work at this event - we'd love to have you! Sign-up to work at:

<https://www.signupgenius.com/go/10C0E4EABA823A4F8C07-hillcrest>

### **8th Grade End of the School Year-**

Friday May 27th and Monday May 30th-  
No School

Tuesday May 31st-

8th Grade Graduation Field Trip to Six Flags Vallejo. Permission slips were sent home on Friday. Permission slips are due back to HMS by Wednesday May 11th.

Wednesday June 1st-

8th Grade Graduation practice. All 8th grade students participating in the Graduation Ceremony must attend school that day and participate in the Graduation practice.

Early Release Day- Students will be dismissed at 1:55

Graduation Ceremony - 6:00 pm - Hillcrest Middle School Blacktop - All students participating in the ceremony must be in Hillcrest Hall no later than 5:30 pm.

Thursday June 2nd-

8th Grade students will wear their graduation gowns and take a bus to Gravenstein Elementary School. The 8th grade students will walk the halls, high fiving the Gravenstein students and staff as a way to say "goodbye" to their elementary school. Permission slips will be sent home in the next few days.

Students will be dismissed at 12:15

Friday June 3rd-

8th Grade Graduation Breakfast in Hillcrest Hall at 8:30 am. Parents of graduating students may attend. More details are coming soon.

All school Field Day will be held on the field.

8th Graders will receive their actual Diplomas this day.

Students will be dismissed at 12:15

**Last Week of School Bell Schedule-**

Tuesday, 5/31 Regular Day	Wednesday, 6/1 Early Release Day	Thursday, 6/2 Minimum Day	Friday, 6/3 Minimum Day
8:30-3:15	8:30-1:55	8:30-12:15	8:30- 12:15

**Anything But a Backpack Day-**

Microwaves, baby carriages, wagons, toy shopping carts, guitar cases, and luggage were some of the carriers taking the place of backpacks on 'Anything But a Backpack Day.' HMS students showed off their school spirit by bringing anything but a backpack to store your school supplies as a way to connect as a student body.

The rules were simple: Come to class carrying everything you need for the school day in anything but a normal backpack.

# ELAC Agenda April 20, 2022

- Welcome
  - Introductions- staff and families
- LCAP presentation (copies for families to look at)
  - Soliciting feedback, questions, observations
- Recap of what we talked about last meeting/ posters as visual
- Looking at mission statement together- collaborative discussion, sharing ideas, working on draft
  - What is the purpose of ELAC? What is our vision for the committee?
- Jumpstart Summer Program opportunity
  - Share details about food program, hours, dates of sessions, how to “sign up”
- Questions and networking



**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**

**4/21/22 6:30 pm Meeting at HopMonk Tavern, Sebastopol**

- A. Public Comment on Non-Agenda Matters**
- B. Secretary's Report**
  - Approval of board minutes from March 17, 2022
- C. Teacher / Staff / Administration Appreciation**
- D. Mini Grant Application**
- E. Community Building Group**
- F. Subcommittees reports**
  - Special Events/Fundraising / Maggie Z**
    - HC Color Run (need GPA representation) 5/16-20
    - Passive Fundraising update
    - GPA Presence at Open House
  - Finance / Ben K**
    - Bank Change Update
    - 3rd trimester increase in Independent Contractor payments
  - Governance / Erin H**
    - May meeting
  - Communications / Amber**
    - Banner
    - Canva Account \$119.99/year
  - School Liaison- Allison**
- G. Principal's Reports**
- H. Superintendent's Report**

## Gravenstein Union School District

### Facilities Report

May 2022

Prepared by Brian Sposato

**Hillcrest Admin Modular:** The project broke ground on May 2nd with the preparation of the building pad and then work will begin to start forming the foundations the following week. The goal is to have foundations poured by May 26th, and then to be able to set the buildings in the first week school is out, the week of June 6th.

**Gravenstein Restroom Additions:** Specs and drawings have been completed, and now the project is soon to be out for bidding, with a bid opening scheduled for May 25th, then construction to begin in the summer.

**New Kitchen Equipment Acquired:** We received some surplus kitchen equipment from the Geyserville School District. We were able to get a double stack gas oven, and a two door freezer as well as two stainless steel serving tables(one for Gravenstein and one for Hillcrest) and all of this was free! The freezer is up and running at Gravenstein and the oven we will be working on once school gets out to get installed and operational. These equipment additions have already been of great help as we continue to expand our food program services.

### Gravenstein Union School District Summer Project List

The following list excludes the standard list of cleaning of classrooms, classroom furniture, scrub restrooms, shampoo of carpets, classroom rugs, waxing floors, cleaning windows, mowing and other related grounds work. Other miscellaneous items such as work orders, and other ongoing various repairs/maintenance will continue and are not listed below. List is subject to change and more items may be added after this list has been generated. This list does not include Admin Building Modular, Hillcrest Re-roof project or Gravenstein Restroom additions which are occurring in Summer 2022.

#### Gravenstein Site

- 1) Extend TK play yard, Extend fencing to increase size of TK space and separate the existing primary playground this would be considered Phase 1 and then further evaluate the playground space for future needs.
- 2) New carpeting at classrooms 6 and 15.
- 3) New phone system to replace the aging Nortel phone system. Replace with VOIP system, more user friendly and greater capabilities!
- 4) Resurface, asphalt playground areas at Gravenstein
- 5) Add irrigation for planters/Garden area between buildings A+B at Gravenstein

#### Hillcrest Site

- 1) New VOIP phone system at Hillcrest to replace the aging Nortel phone system. Would be the same system as Gravenstein.
- 2) Add irrigation for garden area at Hillcrest



# GRAVENSTEIN UNION SCHOOL DISTRICT

## CBO Report: May 10th Regular Board Meeting

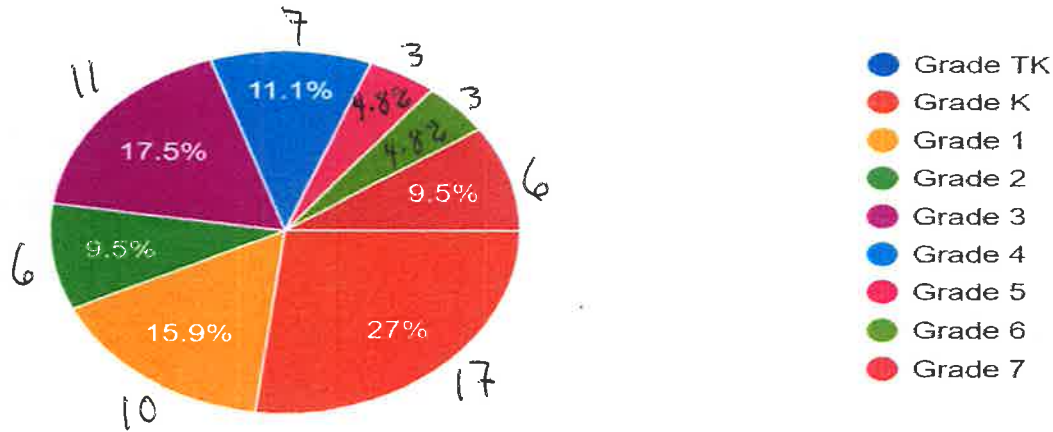
- Submission of P-2 Attendance Reporting: Increase of 19.83 from 2<sup>nd</sup> Interim
  - Gravenstein District: **716.52**
    - Gravenstein First: **34.77**
    - Gravenstein Elementary: **412.61**
    - Hillcrest Middle: **272.14**
- Secured \$10,000 in FREE used Kitchen Equipment from Geyserville Unified School District
- Finalized the 2021-22 LCAP Annual Expenditure Review
- Begin working on the 2022-23 LCAP ● Continuing work on the 2022-23 Budget ●
  - Ongoing Activities:
    - Payroll
    - Negotiations Certificated and Classified Labor Union
    - Workshops
      - WestEd: ESSER/GEER Funding Workshop
      - RESIG Conflict Resolution Training
      - Sonoma County District Business User's Group Meeting
      - SCOE: LCAP Expenditure and Action Tables
      - SCOE: HR/Payroll End of Year Review
- Staffing Projections/Vacancies
  - 1.0 FTE Special Education Teacher
  - 3.0 FTE Grade Level Teachers
  - 1.3 FTE Instructional Assistant



2022 Summer Jumpstart Responses as of May 6, 2022 (High need student invitations only)

Please indicate the grade that your child JUST COMPLETED. (21-22 School Year)

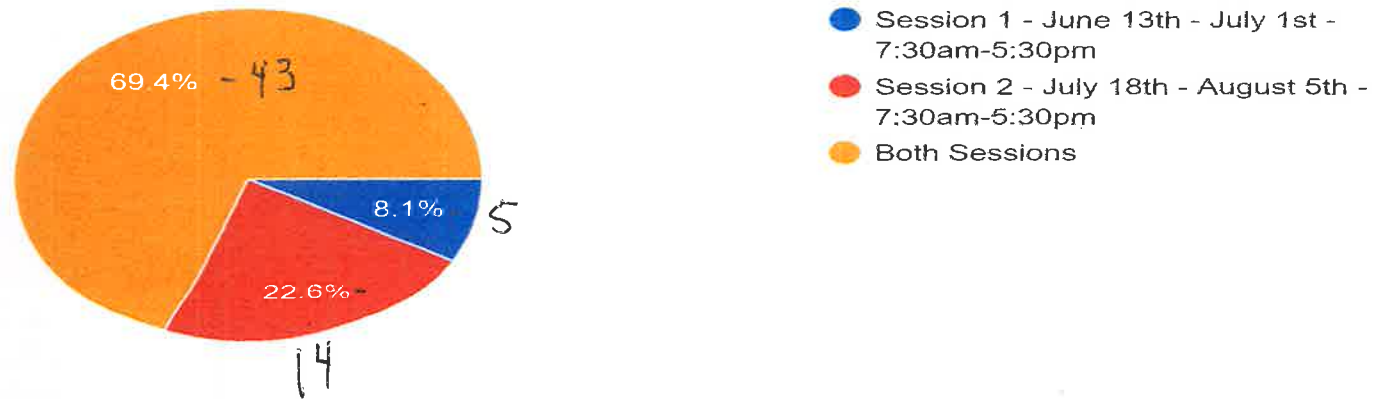
63 responses



11

I am interested in my Child attending:

62 responses



April 15, 2022

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

Dear Mr. Rose,

In accordance with Education Code Section 42131, a review of Gravenstein Union Elementary School District's (District) Second Interim Report for Fiscal Year 2021-22 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2021-22 Second Interim Report as Positive. After a review of the financial data provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. Therefore, the County concurs with the District's positive certification.

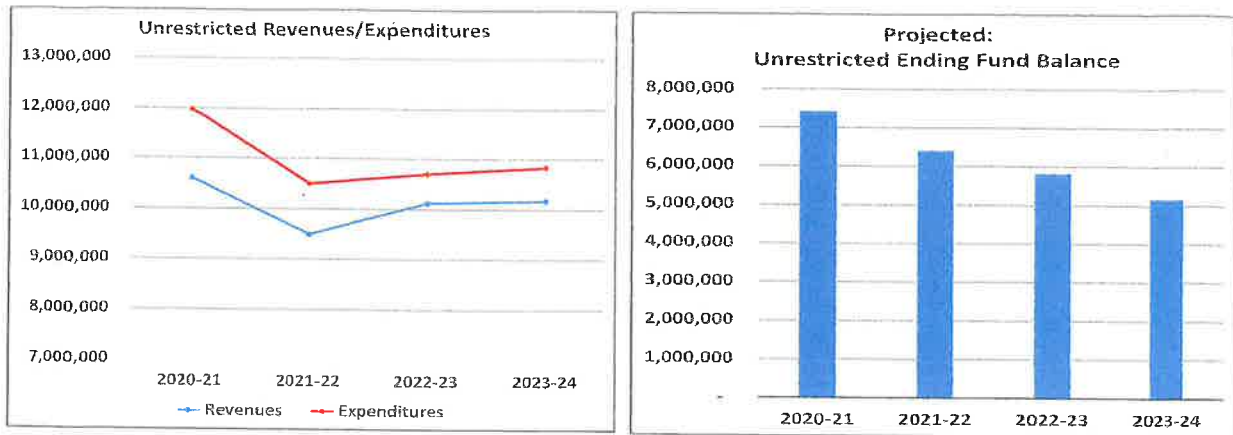
### **State Budget**

On January 10, 2022, the Governor released the proposed State Budget for the upcoming 2022-2023 fiscal year. Governor Newsom's State Budget proposal provides additional funding to education due to the robust economy California has experienced in the 2021-22 fiscal year, while offering fewer new initiatives than seen with the 2021-22 State Budget. Some of the major 2022-23 proposed budget components included a 5.33% statutory COLA for the LCFF base grants, additional \$3.4 billion ongoing for the Expanded Learning Opportunities Program, \$500 million in Prop 98 General Fund special education funds, plus \$140.6 million to fund the 5.33% COLA for special education. It also addressed the ADA cliff by proposing to fund school districts on the greater of: Current-Year ADA, Prior-Year ADA or Computed Average ADA using the prior year's ADA. Additionally, included is a deposit into the education rainy day fund, which triggers the Local Reserve Cap for 2022-23. Basic aid districts and districts with fewer than 2,501 ADA are exempt from the reserve cap.

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

The District's Second Interim Report MYP, which includes its conversion charters, projects unrestricted deficit spending of -\$1,010,689, -\$577,355, and -\$661,041 in 2021-22, 2022-23, and 2023-24, with the State minimum reserve for economic uncertainty of 4% met in all years. Deficit spending is of concern to the County and the elimination of structural deficit spending is critical in order to maintain required reserve levels. Therefore, we urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

The graphs below depict the gap between projected revenues and expenditures; and projected unrestricted ending fund balances. The District is currently projecting that the unrestricted ending fund balance will decline by 30% by 2023-24.



### Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2021-22 fiscal year are not settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increases could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any future action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

### Summary

Our Office appreciates the preparation and timely submittal of your Second Interim report. A technical review will be communicated to the Business Office. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

*Sarah Lampenfeld*

Sarah Lampenfeld  
Director, External Fiscal Services

C:

Katie Anderson, District Chief Business Official  
Steven D. Herrington, Ph.D., County Superintendent of Schools  
Greg Medici, SCOE Deputy Superintendent, Business Services  
Heather Rantala, SCOE District Fiscal Management Advisor

## **2021-22 Annual Standard Reminders ~ All Districts**

### **Collective Bargaining Disclosure**

SCOE Business requests copies of collective bargaining disclosures 10 days prior to board approval: If any collective bargaining settlements are reached during the current year all districts are being reminded of the public disclosure obligation. An important AB 1200 reporting requirement is the statute for tentative collective bargaining agreements to meet the requirements of Government Code Section 3547.5 and Education Code Sections 42131 and 42142, both of which outline the District's responsibilities for public disclosure and budget revisions for collective bargaining agreements. A three-year analysis must be completed to determine the impact of negotiations in future years. The superintendent and chief business officer must certify that the District can meet the costs incurred under the agreement. The governing board must take formal board action to approve the proposed agreement. Please note that within 45 days of the settlement, the District must send to SCOE any revisions to the District's current budget necessary to fulfill the terms of the agreement.

### **Submission of Studies, Reports, Evaluations and/or Audits**

Education Code Sections 42127 and 42127.6 require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into the analysis of budgets, interim reports, and the District's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g. reports done by Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your District.

### **SB740**

Please note that a SB740 funding determination may be required when a charter school offers instructional time in a non-classroom-based setting. Charter schools that do not submit a request by the due date may not receive a funding determination, and could have their State apportionment associated with its non-classroom-based ADA reduced to zero. SB740 regulations, instructions and form can be found at:

<https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp>

### **Requirements for Debt Management Policy and Practices**

Effective January 1, 2017, (per Senate Bill (SB) 1029, Hertzberg) issuers must certify on the **Report of Proposed Debt Issuance** (<http://www.treasurer.ca.gov/cdiac/reporting.asp>) that they have:

- ✎ Adopted local debt policies concerning the use of debt; and
- ✎ The proposed debt issuance is consistent with those policies.

The issuer's **local debt policies** *must* include (A) through (E), below:

- A. The purposes for which the debt proceeds may be used.
- B. The types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- D. Policy goals related to the issuer's planning goals and objectives.
- E. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

FCMAT has prepared a Fiscal Alert which provides a **sample Debt Management Policy** which is located at <http://fcmat.org/fcmat-fiscal-and-legal-alerts/>.

SB 1029 contains a declaration that state and local agencies should adopt comprehensive written debt management policies pursuant to the recommendation of the Government Finance Officers Association (GFOA). The GFOA is a national association of government finance professionals with a shared mission to promote excellence in state and local government financial management. The GFOA provides **best practices** and a link to the **Debt Issuance Checklist: Considerations When Issuing Bonds** at <http://www.gfoa.org/debt-management-policy> (bottom of the webpage).

**California Debt and Investment Advisory Commission's (CDIAC)** website contains the necessary reporting forms and fees which can be found at the website <http://www.treasurer.ca.gov/cdiac/reporting.asp>. CDIAC's guidance regarding SB1029 is located at <http://www.treasurer.ca.gov/cdiac/> by clicking on "Guidance on 1029 Implementation with SB1029" on the left side of the webpage. Some of its guidance is noted below:

**Government Code 8855(i)** requires any issuer of public debt to provide a *Report of Proposed Debt Issuance* to the California Debt Investment and Advisory Commission *no later than 30 days before the sale* of such debt.

**Government Code section 8855(k)** ~ Effective January 1, 2017, state and local issuers are required to submit an **annual debt transparency report** for any issue of debt for which they have submitted a *Report of Final Sale* during the reporting period. The annual debt transparency report is due to CDIAC within seven (7) months of the close of the reporting period, defined as July 1st to June 30th. This provision makes January 31st the effective deadline for submittal of the annual debt transparency report. Debt issued between January 1, 2017 and June 30, 2017, and reported to CDIAC on or after January 21, 2017 will be required to submit an annual debt transparency report no later than January 31, 2018.

Minimum annual debt transparency report information and additional requirements/stipulations apply. Please see the Guidance from CDIAC for more detailed information.

#### **Reporting Requirements for Proposed Debt Issuances**

AB 2274 amended Government Code Section 8855 and is effective January 1, 2015. It requires LEAs to notify the California Debt Investment Advisory Commission (CDIAC) of **any proposed debt issuance**, which would include refinancing and other secondary issuances. In addition, the bill established reporting timeframes. No later than 30 days *prior to the sale* of any debt issue, the issuer shall submit a report of the proposed issuance to CDIAC. Not later than 21 days *after the sale* of the debt, the issuer shall submit a report of final sale to CDIAC. Instructions to all of

the requirements that CDIAC needs depending on the type of debt transaction and applicable reporting forms are available at: <http://www.treasurer.ca.gov/cdiac/reporting.asp>

AB 2551 enhances transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest, if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after AB 2274 adds reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of *any* proposed debt issuance, which **would include refinancing and other secondary issuances**. **The provisions of AB 2551 will be required for any local bond elections after January 1, 2015.**

#### **Reporting Requirements for Non-Voter-Approved Debt**

Education Code Section 17150 requires school districts to notify the County Superintendent of Schools and County Auditor at least 30 days prior to the governing boards' approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property such as: Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). Under the new law, the district must provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district's capacity to repay the debt obligation, based on the information provided.

## **Additional Standard Reminders for School Districts with Qualified or Negative Certifications**

### **Debt Issuance**

The statutory requirements for debt issuance for school districts with qualified or negative interim report certifications are specifically addressed by E.C. Section 42133(a), and read as follows:

**"A school district that has a qualified or negative certification in any fiscal year may not issue, in that fiscal year or in the next succeeding fiscal year, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments that do not require the approval of the voters of the district, nor may the district cause an information report regarding the debt instrument to be submitted pursuant to subdivision (e) of Section 149 of Title 26 of the United States Code, unless the county superintendent of schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable.** A school district is deemed to have a qualified or negative certification for purposes of this subdivision if, pursuant to this article, it files that certification or the county superintendent of schools classifies the certification of that fiscal year to be qualified or negative."

E.C. Section 15140 (b) notes that a district that has received a qualified or negative certification in its most recent interim report, may not issue and sell bonds on its own behalf pursuant to this chapter without further action of the board of supervisors or officers of that county or of any other county in which a portion of the school district or community college district is located.

### **Collective Bargaining**

Government Code Section 3540.2 provides added oversight related to the collective bargaining process. Any school district with a Qualified or Negative certification under Education Code Section 42131 **shall allow the county office of education at least ten working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer, or designated representative, before it is ratified.** The school district shall provide the county office with all information relevant to yield an understanding of financial impact of that agreement. The county superintendent shall notify the school district, county board of education, district superintendent, governing board of the school district, and each parent and teacher organization of the district within those 10 days if, in his or her opinion, the agreement would endanger the fiscal well-being of the school district.

Per Government Code 3540.2(d), a school district shall, upon request, provide the county superintendent of schools with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement reached.

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1888375	04/01/2022	Collins, John I	04-4310	Reimb. Musical Posters		123.44
1888376	04/01/2022	Cole, Samantha E	04-5202	Reimb. ASCA Conference		99.00
1888377	04/01/2022	Custom Product Creation	04-4350	Large Stamp for Report Cards- HMS		85.71
1888378	04/01/2022	FRC, Inc.	40-6200	Heat Mitigation PH 2 Roof		105,735.00
1888379	04/01/2022	Grand Sierra Resort and Casino	04-5200	CADA- Grand Sierra Lodging		532.24
1888380	04/01/2022	Henri's Roofing Company	04-5630	Roofing @ Hillcrest Rm Gym		1,078.00
1888381	04/01/2022	Office Depot	01-4350	District Office Supplies	2.29	
			03-4310	Class Supplies	2.77	
			03-4350	District Office Supplies	27.72	
			04-4310	Storage Totes for Athletics	126.02	
			04-4350	District Office Supplies	28.04	186.84
1888382	04/01/2022	Roberts Mechanical & Elec. Inc	01-5630	Repair of Backflow- Gravenstein	68.44	
			03-5630	Repair of Backflow- Gravenstein	787.09	
			03-5830	Backflow Testing- Hillcrest	80.00	935.53
1888383	04/01/2022	Sonoma County Office Of Ed.	01-4350	Cumulative Folders- HMS and Grav	8.68	
				Health Inventory Folders- HMS and Grav	2.17	
			03-4350	Cumulative Folders- HMS and Grav	104.16	
				Health Inventory Folders- HMS and Grav	26.04	8
			04-4350	Cumulative Folders- HMS and Grav	60.76	
				Health Inventory Folders- HMS and Grav	15.19	217.00
1888384	04/01/2022	Basque, Nicole M	03-4310	Reimb. Class Supplies	116.80	
				Reimb."Classroom Movement" Supplies	100.19	216.99
1888385	04/01/2022	AT&T-Elevator	01-5911	Elevator Phone Line	1.68	
			03-5911	Elevator Phone Line	19.39	21.07
1888386	04/01/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		275.20
1888387	04/01/2022	Fishman Supply Company	01-4370	District Wide Custodial Supplies		737.13
1888388	04/01/2022	myDevices, Inc.	01-5830	CO2 Sensors Maintanance-District		152.00
1888389	04/01/2022	Office Depot	01-4390	CLass Supplies- Grav	2.40	
			03-4310	Class Supplies	11.82	
				CLass Supplies- Grav	10.28	
				Class Supplies- Gravenstein	44.72	
				Class Supplies- Hillier	56.26	
			03-4390	CLass Supplies- Grav	27.63	
			04-4310	CLass Supplies- Grav	113.35	266.46
1888390	04/01/2022	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2021-22	1.44	
			03-5520	Light Poles at Grav Elem 2021-22	16.60	18.04
1888391	04/01/2022	Point Reyes National Seashore Assoc.	03-5826	Clem Miller Environmental Ed. Ctr.		2,875.00

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

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Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1890050	04/08/2022	Baird, Elizabeth A	04-4310	Reimb. Leadership Supplies	46.63	
				Reimb. Student Council Dance	442.09	488.72
1890051	04/08/2022	Johnson, Heather L	04-4310	Reimb.ELA Reading Material		35.00
1890052	04/08/2022	Carey, Paul R	01-5825	Reimb. Social Media Ad	2.00	
			03-5825	Reimb. Social Media Ad	24.00	
			04-5825	Reimb. Social Media Ad	14.00	40.00
1890053	04/08/2022	Young, Meggan R	12-5200	Mileage for BTB		13.48
1890054	04/08/2022	Martinez, Rocio E	12-5200	Mileage for BTB		8.99
1890055	04/08/2022	Advanced Security Systems	01-5800	Fire Alarm Monitoring 2021-22	8.28	
			03-5800	Fire Alarm Monitoring 2021-22	95.22	103.50
1890056	04/08/2022	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
1890057	04/08/2022	Carolyn Bischof	01-5830	Contractor Providing Training for CBO	55.00	
			03-5830	Contractor Providing Training for CBO	660.00	
			04-5830	Contractor Providing Training for CBO	385.00	1,100.00
1890058	04/08/2022	Blakeslee Electric Inc	04-5630	Hillcrest - Receptacle Adds		7,485.29
1890059	04/08/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		176.00
1890060	04/08/2022	Empire Mine St. Historic Park	03-5826	Empire Mine 4th Grade FT-2022		340.00
1890061	04/08/2022	Gold Discovery Park Assn.	03-5826	Gold Discovery Tour-4th Grade FT-2022		1,288.00
1890062	04/08/2022	Sacramento History Museum	03-5826	Historic Old Sac Field Trip- Tour 4/23/2020		480.00
1890063	04/08/2022	Randy Theiller	04-5880	Basketball Referee 3/14/2022		40.00
1890064	04/08/2022	Byrne, Kathleen N	03-4310	Reimb. Garden Supplies	371.71	
			03-4380	Reimb. Garden Supplies	164.85	536.56
1890065	04/08/2022	U.S. Bank Corporate Payment	01-4350	Stamp Pad -Grav	.69	
			01-4362	Dist. Fuel	17.85	
			01-4380	Maint. Supplies	31.45	
			03-4350	Stamp Pad-Grav	7.97	
			03-4362	Dist. Fuel	214.18	
			03-4380	Maint. Supplies	551.04	
			04-4362	Dist. Fuel	124.94	
			04-4380	Maint. Supplies	1,631.42	2,579.54
1890698	04/13/2022	Young, Meggan R	12-4390	Reimb. BTB Activities		112.81
1890699	04/13/2022	Employment Development Dept.	01-9555	Unemployment Taxes for the year 2021-22		8,449.76
1890700	04/13/2022	Buchanan Food Service	13-4710	Food Service Supplies		702.55
1890701	04/13/2022	Jack Schreder & Associates, In c.	40-5830	School Facilities Program 2021-22		462.50
1890702	04/13/2022	MCI Comm Service	12-5911	Daycare Phone Line for 2021-2022		13.70

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

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Board Report

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1890703	04/13/2022	Redwood Pediatric Therapy Asso	03-5811	OT/Consult Svcs for Students-Grav	4,531.51	
			04-5811	OT/Consult Svcs for Students-HMS	420.14	4,951.65
1890704	04/13/2022	Eleanor Frank	01-5862	Reimb. Fingerprinting	2.85	
			03-5862	Reimb. Fingerprinting	34.20	
			04-5862	Reimb. Fingerprinting	19.95	57.00
1890705	04/13/2022	Clements, Colleen M	04-5826	Reimb. Japanese Tea Gardens SF		872.00
1890706	04/13/2022	Johnson, Heather L	04-4310	Reimb. Crafting Elective		199.18
1890707	04/13/2022	Cole, Samantha E	04-4310	Reimb. Calm Down Corner Lamp		97.64
1890708	04/13/2022	American Storage LLC	01-5830	Storage Container for Gravenstein USD		150.00
1890709	04/13/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		280.50
1890710	04/13/2022	Rehab Seminars	01-5200	Professional Growth	39.12	
			03-5200	Professional Growth	449.88	489.00
1890711	04/13/2022	Horizon	01-4380	Irrigation Box Lid and Wheelbarrow for Grav	23.96	
			03-4380	Irrigation Box Lid and Wheelbarrow for Grav	275.79	299.75
1890712	04/13/2022	Randy Merian	04-5880	Boy and Girls Basketball 6th Grade 3/30/2022	70.00	
				Boys Basketball 6th Grade 3/29/2022	40.00	110.00
1890713	04/13/2022	Pacific Gas & Electric	01-5520	Electric and Gas for 2021-22 @ Gravenstein	615.56	20
			03-5520	Electric and Gas for 2021-22 @ Gravenstein	3,488.13	
			04-5520	Electric and Gas for 2021-22 @ Hillcrest	2,322.84	6,426.53
1890714	04/13/2022	Santa Rosa Fire Equipment Inc.	04-5830	Fire Alarm Testing Inspection and Cert. HMS		3,412.00
1890715	04/13/2022	School Nurse Supply, Inc	01-4390	School Nurse Supplies- Gravenstein	3.70	
			03-4390	School Nurse Supplies- Gravenstein	42.48	46.18
1890716	04/13/2022	Sonoma Media Investments, LLC	35-5825	Ad-GUSD Admin Modular		926.00
1890717	04/13/2022	Stephen Roatch Accountancy	01-5821	2021-22 Audit Contract	97.15	
			03-5821	2021-22 Audit Contract	1,165.80	
			04-5821	2021-22 Audit Contract	680.05	1,943.00
1890718	04/13/2022	SyTech Solutions	01-5830	Document Management Services 2021-22	13.77	
			03-5830	Document Management Services 2021-22	96.43	
			04-5830	Document Management Services 2021-22	165.30	275.50
1890719	04/13/2022	Treering Corporation		Cancelled Yearbooks Board/Library 2022-Grav	203.90	*
				Yearbooks Board/Library 2022-HMS	120.89	324.79 *
1890720	04/13/2022	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2021-22	109.21	

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

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Board Report

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1890720	04/13/2022	U.S. Bank Equipment Finance	03-5631	Copier Lease for Schools and DO for 2021-22	1,310.47	
			04-5631	Copier Lease for Schools and DO for 2021-22	764.44	2,184.12
1890721	04/13/2022	Michael Popplewell	01-5862	Reimb. Fingerprinting	2.85	
			03-5862	Reimb. Fingerprinting	34.20	
			04-5862	Reimb. Fingerprinting	19.95	57.00
1890722	04/13/2022	Van Dyke, Kory L	03-4310	Reimb.Ladybug Larvae		50.15
1890723	04/13/2022	Redfern, Sally R	03-4310	Reimb.Ladybug Larvae/Caterpillars		60.98
1890724	04/13/2022	Crandall, Sara K	03-4310	Reimb.Ladybug Larvae/Caterpillars		72.28
1890725	04/13/2022	Pulley, Nicholas M	04-4310	Reimb. Portable Generator-Music		302.72
1890726	04/13/2022	Clements, Colleen M	04-5201	Reimb. Mileage Tea Garden	109.34	
			04-5826	Reimb. Lunch Substitute- Tea Garden FT	33.26	142.60
1890727	04/13/2022	Sully, Petria	03-4310	Reimb. Tent for Gold Country		404.23
1890728	04/13/2022	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	106.16	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	601.61	
			04-5911	Hillcrest AT&T CALNET 3 Charges 2021-22	75.57	783.34
1890729	04/13/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		481.80
1890730	04/13/2022	Counterpoint Construction Services, Inc.	40-5830	Admin Portable	4,719.71	
			40-6200	Hillcrest Temperature Mitigation	9,218.88	13,938.59
1890731	04/13/2022	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		300.00
1890732	04/13/2022	Recology Sonoma Marin	01-5560	Recology-Gravenstein 2021-22	71.24	
			03-5560	Recology-Gravenstein 2021-22	867.39	
			04-5560	Recology-Hillcrest 2021-22	660.67	1,599.30
1890733	04/13/2022	Stanroy Music Center Inc.	04-5630	Instrument repair and supplies 2021-22		32.17
1890734	04/13/2022	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2021-22	38.00	
			03-5530	Gravenstein Elem Water Service for 2021-22	437.00	
			04-5530	Hillcrest Water Service for 2021-22	486.42	961.42
1891492	04/15/2022	Nordstrom, Vanessa M	03-5826	Reimb. Zoo Admission	888.00	
				Reimb. Zoo Parking	120.00	1,008.00
1891493	04/15/2022	Sully, Petria	03-5826	Reimb. Gold Rush Supplies		72.16
1891494	04/15/2022	Johnson, Heather L	04-4310	Reimb. Class Library		162.37
1891495	04/15/2022	Byrne, Kathleen N	03-4310	Reimb.Soil for Office Container		16.26
1891496	04/15/2022	Benz, Lisa	04-4310	Reimb.Band Supplies		33.67

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

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Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1891497	04/15/2022	All-Guard Alarm Systems, Inc	04-5830	Alarm HMS-Rm 18		1,642.29
1891498	04/15/2022	Buchanan Food Service	13-4710	Food for Food Service	663.58	
				Food Service Supplies	1,097.48	1,761.06
1891499	04/15/2022	Wayne Houchin	04-5830	Magic and Science Assembly-SC		850.00
1891500	04/15/2022	Office Depot	01-4310	Class and Office Supplies	1.88	
			03-4310	Class and Office Supplies	41.28	
			04-4310	Class and Office Supplies	13.14	
			04-4350	Class and Office Supplies	14.31	
				District Office Supplies	87.63	158.24
1891501	04/15/2022	Quattrocchi Kwok Architects	40-6210	Architectural Services-HMS Heat Mitigation Project	20,897.12	
				Student Services building #1965.00	5,081.37	
			40-6215	Architectural Services-HMS Heat Mitigation Project	1,588.13	
				Student Services building #1965.00	171.67	27,738.29
1892783	04/22/2022	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		69.00
1892784	04/22/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		132.00
1892785	04/22/2022	Fishman Supply Company	01-4370	Custodial Supplies District	99.97	
			03-4370	Custodial Supplies District	1,199.62	
			04-4370	Custodial Supplies District	699.78	1,999.37
1892786	04/22/2022	Food Equip Repair Service Inc	13-5800	Repair Refrigerator @ Hillcrest		436.83
1892787	04/22/2022	Gopher Sport, Play With a Purpose	04-4310	Flag Football- Sotiras		156.75
1892788	04/22/2022	Mark Hoback	04-5880	6th Grade Basketball		40.00
1892789	04/22/2022	Jones School Supply Co., Inc.	04-4390	HMS Student Awards		144.33
1892790	04/22/2022	MCI Comm Service	12-5911	Daycare Phone Line for 2021-2022		14.24
1892791	04/22/2022	Office Depot	01-4350	School Office Supplies -Grav	1.47	
			03-4350	School Office Supplies -Grav	15.45	16.92
1892792	04/22/2022	Ron Blair Signs	04-4310	Athletics- Banners		47.74
1892793	04/22/2022	Treering Corporation	03-4350	Yearbooks Board/Library 2022-Grav	203.90	
			04-4350	Yearbooks Board/Library 2022-HMS	96.93	300.83
1892794	04/22/2022	West County Transportation	01-5804	Special Ed Transportation 2021-22 Quarter 3	2,063.83	
			04-5826	Bus Trans -7th Grade -Japanese Tea Garden	1,367.72	3,431.55
1892795	04/22/2022	Collins, John I	04-4310	Reimb. Costumes for Musical	516.55	
				Reimb.Spring Musical Props	72.56	
				Reimb.Spring Musical Set	368.89	958.00
1892796	04/22/2022	ACSIG	01-9573	Employee's Dental Plan Coverage 2021-22		9,509.00

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

ESCAPE ONLINE

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1892797	04/22/2022	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2021-22		48,685.25
1892798	04/22/2022	Carolina Science	04-4310	DNA Necklace-Colley		95.86
1892799	04/22/2022	Office Depot	04-4350	HMS- Office and Grad Supplies	55.52	
			04-4390	Graduation Certificate Covers	349.12	
				HMS- Office and Grad Supplies	53.30	457.94
1892800	04/22/2022	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2021-22		1,944.80
1893389	04/27/2022	Eleanor Frank	03-5826	Reimb. Gold Rush Food		224.23
1893390	04/27/2022	Maggie Zavala	03-5826	Reimb. Food for Gold Country		255.11
1893391	04/27/2022	Sarah Tendall	03-5826	Reimb. Gold Rush Food		300.05
1893392	04/27/2022	Teresa Ochoa	01-5862	Reimb. Finger Printing	2.85	
			03-5862	Reimb. Finger Printing	34.20	
			04-5862	Reimb. Finger Printing	19.95	57.00
1893393	04/27/2022	Brown, Allison N	03-5826	Gold Rush Pans and Vitals		142.80
1893394	04/27/2022	Otterson, Aimee	03-4310	Reimb. Photos for Memory Books		105.12
1893395	04/27/2022	Joel Aguayo	04-5880	Referee for Football 4/18/2022		40.00
1893396	04/27/2022	AT&T-Elevator	01-5911	Elevator Phone Line	1.66	
			03-5911	Elevator Phone Line	19.20	20.86
1893397	04/27/2022	Tony Corsello	04-5880	Basketball Referee 4/19/2022		70.00
1893398	04/27/2022	Buchanan Food Service	13-4710	Food for Food Service		434.75
1893399	04/27/2022	Randy Merian	04-5880	Boy and Girls Basketball 6th Grade 4/12/2022		70.00
1893400	04/27/2022	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2021-22	1.45	
			03-5520	Light Poles at Grav Elem 2021-22	16.69	18.14
1893401	04/27/2022	Side by Side	01-5810	NPS- Side By Side-JL		2,981.00
1893402	04/27/2022	Alan Snyder	01-5862	Reimb. Fingerprinting	2.85	
			03-5862	Reimb. Fingerprinting	34.20	
			04-5862	Reimb. Fingerprinting	19.95	57.00
1893403	04/27/2022	Michael Popplewell	03-5826	Reimb. Food for Gold Rush		423.72
1893404	04/27/2022	Graduation Source	04-4390	Graduation Gowns 2022		3,749.95
1893405	04/27/2022	Office Depot	12-4440	BTB Wireless Mice for Laptops		29.27
1893406	04/27/2022	West County Athletic League	04-5300	Athletic Fees and Dues Winter/Spring 2021-22		770.00
1893407	04/27/2022	World Globes & Maps	03-4310	World and U.S. Map-Martinez		495.95
<b>Total Number of Checks</b>					<b>117</b>	<b>295,620.17</b>

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

ESCAPE ONLINE

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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	Count	Amount
Cancel	1	649.58
Net Issue		<u>294,970.59</u>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	39	76,273.34
03	Gravenstein Elementary Charte	52	28,983.91
04	Hillcrest Middle Charter	58	36,364.57
12	Child Development Fund	6	192.49
13	Cafeteria Fund	9	4,680.69
35	County School Facilities Fund	1	926.00
40	Special Reserve-capital Proj	4	147,874.38
Total Number of Checks		<b>116</b>	295,295.38
Less Unpaid Tax Liability			<u>.00</u>
<b>Net (Check Amount)</b>			<b><u><u>295,295.38</u></u></b>

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



**Gravenstein Union School District**

**April Payroll Report**

**May 2022 Regular Board Meeting**

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**Certificated Salary with Mandated Costs and Benefits**

Regular Payroll	\$ 535,815.00
Benefits	\$ 54,719.78
Supplemental Payroll	\$ 27,271.81

**Certificated Salary with Mandated Costs and Benefits**

Regular Payroll	\$ 206,502.55
Benefits	\$ 31,206.83
Supplemental Payroll	\$ 18,034.09

**Total April Salary & Benefits**

**\$ 873,550.06**

# Board of Education Regular Meeting Minutes

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**

Meeting called to order at 5:05 pm. In attendance Gregory Appling (GA), Jennifer Koelemeijer (JK) and Jeri McNeill (JM). Alexander Kahn will not be in attendance. Patrick Lei (PL) joined the meeting at 5:13pm.

## **II. ADOPTION AND APPROVAL OF THE AGENDA Approval of the agenda for April 12, 2022 (2 min.)**

No changes to agenda

Action taken/comments:

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

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

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

Keri Pugno (KP) - Going over her report in the packet. We have 482 students for next year at this time. This does not factor in any retentions.

KP wanted to share that it has been really exciting to have, for the most part, our field trips back up and running.

CAASSP testing returns this year.

Open house dates have been published (see Monday Messages).

We had a fabulous turn out to our first big event: the Community Garden Day. We had over 60 people RSVP, but I believe we had even more people show up. It was really wonderful.



Thank you to Queti Gomez and Katie Anderson for all the work they are doing to improve the lunch menu. KP Noted the purchase of the milk box via a grant.

Gravenstein Spelling Bee winners, Irupe Eliscu-Sharaza and Jack Stoumen competed at the county level with Irupe winning. Irupe will compete at the State level on May 14th.

JK wants to say thank you so much for all the work that has been done on the lunches. Had great reviews from home.

KP projected enrollment numbers represent the current number of applications. Right now I feel confident that we are on pace with our TK and Kinder numbers.

**B. (p. 4) Hillcrest Principal (10 min.)**

Will Deeths (WD) - Going over the report in packet. One thing that did not make it into my report. We are looking at some very strong numbers for next year's enrollment. A full 3rd of our 6th graders are coming from outside our district. I have been doing tours almost everyday and showing the wonderfulness of our school. Looking at about 281 students.

Talked about the 5 Minute Film Festival. Two of our students won an award, Evan Foley and Max Schottenfeld.

Band concert is coming up on May 18th in Hillcrest Hall.

GA asks about 6th grade enrollment, what is our cap. WD about 100, right now we are sitting at about 92. That is not a hard cap.

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

Linda Helton (LH) - Will, I know you are there, but that group we had two years ago was 125 6th graders.

Statement about frustration with the board as GUTA president. The teachers are the reason we have inclining enrollment while other schools are going down. The teachers are the biggest assets of the school. Reached out to Board Members to have a one on one with each member and only receive one polite no, and silence from the others. We will be hearing from several teachers tonight and Linda will be sending on statements from other teachers. Our teachers are a prize and we should treat them accordingly.

JK - I apologize I was not available this weekend, but I would love to meet with you. And I agree with you, I believe the teachers are the greatest asset.

JM - I did reach out with availability but I haven't heard back.

PL - I also responded, but not with a specific date. I can't talk specifics, but would love to hear more.

GA - it is disheartening for me to hear that the teachers feel we don't respect, honor and appreciate them. We have worked hard to change what has been done in the past to improve everything. I find it offensive to be compared to something that was said by a board member that is no longer here. We have been sharing with the other board members. Please do not put that on the Superintendent.

LH - Jim Horn had no respect for us and I do believe you do, but we feel we are fighting an uphill battle financially. Please go talk to my teachers at any time.

More discussion about negotiations.

JM - I am still available. When I reached out to Heather she said she didn't need to meet with me individually

**D. (p. 6) District Site Council (3 min.)**

Report and minutes in packet.

- 1. Minutes from February 23, 2022**
- 2. Agenda from March 30, 2022**

Report and minutes in packet.

**E. English Language Advisory Committee, ELAC (2 min)**

DR - Kathleen is not here, but she gave a lengthy report in the packet. We will be having a meeting on April 20th and parents will be getting a personal invitation.

**F. (p. 9) Gravenstein Parent Association, GPA (5 min.)**

Amber Ray Hernandez - The Read-A-Thon was a success; we raised over \$20,000 and Gravenstein read over 45,000 minutes! We are gearing up for staff appreciation. We have been working closely with Lori and Mr. Deeths on the Color Run. Year to date we are meeting our goals, but not confident that we will reach the \$59,000 goal by the end of the year.

- 1. Agenda from March 17, 2022**
- 2. February Financials**
- 3. Minutes from February 17, 2022**

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

JM - I participated in the negotiations team work meeting with both you and GUTA in person last week and have also been following up with the different back and forth with that. Unfortunately I have missed some of the Wednesday meetings. I've also been working with the Racial Justice Committee. We used the same format as we did for the first meeting with breakouts, designing to the margins was the main topic. It didn't work out quite as well as last time. It didn't involve the same amount of trust as in the first meeting. I was also a 3rd grade chaperone at the zoo today.

GA - I have also been a part of the negotiations. I also met with Linda one on one to work on some items. Last week I got the privilege of being an assistant coach to Will Rose keeping the scoring book for 6th grade girls basketball.

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

WD - we are having our next meeting on the 25th. I know these go out quite a bit, but we are really trying to make sure we get good attendance. We will have an administrative member and a board member in attendance to help out. Alumni group will be on May 10th and the parent group will be on May 11th. Hoping to get some input from those people who have sat in the chairs or heard conversations over dinner or seen the homework assignments. Meetings will be via zoom.

JM - asks about how we are getting people for the focus groups. wondering if we can begin a conversation with teachers or administrators to see if they have families that might be good to invite. WD - I think reaching out to teachers, administrators, yard duty and IA is a great idea.

**I. (p. 20) Facilities Report (5 min.)**

Brian Sposato (BS) - District Office Modular update. We did our bid opening a few weeks ago. We got two bids back from FRC and Ridgeview, \$658,000 is the low bid. We haven't worked with Ridgeview, but they have a good reputation. They have done a lot of local school districts around here. Groundbreaking should start by April 25th as long as everything goes as planned. We did get the DSA stamp of approval.

Bathroom additions at Gravenstein. We needed a couple of classrooms to be updated with restrooms currently looking at room 22 and another in room 24. We will be able to do this without DSA approval. That has been verified. Working on the plans for that now so we can be ready for the coming school year.

The Climate Committee got the opportunity to visit the Harmony School District and see their food program. They have a lot of food from scratch and a great garden. We are looking at comparing notes and then sit down with the climate committee and see what the needs are for our own food program. We are pretty excited about moving forward to being self-sufficient in our own food program.

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

DR - Brian has hit most of the highlights. I am sure the Board will remember when we were working on the Hazard Mitigation Plan. Looking at reducing the impact that natural disasters will have. We had Mr. Medici from SCOE come out and look at our traffic mitigation.

- 1. Facilities Assessment (available on GUSD website)**
- 2. Master Plan Update**

**K. (p. 21) CBO Report (5 min.)**

Katie Anderson (KA) All staff reductions were tied to COVID increases and independent studies. Going over the report in a Board packet. Our audit for 21-22 has started. It will roll until Dec. of the 22-23 school year. This office began work on the 22-23 Budget last week.

There has been quite a bit of talk in the finance and news about the state of the economy and while CA is its own unique economy as compared to the country. We're predicting that inflation would slowly recede, but after the Russian invasion of Ukraine, uncertainty is back in the air and so they are now expecting increased inflation.

KA - An additional bit of information to share; we received some news regarding our ADA. Supplemental basic aide funding - we should be getting \$300,000 more than we expected.

JK - you said that you anticipate a shift in COLA - is that a reduction

KA - if we continue to see the yield curve take this dive we are most likely going to go into a recession and if so it will affect COLA. Our out years are almost like dart boards. The COLA for this year will not change, but next year's could change.

#### **L. Superintendent Report/District Correspondence (25 min.)**

##### **1. Questions from the March Board Meeting**

DR - Questions have been addressed in agenda items.

##### **2. (p. 23) District Website and Parent Square Update - Melacha Quirke**

MQ provided a presentation on the recent upgrades and improvements to parent communication through the adoption of Parent Square and website upgrades.

##### **3. (p. 34) Grant Funding and Applications Update**

DR - We have generated a little over \$1,000,000 in grants for specific purposes, we still have about \$500,000 we are waiting to hear about.

##### **4. Summer Jumpstart Update**

DR - We have assigned Mr. Matt McDowell as our principal for Summer JumpStart and Meggan Young will be running Beyond the Bell and Queti Gomez will be running the food program. We have 7 teachers interested in the first session. We are anticipating a group of higher needs students so we have a teacher willing to work in class with those students. We have our counseling needs covered with Sam in the first session and Rosie in the second session. We have a couple of candidates for secretarial and janitorial and we also have 7 IAs for both sessions

#### **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.

(Notes taken here to catch as much as possible of the statement are unedited by the Board and does not entail the complete statement. Complete statements were recorded and the Board received additional written statements provided by Linda Helton)

Megan Gorman - Introduced herself. Wanted to come and speak to the board. I have a statement from Ms. Grimm that I will read first - she says my husband and I have had several conversations about whether or not we can continue to live in California. My health care has increased by 25%; this equates to over \$300 a month. We should be able to do better. Gorman's statement - I am coming to the board to reiterate the hardship that some of our teachers are under with the current salary and health benefits situation. I know I have had fellow teachers come to the board and talk about the stress that their families are under, and the fact they take second and third jobs in order to continue to work for our district. I have sat through countless board meetings where the board praises the work of the teachers in our district. Saying that no district around has such hardworking, innovative, and passionate teachers. Gravenstein was named "Best Elementary School" by the U.S. News and World Report. While we have appreciated those praises, you have teachers that are currently being paid less every year due to the rising cost of living.

I want that to sink in. As a business, you are paying some of your employees less every year. Yes, this is mainly due to healthcare and the insane increase in that cost (25%), but why would someone stay? In what other business sector would that work? How are you going to entice and retain the high-quality staff? What is the board's plan for that? I ask, not just as a teacher, but as a parent of soon-to-be two children in our district. I send my children here, not because I work here, but because I know this is one of the best schools around and has the best teachers. If I ask other parents they will say the same. I know they shop around, they really do look at all the schools and pick the best. I am proud they chose Gravenstein and amazed by the dedication to research. I know parents who drive 45 min or more a day to come to Gravenstein.

If the teachers continue to lose money they won't stay, they can't. We all know that Sonoma County is one of the most expensive counties in the state. It is 24% more expensive to live in Sonoma county than the average county in California. (40% nationwide)

We need to do better.

Allison Rich - I'm going to start out by saying this is embarrassing. I've been a teacher for 18 years and it's embarrassing to talk about my finances publicly. It is also disappointing that we have to fight so hard to earn a raise. We collectively work so hard everyday for the students of GUSD. We are praised publicly often yet have to plead our cases every time we need to negotiate a raise to our salaries and healthcare benefits. It's disheartening to hear how valuable we are but not shown how valuable we are. I feel like we have to grovel to prove our worth.

I have made the same salary for the last few years because I have been frozen on the salary schedule. Currently, my paycheck is less money than it was 3 years ago because of rising health care costs. Mind you, I have the cheapest plan possible and for many years I had a high deductible plan because it is what I could afford

I live in a 1000 square foot house with my family of 4. We live on the same property as my in-laws and rent from them. We couldn't afford to live in Sebastopol if we didn't rent from my in-laws.

In January of 2022, my monthly income decreased by over \$750 between rising healthcare costs and the elimination of the child tax care credit I received the last 6 months of 2021. My budget is tight between rent, student loan payments, healthcare, orthodontic payments, minimally contributing to retirement, car payments, insurance, raising 2 kids, and rising food and gas prices.

It is frustrating to hear from the District that they will be in the red if we get the raise we are asking for and, in my opinion, deserving of. Being in the red doesn't mean moving money from the District's multi-million dollar reserves.

Being in the red means having a \$1700 tax bill that's due this month and not having the money to pay for it. Being in the red means making less money in 2022 than I did in 2019. I am living in the red. GUSD is not.

Brown - Reading a statement as being a new teacher. My first 4 year of teaching were in Vallejo. For two years I drove my car on a spare tire. After my first open house I had to call AAA to put gas in my car. I had nothing left in my bank account to pay for gas. I was elated to move to Gravenstein. In the beginning my husband and I had only one car so I often arrived before sunrise and left after sunset. The only reason we are surviving now is because in a quarter of the time, my husband was able to get a job and raised to making double what I am making. As you have heard we have teachers who are considering leaving the profession or leaving our school.

Collins - I am in my 21st year of teaching, and my 16th with Gravenstein Union School District. When I came to Hillcrest in 2006, I knew this was where I belonged. Both of my children attended Hillcrest, because I knew that no other middle school could give them a better learning experience. I love my job, and I love being part of this amazing learning community. However, it hasn't always been easy for me financially.

I'm the sole provider for a family of four. I have a son in high school and a daughter in college. My salary stalled at the bottom of the third column of our salary schedule six years ago. My only hope for a pay raise in the near term is for the district to approve one. I spend \$1200 a month to maintain health insurance for my family. I have taken on teaching in the Jumpstart summer program and directing the school play so I can earn enough to make ends meet. To



Megan Gorman asked if this means there will be no more library.

DR - yes that is what it means.

KP - many local libraries have been incredibly helpful coming out to schools and sharing their services and they have talked about field trips to the library.

Brown - this is the first time we as teachers have heard about this. I am really disheartened to hear that we are losing the library and I feel like we can come up with a creative way to keep the library.

DR - yes we are having to make hard decisions because of the mandated expansions.

JK - I want to second what Allie is saying, but I really hope we can look at some creative solutions to be able to still provide that resource.

GA - with the move of most of the office staff is there any room for the library there. I too know how important it is to have a library.

DR - having students come through the office is probably not the best plan. We will continue to look at alternatives and consider options.

JM - I would like to request that we revisit this next year after we have the TK up and running.

Is there a way to set that up so we don't forget about it. Would January of next year be too late

GA - I think we need to look at it sooner possibly Sept or Oct

Gorman - I just want to share that, while my classroom library is there physically, it is not organized. The thought of adding another thing to my plate is overwhelming. The library is so important, I get that there is not enough space, but I don't want the students to think that it is because of what the teachers are asking.

GA - What we were talking about is that during negotiations it was mentioned that we keep spending so much money on building, so we are looking at creative ways to do what is mandated, but not by building more. Is August too late to bring up the discussion again. I would love to hear ideas, thoughts or suggestions.

DR - Nick just pointed out that we might be able to have the book mobile come out to the school.

AB - I would love to share some potential solutions that we used at my previous school.

Motions to approve Resolution #220412-01

JM wants to add that this is a state mandated expansion and the state is not necessarily funding the expansion. I agree about the library being important

Motion GA Second JM

Vote: GA: A AK:     JK: A PL: A JM: A

**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

We are required to eliminate each year as it is paid by GPA. We do have a plan to reinstate it next year.

Motion to approve Resolution #220412-2

Motion    PL                    Second            JM                   

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

**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:

This is a reduction in time (15 minutes here and there) from different positions that were put into place because of COVID Precautions.

Motion to approve Resolution #220412-3

LH noted the 15 minute reduction in the kitchen person will have negative effects on the person being discussed.

GA - The Board will discuss this in more detail during closed session because it deals with a particular person and personal issues are handled in closed session..

Motion   PL   Second   JM   (15 min.)

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

**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:

These are to do with COVID funding. These positions were needed to provide extra support for students coming back from COVID learning.

GA - we are not going to need the reading intervention specialist next year?

DR - we will, but we are looking at providing them in a different way. This was a stop gap measure, but we have been working with staff to systematically create a different solution.

Motion to approve Resolution #220412-4

Motion   JM   Second   PL  

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

**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 to approve the Notice of Award and Contract for the GUSD Administration Portable.

Motion     JM     Second     PL    

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

**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:

GA - this will line us up with how many rooms for TK expansion?

DR - this gives us two classrooms and we already have enough for one classroom.

GA - as LH mentioned some schools have already opened up a 6 month interval so we may have to do the same

LH - my question is about adding bathrooms, how is this going to work for the teachers who are in the rooms with the bathroom renovations? Will they have to move?

DR - yes they will have to move

LH - will there be compensation for packing up their rooms

DR - will be following the contract language

Motion to approve the Universal Transitional Kindergarten Facility Upgrade.

Motion     JK     Second    

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

**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:

Gloeckner - Thank you! I definitely think this is much needed, but I want to add that there is a difference between a Special Ed teacher and a reading specialist. So maybe we can add that in the qualifications or questions.

DR - that is a great point and yes that will be taken into consideration.

GA - this is to help support the influx of special needs and this is happening across the country

Motion to approve the Expansion of Special Education Services, Program Manager Position Description and Salary Schedule

Motion   JM          Second   JK         

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

#### 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:

PL - will these continue to be zoom meetings?

WD - for right now yes. Equity First is only doing zoom meetings at this time.

GA - when will they go back to face to face meetings?

WD - that is uncertain at this time. They have no timeline at this time.

GA - are these rates based on zoom meetings or face to face?

DR - neither really, these rates are based on service. They feel they will get greater participation with the zoom meetings

PL - I suppose it is also the planning and facilitation they are bringing to the table.

WD - yes that is the big value add to this package.

Motion to approve the increase in the Equity First agreement to \$57,500.

Motion \_\_\_ JM \_\_\_ Second \_\_\_ PL \_\_\_

Vote: GA: \_\_\_ A \_\_\_ AK: \_\_\_ JK: \_\_\_ Abstain \_\_\_ PL: \_\_\_ A \_\_\_ JM: \_\_\_ A \_\_\_

#### **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:

GA - We have 30 people at tonight's zoom meeting, we have had pretty good participation throughout the year doing this. I do believe that in the coming year we should look at some form of hybrid, but as we head into the summer I would like to keep it to this format for a little bit longer.

JM - I am in agreement with you through the summer. I have had continued feedback from parents and teachers that they are able to participate.

PL - this is my preferred format for all the reason stated above

JK - I agree with what has been said. Everytime we have asked the question the answer is that this has been the best way to have participation

Motion to continue Board Meetings in the current format.

Motion    PL        Second    JK       

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

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

Erin Hanauer (EH) - wants to go back to the comment about the library loss. Wondering if there will be an announcement to the parents about the possibility of the loss of the library.

KA - I do want to emphasize, we are having to take this action to release this employee. Student access to the books is a different subject. Yes we have long talked about could they be utilized during recess. There is no plan to get rid of books or deny access to books, but there are a couple of pieces of this puzzle that we still need to explore. I do want to reassure everyone that there will be no getting rid of books, there just currently will not be that dedicated person or place for the library.

EH - wonders if maybe we could reduce some of our classroom size.

GA - the expansion of TK is mandated we have no choice in this matter. We cannot separate kids who are in district vs. out of district. The library is not dead yet.

Kristen Krup - I am not on the Grav. campus, but I have been a part of the family for 8 or so years, wondering how much the library is being used. I realize libraries are very important, but I'm wondering how much time is actually spent in there.

JM - is there anyway the board can have an update from Allie, Meggan and Keri at a later meeting.

GA - To be clear, the library assistant position is going away but the final decision on the library has not been made and we are not going to remove the books from the school.

Moved to close session at 7:45pm

**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 8:52pm

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

No actions or votes taken in closed session.

**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**

Meeting adjourned at 8:53pm

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 UNION SCHOOL DISTRICT**

3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**Board of Education  
Emergency Meeting Minutes**

Zoom Link

DATE: Tuesday, April 19, 2022  
TIME: 6:00 PM  
LOCATION: Gravenstein Elementary, Superintendent's Office

- I. CALL TO ORDER**  
**Gregory Appling, President**  
**Alexander Kahn, Trustee**  
**Jennifer Koelemeijer, Trustee**  
**Patrick Lei, Trustee**  
**Jeri McNeill, Clerk**

*Call to order at 6:03pm, all present with the exception of Alexander Kahn*

- II. ADOPTION OF THE AGENDA**  
**Approval of the agenda for April 19, 2022 (2 min.)**

Action taken/comments:

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

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

*No changes to the agenda*

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

*None*

- IV. ADJOURNMENT TO CLOSED SESSION (30 min.)**  
**A. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6**  
**1.0 Conference with Negotiations team:**  
**a) GUTA negotiations update**

*Adjourned to Closed Session at 6:04pm*



V. **RECONVENE TO OPEN SESSION**

*Reconvened at 6:34pm*

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

Action taken/comments *Motion to approve the 4/18/22 Tentative Agreement with GUTA*

Motion JK Second JM

Vote: GA: Y PL: Y JK: Y AK: - JM: Y

VII. **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**

VIII. **ADJOURNMENT**

*Adjourned at 6:35pm*

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

**SONOMA COUNTY SUPERINTENDENT OF SCHOOLS**

**Sonoma County Superintendent of Schools/School Districts  
Fingerprinting Program Cooperative  
Memorandum of Agreement  
July 1, 2022 - June 30, 2025**

This Memorandum of Agreement for participation in the Sonoma County Superintendent of Schools/School Districts Fingerprint Program Cooperative is entered into by Gravenstein Union School District [Insert Name of District] ("District") and the Sonoma County Office of Education ("SCOE") pursuant to Education Code sections 44830.2 and 45125.01. The purpose of the cooperative program is to provide for a centralized system for fingerprinting and limited records management for certificated substitutes ("substitutes") who may be employed in one or more Sonoma County school districts.

**I. Fingerprinting Program**

The parties agree as follows:

1. The District hereby designates SCOE as its agent for the purpose of fulfilling the following functions and responsibilities as set forth in Education Code sections 44830.1, 44830.2, and 45125.01.
  - a. Sending fingerprints to the Department of Justice.
  - b. Receiving and reviewing reports of convictions of serious and violent felonies, criminal history records, reports of subsequent arrests and subsequent dispositions from the Department of Justice.
  - c. Subscribing to the subsequent arrest notification service from the California Department of Justice as provided under Penal Code section 11105.2.
  - d. Maintaining common list(s) of substitutes eligible for employment (the "Notice of Employment" list or "NOE").
2. The agency designation described in Paragraph 1, above, shall apply to all substitutes, and all applicants for such positions where such employment or applications for employment applies to multiple school districts within Sonoma County or contiguous counties.

- b. SCOE may maintain a record of all persons who have inspected the subsequent arrest or conviction information.
- c. If the information received from the California Department of Justice and/or the Federal Bureau of Investigation reveals that a substitute or applicant has committed an offense that, in the judgment of SCOE, prevents the individual from being employed, SCOE shall immediately notify the District of this fact, the reason(s) therefore, and remove the substitute from the NOE list.

## **II. District Obligations**

- a. District agrees to notify the Assistant/Associate Superintendent of Human Resources in writing (to [subs@scoe.org](mailto:subs@scoe.org)) at the beginning of each school year, and within ten (10) work days of any personnel change, of the name and contact information of its substitute coordinator. District is responsible for ensuring appropriate District personnel receive the notifications described in this Agreement.
- b. District understands and acknowledges it has an ongoing obligation to review SCOE's NOE list on a weekly basis and each time a substitute is hired.
- c. District has an obligation to independently report allegations of substitute misconduct to the California Commission on Teacher Credentialing ("CCTC") pursuant to Title 5 of the California Code of Regulations section 80303 and Education Code sections 44030.5, 44420, and 44940.
- d. District agrees to notify the Assistant/Associate Superintendent of Human Resources in writing (to [subs@scoe.org](mailto:subs@scoe.org)) within five (5) work days after it removes a substitute from its internal District substitute list, and to the extent that it is permissible by law, the reason for the renewal.
- e. District understands and acknowledges that it continues to employ substitutes who have been removed from Superintendent's NOE list at its sole risk and liability.

## **III. Superintendent Obligations**

- a. SCOE reserves the right to inactivate or remove substitutes from the NOE list for any reason, including but not limited to: skills, credentials, training, character, conduct, professionalism, or any other ground(s) deemed appropriate by SCOE.
- b. SCOE reserves the right to independently report allegations of substitute misconduct to the CCTC pursuant to Title 5 of the California Code of Regulations section 80303 and

- i. Obtaining fingerprint results, criminal record summary information, and subsequent arrest records from the Department of Justice and the Federal Bureau of Investigation related to a substitute or applicant;
  - ii. Providing notice to the District of criminal record summary and subsequent arrest records related to a substitute or applicant; Any and all acts or omissions committed by substitutes on SCOE's NOE list; and
  - iii. Substitutes employed by the District after removal from the NOE list.
- c. District Indemnification of SCOE

District shall defend, indemnify and hold harmless to the full extent permitted by law, SCOE, the Superintendent and his/her Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses, fines, judgments and costs (including, without limitation, attorney's fees and costs) (collectively, "Liability") of every nature arising out of or in connection with SCOE's performance under the Fingerprinting Program as described in this Agreement, except for such Liability caused by the willful negligence or willful misconduct of the Superintendent, Assistant/Associate Superintendent of Human Resource Services, and their officers, agents, and/or employees.

Signatures:

\_\_\_\_\_  
County Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Superintendent  
Human Resource Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

**STEPHEN ROATCH ACCOUNTANCY CORPORATION**

Certified Public Accountants

Stephen Roatch - President  
Heather Warner - Vice President

May 5, 2022

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

**Year 1 of 3-year contract**

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

We are pleased to confirm our understanding of the services we are to provide Gravenstein Union School District for the years ended June 30, 2022, June 30, 2023, and June 30, 2024.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of Gravenstein Union School District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Gravenstein Union School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Gravenstein Union School District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

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

We have also been engaged to report on supplementary information other than RSI that accompanies Gravenstein Union School District's financial statements. We will subject the supplementary information (combining nonmajor fund financial statements, reconciliation of annual financial and budget report with audited financial statements, schedule of expenditures of federal awards, and supporting schedules) to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

### **Audit Scope and Objectives (Concluded)**

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

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second and third paragraphs when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance and will include tests of your accounting records, a determination of major program (s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit (Concluded)**

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

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

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

The anticipated significant risks of material misstatement are based on areas identified in the prior year's audit, which may be modified once the planning for the current year's audit is completed, are: 1) Accounts Receivable (Revenues) and 2) Accounts Payable.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures - Internal Control**

We will obtain an understanding of the District and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.

### **Audit Procedures - Internal Control (Concluded)**

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures - Compliance**

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

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Gravenstein Union School District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Gravenstein Union School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes, management's discussion and analysis, budgetary comparison information, depreciation schedule, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information (nonaudit services), as applicable, of Gravenstein Union School District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you.



### **Other Services (Concluded)**

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

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

### **Responsibilities of Management for the Financial Statements and Single Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers).

### **Responsibilities of Management for the Financial Statements and Single Audit (Continued)**

You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any **significant** assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

### **Responsibilities of Management for the Financial Statements and Single Audit (Concluded)**

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

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

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

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

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

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

### **Engagement Administration, Fees, and Other (Continued)**

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

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

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

Habbas Nassar, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$22,425** for the fiscal year ended June 30, 2022, **\$20,400** for June 30, 2023, and **\$21,400** for June 30, 2024. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. An additional fee will be charged for attending meetings with the District's Board, if deemed appropriate.

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

It is agreed that the District will withhold ten (10) percent of the audit fee until the State Controller certifies that the report conforms to the reporting provisions of the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

In accordance with Education Code Section 14505, it is further agreed that the District will withhold fifty (50) percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

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

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

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

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

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information on the website with the original document.

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

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

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period, if requested. Please contact us if you would like us to provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period.

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

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

### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Governing Board of Gravenstein Union School District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Management and Governing Board of  
Gravenstein Union School District  
May 5, 2022  
Page Eleven of Eleven

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

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION

*Habbas Nassar*

Habbas Nassar, Certified Public Accountant  
Vice President

RESPONSE:

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

**Management - Approved by:**

**Governing Board - Acknowledged by:**

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

\_\_\_\_\_

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

Board President

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

\_\_\_\_\_



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority  
serving school and college  
districts throughout the  
state.*

April 19, 2022

5350 Skylane Boulevard  
Santa Rosa, CA 95403

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Erin E. Stagg

*Of Counsel*  
Robert J. Henry  
Frank Zotter, Jr.

To: Dave Rose, Superintendent  
Gravenstein Union School District

From: Carl D. Corbin, General Counsel

Subject: RETAINER CONTINUATION AGREEMENT FOR LEGAL SERVICES

This memo invites the GRAVENSTEIN UNION SCHOOL DISTRICT to continue its Retainer Agreement with SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA ("SCLS") effective July 1, 2022.

As you consider your legal service needs for the coming year, I want to be clear about our commitment to provide you with excellent services. I welcome your input on how we can best meet your needs, so please do not hesitate to call me. As a reminder SCLS is a Joint Powers of Authority ("JPA") public agency. As such, SCLS does not make a profit. We are a school related agency just like our clients and we are also subject to the Education Code, Brown Act, etc. All of our employees are public employees just like you.

The SCLS JPA Board, comprised of some of our clients, carefully considered for the 2022-2023 school year the increase in fees necessary to address SCLS's fiscal needs while continuing to ensure the lowest possible rates for our clients. Effective July 1, 2022, our rates will be increasing \$15 per hour. This means our retainer rate will be \$285 per hour. Many of our clients also consult or use limited services from private law firms so you know that even with our increased rate of \$285 per hour we charge generally below the private firm hourly rate. Essentially, our rates (with this increase) will have increased over approximately the past ten years at less than \$10 an hour per year. We believe this represents extraordinary cost containment for our clients.

I also want to emphasize that unlike many private law firms, we do not charge additional fees for secretarial time, photocopies, facsimile transmissions, on-line research costs, a flat "administrative" fee or the many other "hidden/add-on" fees associated with doing business with a private law firm, except we do charge for hotel and airline costs if necessary. If you have any questions regarding our services or fees, please do not hesitate to call me.

**Please select and note your retainer amount on the Selection of Retainer Amount form. The form should be signed and returned to us along with a purchase order after the governing board has acted on it. Your district will be invoiced for the full retainer amount. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only. If you have any questions about this or the number of hours that you should retain, please do not hesitate to call me.**

We very much look forward to working with you.  
Enc.



**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA  
CONTRACT FEE SCHEDULE**

**Effective July 1, 2022**

**Attorney Retainer Hours of  
Attorney Service**

**\*Retainer @ \$285**

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30	\$ 8,550.00
60	17,100.00
120	34,200.00
180	51,300.00
200	57,000.00
300	85,500.00

**Districts that wish to contract for a lesser or greater number of hours than that set forth above may do so by calculating a retainer based on the \$285.00 per hour rate and making that change in the fee schedule. Minimum level is 20 hours.**

Included within the retainer fee are all of the workshops, newsletters, legal updates, and all other work we do for all clients. We do, however, charge a fee not to exceed the actual costs for facilities, meals and copy fees for materials provided at workshops.

The retainer amounts set forth above are based on a rate of \$285.00 per hour for all attorney time. In the event that your District does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only.

No additional fee is charged for meals while traveling to or from your district. No additional fee for secretarial time, nor for the cost of photocopies, telephone calls, or "facsimile" transmissions to or from your District. There are no postage charges for regular mail, no "administrative fee," and no on-line research costs. Set fees may be charged for formed contracts and bid documents. If required, overnight lodging and air travel costs would be charged.

**Mandated costs services are based on a rate of \$285.00 per hour and do not count against the retainer, unless you specifically indicate that it be included.**

**Litigation services are based on a rate of \$295.00 per hour and also do not count against the retainer.**

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\* Please designate on next page.

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA  
FEE SCHEDULE**

Effective July 1, 2022

**Retainer Contract Clients**

All Attorneys	....	\$285.00 per hour
Excess Hours over Retainer*		\$295.00 per hour
Litigation		\$295.00 per hour
Mandated Services		\$285.00 per hour
Labor Relations Coordinator		\$260.00 per hour
Paralegal/Paraprofessional		\$170.00 per hour
Law Clerk		\$135.00 per hour

**Billable Contract Clients**

All Attorneys	.....	\$305.00 per hour
Litigation		\$305.00 per hour
Mandated Services		\$305.00 per hour
Labor Relations Coordinator		\$275.00 per hour
Paralegal/Paraprofessional		\$170.00 per hour
Law Clerk		\$135.00 per hour

\*Not applicable to clients retaining 500 or more hours.

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**SELECTION OF RETAINER AMOUNT**

Effective July 1, 2022

The GRAVENSTEIN UNION SCHOOL DISTRICT hereby selects the following annual retainer amount effective July 1, 2022: \$ 17,100 for 60 hours of service.

- I want mandated services charged against this amount.
- I do not want mandated services charged against this amount and instead want to be separately billed for such services.

The Retainer Contract is a commitment to use specified hours at the reduced hourly rate. Should the District decide to terminate the Contract during the course of the school year (July 1, 2022, through June 30, 2023) and seek a refund of unexpended hours/dollars, it is mutually agreed that the hours used to date of termination will be re-billed at the full Billable hourly rate (\$305.00) and then any remaining dollars will be refunded to the district.

A purchase order, check or warrant for this amount is enclosed or will be delivered to SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA within 30 days of the date this agreement is signed by the district representative.

By: \_\_\_\_\_  
Dave Rose, Superintendent

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

**AGREEMENT FOR CONSTRUCTION PROJECT  
MANAGEMENT SERVICES**

THIS AGREEMENT, made this 30<sup>th</sup> day of June, 2022 by and between the GRAVENSTEIN UNION School District, a political subdivision of the State of California ("DISTRICT"), and COUNTERPOINT CONSTRUCTION SERVICES, INC., a California corporation, ("CONSULTANT").

The DISTRICT and CONSULTANT hereby agree as follows:

1. Description of Services:  
CONSULTANT agrees to provide construction project management services as set forth in Attachment B to DISTRICT in conjunction with the projects identified in Attachment A (individually called "PROJECT" and collectively called "PROJECTS").
2. Selection and Qualifications of CONSULTANT:  
CONSULTANT was selected to perform the services under the Agreement in compliance with Government Code section 4525 *et seq.* DISTRICT has determined that CONSULTANT is licensed as a General Building Contractor by the State of California (#407339) and possesses the demonstrated competence and professional qualifications for the services to be performed.
3. Contract Documents:  
The contract documents consist of the Agreement for Construction Project Management Services, the General Provisions, Attachments "A", and completed insurance forms.
4. Compensation:  
As full compensation for all services contemplated by this Agreement, CONSULTANT shall be paid as set forth in Attachment "A."
5. Term of Agreement:  
This Agreement begins effective July 1, 2022 through June 30, 2023, and completes upon completion of services under the Agreement, unless terminated sooner, whether pursuant to the provisions of Section 7 of the General Provisions or otherwise.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written below.

Gravenstein Union School District

Counterpoint Construction Services, Inc.

By: \_\_\_\_\_

By:  \_\_\_\_\_

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

Title: VP Construction Services

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

Date: April 26, 2022

## GENERAL PROVISIONS

1. ASSIGNMENT/DELEGATION: Neither party hereto shall assign or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.
2. STATUS OF CONSULTANT: The parties intend that CONSULTANT, in performing the services herein specified, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. CONSULTANT is not to be considered an agent or employee of DISTRICT and is not entitled to participate in any pension plans, insurance, bonus or similar benefits DISTRICT provides its employees.
3. INDEMNIFICATION:
  - (a) CONSULTANT shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature in connection with CONSULTANT'S performance of the project or its failure to comply with any of its obligations contained in these contract documents, except such Liability cause by the sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONSULTANT or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.
  - (b) CONSULTANT shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from CONSULTANT's performance hereunder.
  - (c) The obligations set forth in this section 3 shall continue beyond the term of this Agreement as to any act or omission which occurred during or under this Agreement.
4. INSURANCE: With respect to the performance of work under this Agreement, CONSULTANT shall maintain and shall require all of its subconsultants to maintain insurance as described below:
  - (a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. Said policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT."
  - (b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$1,000,000 combined single limit for each occurrence. Said insurance shall include, but not be limited to: premises and operations liability, independent contractors' liability, and personal injury liability.
  - (c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles.
  - (d) Each said comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:
    - (1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
    - (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of

more than one insured shall not operate to increase the limits of the company's liability.

- (3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.
- (4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.
- (e) Professional Liability (Errors and Omissions) Insurance for all activities of the CONSULTANT arising out of or in connection with this Agreement is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT."
- (f) Documentation: The following documentation shall be submitted to the DISTRICT:
  - (1) Properly executed Certificates of Insurance clearly evidencing all coverages, limits, and endorsements required above. Said certificates shall be submitted prior to the execution of this Agreement.
  - (2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.
  - (3) Upon DISTRICT's written request, certified copies of insurance policies. Said policy copies shall be submitted within thirty (30) days of DISTRICT's request.
- (g) Policy Obligations: CONSULTANT's indemnity and other obligations shall not be limited by the foregoing insurance requirements.
- (h) Material Breach: If CONSULTANT, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement; the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this Agreement and obtain damages from the CONSULTANT resulting from said breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONSULTANT, DISTRICT may deduct from sums due to CONSULTANT any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

5. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS:  
All notices, bills and payments shall be made in writing and may be given by personal delivery or by email. Notice, bills and payments sent by email shall be addressed as follows:

DISTRICT: Gravenstein Union School District  
3840 Twig Ave  
Sebastopol, CA 95472  
Attn: Dave Rose, Superintendent

CONSULTANT: Counterpoint Construction Services, Inc  
3663 N Laughlin Road Suite 101  
Santa Rosa, CA 95403

and when so addressed, shall be deemed given upon receipt via email. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.

6. MERGER: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of

the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

7. TERMINATION AND SUSPENSION:

- (a) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the Agreement, either party may terminate this Agreement by giving written notice of such termination, stating the reason for such termination. In such event, CONSULTANT shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damage, if any, sustained by DISTRICT by virtue of any breach of the Agreement by CONSULTANT.
- (b) DISTRICT shall also have the right in its sole discretion to terminate the Agreement for its own convenience and without cause by giving thirty (30) calendar days written notice to CONSULTANT. Upon written notice from the DISTRICT of such termination, shall immediately cease work under the Agreement, except such work as may be required to comply with Section 12(b) of this Agreement. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided since the last invoice that has been paid and up to the notice of termination, except for the fee for such work as may be required to comply with Section 12(b) of this Agreement.
- (c) Termination of the Agreement shall have no effect upon any of the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
- (d) If, at any time, the DISTRICT determines that any of the individual PROJECTS should be terminated, the CONSULTANT, upon written notice from the DISTRICT of such termination, shall immediately cease work on the PROJECT(S) so terminated, except such work as may be required to comply with Section 12(b) of this Agreement. For any such PROJECT(S), the DISTRICT shall pay the CONSULTANT only the fee associated with the services provided since the last invoice that has been paid and up to the notice of termination, except the fee for such work as may be required to comply with Section 12(b) of this Agreement. CONSULTANT agrees to continue to perform all non-terminated portions of this Agreement in that case, and the Parties agree that CONSULTANT'S compensation shall be adjusted accordingly.
- (e) DISTRICT retains the right to terminate, either for convenience or for cause, CONSULTANT'S performance on any of the individual PROJECTS. Upon written notice from the DISTRICT of such termination, shall immediately cease work on the PROJECT(S) on which CONSULTANT's services have been so terminated, except such work as may be required to comply with Section 12(b) of this Agreement. For any such PROJECT(S), the DISTRICT shall pay the CONSULTANT only the fee associated with the services provided since the last invoice that has been paid and up to the notice of termination, except the fee for such work as may be required to comply with Section 12(b) of this Agreement. CONSULTANT agrees to continue to perform all non-terminated portions of this Agreement in that case, and the Parties agree that CONSULTANT'S compensation shall be adjusted accordingly.
- (f) DISTRICT also retains the right to suspend, either for convenience or for cause, CONSULTANT'S performance of services under the Agreement as to any or all the individual PROJECTS. Upon written notice from the DISTRICT of such suspension, shall immediately cease work on any PROJECT(S) so suspended. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided since the last invoice that has been paid and up to the notice of suspension.

8. TRANSFER OF RIGHTS: CONSULTANT assigns to DISTRICT all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications now or later prepared by CONSULTANT in connection with the project, if any.

CONSULTANT agrees to take such actions as are necessary to protect the rights assigned to DISTRICT in this Agreement, and to refrain from taking any action which would impair those rights. CONSULTANT's responsibilities under this contract include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as CONSULTANT may direct and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of DISTRICT.

9. NONDISCRIMINATION: CONSULTANT shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.
10. EXTRA (CHANGED) WORK: Only the Superintendent may authorize extra (and/or changed) work. The parties expressly recognize that DISTRICT and School personnel are without authorization to either order extra (and/or changed) work or waive contract requirements. Failure of the CONSULTANT to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONSULTANT thereafter shall be entitled to no compensation whatsoever for the performance of such work.
11. CONFLICT OF INTEREST: CONSULTANT represents that it presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. CONSULTANT further represents that in the performance of this Agreement, no person having such interest will be employed.
12. OWNERSHIP OF WORK PRODUCT:
  - (a) DISTRICT shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any design computations, plans, correspondence or other pertinent data and information gathered or computed by CONSULTANT prior to termination of this Agreement by DISTRICT or upon completion of the work pursuant to this Agreement.
  - (b) After completion of each PROJECT, after termination by DISTRICT of CONSULTANT's services as to any PROJECT, and after termination of this Agreement, CONSULTANT shall deliver to DISTRICT a complete set of PROJECT records for each PROJECT on which services were provided, including without limitation all documents generated by CONSULTANT, copies of all documents exchanged with or copied to or from all other PROJECT participant, and all closeout documents. Said PROJECT records for each PROJECT shall be indexed and appropriately organized for easy use by DISTRICT personnel.
  - (c) The parties understand that under this Section 12, all documentation generated by CONSULTANT will be turned over to the school district and that CONSULTANT has no patent or copyright materials and/or product any such items that require this section in the contract.
13. CONSULTANT'S WARRANTY: DISTRICT has relied upon the professional ability and training of CONSULTANT as a material inducement to enter into this Agreement. CONSULTANT hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of CONSULTANT's work by DISTRICT shall not operate as a waiver or release.
14. TAXES: CONSULTANT agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case DISTRICT is audited for compliance regarding any applicable taxes, CONSULTANT agrees to furnish DISTRICT with proof of payment of taxes on those earnings.
15. DUE PERFORMANCE: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for

insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.

16. NO THIRD-PARTY BENEFICIARIES: There are no intended third-party beneficiaries of this Agreement.
17. NO WAIVER OF BREACH: The waiver by DISTRICT of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term or promise contained in this Agreement.
18. SECURITY. By execution of the Agreement, the CONSULTANT acknowledges that Education Code section 45125.1 applies to contracts where the CONSULTANT or its employees will have interaction with students, outside the immediate supervision and control of the student's parent or guardian or a school employee. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice for a criminal records check, unless the DISTRICT determines that an exemption applies. In making this determination, the District will consider the totality of the circumstances, including factors such as the length of time the Consultant and Consultant's employees will be on school grounds, whether pupils will be in proximity with the site where the Consultant and Consultant's employees will be working, and whether the Consultant and Consultant's employees will be alone or with others. The District further reserves the right to determine, on a case-by-case basis, to require any entity providing school site services to comply with the requirements of this paragraph.

(a) District Determination of Fingerprinting Requirements

The DISTRICT has considered the Services being performed by the CONSULTANT under this Agreement and has determined that the CONSULTANT and CONSULTANT's employees:

X are subject to the fingerprinting requirements of Education Code sections 45125.1 and Paragraph (b) below, is applicable.

\_\_\_\_\_ are **not** subject to the fingerprinting requirements of Education Code section 45125.1, and Paragraph (c) below is applicable.

(b) If the DISTRICT has determined that fingerprinting is required, the CONSULTANT expressly acknowledges that: (1) CONSULTANT and all of CONSULTANT's employees who will have interaction with students, outside the immediate supervision and control of the student's parent or guardian or a school employee, must submit or have submitted fingerprints in a manner authorized by the Department of Justice, as set forth in Education Code section 45125.1; (2) CONSULTANT shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a felony, as defined in Education Code section 45122.1; (3) CONSULTANT shall certify in writing to the Governing Board of the DISTRICT that none of its employees subject to Education Code section 45125.1 have been convicted of a felony, as defined in Education Code section 45122.1; and (4) CONSULTANT shall provide to the Governing Board of the DISTRICT a list of names of its employees who are potentially subject to Education Code section 45125.1. The CONSULTANT is required to fulfill these requirements at its own expense.

(c) Even if the DISTRICT has determined that fingerprinting is not required, the CONSULTANT expressly acknowledges that the following conditions shall apply to any work performed by the CONSULTANT and/or CONSULTANT's employees on a school site: (1) CONSULTANT and CONSULTANT's employees shall check in with the school office each day immediately upon arriving at the school site; (2) CONSULTANT and CONSULTANT's employees shall inform school office staff of their proposed activities and location at the school site; (3) Once at such location, CONSULTANT and CONSULTANT's employees shall not change locations without contacting the school office; (4) CONSULTANT and CONSULTANT's employees shall not



use student restroom facilities; and (5) If CONSULTANT and/or CONSULTANT's employees find themselves alone with a student, CONSULTANT and CONSULTANT's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

(d) CONSULTANT shall comply, as required by law, with the Child Abuse and Neglect Reporting Act as a mandated reporter of suspected child abuse.

19. APPLICABLE LAW: The laws of the State of California govern this Contract. Each and every provision of law and clause required by law to be included in the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included. Sonoma County, California, in which the DISTRICT is located, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement, and no other place.
20. REPORTS TO IRS: The parties understand that Federal Internal Revenue regulations require this office to report all payments to CONSULTANT for services.
21. DISPUTE RESOLUTION PROVISIONS:
- MEDIATION
- (1) Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to mediation if the parties mutually agree.
  - (2) A request for mediation shall be filed in writing with the other party to this Agreement.
  - (3) The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon.
22. COVID PROTOCOLS: Prior to performing any on-site work under this Agreement, CONSULTANT shall provide DISTRICT with proof of vaccination for all individuals who will be performing on-site services on behalf of CONSULTANT. For all such individuals who are unvaccinated, CONSULTANT shall provide DISTRICT with weekly negative COVID-19 tests prior to allowing an unvaccinated individual on-site. In performing services under this Agreement, CONSULTANT agrees to strictly, and without exception, follow all local, state and federal guidelines and protocols regarding COVID, including all DISTRICT policies and procedures.
23. Force Majeure: If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability ("Force Majeure Event"), performance of that act shall be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.
24. Severability: If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.
25. Authorization: Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.
26. Attachments: The following Attachments, attached hereto, are incorporated herein by reference:
27. Terms of Payment: District agrees to pay a monthly bill based on scope outlined in Attachment A. No retention or withholding is permitted for any reason. In the event of a late payment, District shall pay the sum of \$10.00 for each day that the payment is late, in addition to invoice sum.

Attachment "A"

June 30, 2022

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

Dear Dave,

Thank you for allowing Counterpoint Construction Services, Inc. the opportunity to provide you with our fee and rate schedule. We have structured our fees and rates according to project phases.

Our Proposal includes three phases for each project. These are as follows:

- 1) Pre-construction and Award Services: Basic services required for planning, administrating, bidding and processing work precedent to the Board award of contract.
- 2) Construction Services: Basic services required measured from the month in which the Board awards the contract for the project and ending at the scheduled completion time. This phase is intended to expire 30 days after Contractor's scheduled completion date to allow for standard contract closeout. If the project is delayed beyond this time, due to no fault of the project manager, additional services may be charged at our hourly rates.
- 3) Extended Closeout and Warranty Services: All services required after the end of the scheduled completion date described above.

<u>Phase of Service:</u>	<u>Basis of Payment:</u>
Pre-construction & Award	Hourly
Construction Services	Percent of Contract Award
Extended Closeout/Warranty	Hourly

**Percent of Contract Award Fee-based Services:**

At the time of award of construction contract, our fee for Construction Services Phase will be established as follows based on Contractor award amount:

Projects less than \$600,000 at time of award: Hourly

Projects between \$600,000 and \$1,500,000 at time of award; 5% of construction cost.

Projects between \$1,500,001 and \$9,000,000 at time of award; 4.5% of construction cost.

Projects in excess of \$9,000,001 at time of award; 4% of construction cost.

**Hourly Services:**

Our hourly rates are as follows:

Principal:	\$ 170.00 per hour.
Associate:	\$ 155.00 per hour.
Sr. Project Manager:	\$ 140.00 per hour.
Project Manager:	\$ 120.00 per hour.
Project Engineer	\$ 95.00 per hour.
Project Support:	\$ 65.00 per hour.

These rates are assessed based upon actual time of service to the nearest half-hour, including direct driving time.

Hourly rates and Fee-Based proposals are all-inclusive, except as excluded below in "Fee Qualifications", and except as noted as additional services or as reimbursable costs below. All home-office payrolls, overhead, fuel, vehicle, phone, regular mail, fax, computers and cell phone costs are included in our hourly rates.

**FEE QUALIFICATIONS**

The following costs shall be reimbursed at the rate of actual cost plus 10%:

- Blueprinting.
- Claims, Cost or Scheduling consultants hired with consent of District.
- UPS, FedEx or Cal-Overnight Charges.
- Schedule reproduction (larger than 8.5 X 11).
- Reproduction and binding for monthly reports.
- Bid Advertisements.
- Authorized expenditures.
- Permits, Fees, Utility Company Fees.

**Hourly or Lump Sum Additional Services** (These services are considered additional services, to be provided if and as agreed between District and Consultant)

- Constructability Review.
- Estimating Services.
- Value Engineering.
- Preparation of CPM Schedules or As-Built Schedules.
- Facility Needs Assessments
- Deferred Maintenance Planning

**The following listed items are excluded from our Fee Proposal:**

- Responsibility for handling, assessment or abatement of Hazardous Materials or Substances, including Black Mold, Lead or Asbestos.
- Liability for Site Contractor's compliance with safety regulations, or proper payment and reporting of prevailing wages.
- Services provided by the Architect or any of the Architect's sub-consultants or by Registered Design Professionals.
- Services provided by the Geotechnical Consultant.
- Inspection Services provided by the District's Inspector of Record.
- Special Testing and Inspection services.

Sincerely,  
COUNTERPOINT CONSTRUCTION SERVICES, INC.,



Tenaya Dale  
VP Construction Services

**AGREEMENT FOR PROJECT INSPECTION SERVICES**

This Agreement ("Agreement"), made this 10<sup>th</sup>, day of May, 2022, by and between the **Gravenstein Union School District**, a political subdivision of the State of California ("District") and **Ryan D. Henderson**, a duly qualified project inspector ("Inspector").

District and Inspector hereby agree as follows:

1. Scope of Services:

Inspector warrants that he is certified by the Division of State Architect ("DSA") to provide inspection services for the following project class/category: Class 2 Certification. District requires inspection services pursuant to Education Code section 17311, by a DSA-certified inspector for the following project class/category: Class 2 Certification. Inspector agrees to provide such inspection services to District as more specifically set forth in **Attachment A: Proposal & Scope of Services**.

2. Contract Documents:

The contract documents consist of the Agreement for Project Inspection Services, the following General Provisions, Attachments A and B, and completed insurance forms.

3. Compensation:

As full compensation for all services contemplated by this Agreement, Inspector shall be recompensed as set forth in **Attachment B – Project Inspector’s Fee Schedule. (As submitted with proposal.)**

4. Term of Agreement:

The term of this Contract shall be **Tuesday, May 10<sup>th</sup>, 2022** until completion and acceptance of the following project: **Gravenstein Elementary School Modular Toilet Room Additions**, subject to the provisions of Section 8 of the General Provisions.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above.

Gravenstein Unified School District:

s/ \_\_\_\_\_

\_\_\_\_\_  
Name/Title

Inspector of Record:

s/  \_\_\_\_\_

Ryan D. Henderson

\_\_\_\_\_  
Name/Title

## GENERAL PROVISIONS

1. Inspector's Warranty: District has relied upon the professional ability and training of Inspector as a material inducement to enter into this Agreement. Inspector hereby warrants that all his or her work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws.
2. Status of Inspector: The parties intend that Inspector, in performing the services herein specified, shall act as an independent consultant and shall have control of the work and the manner in which it is performed. Inspector is not to be considered an agent or employee of District and is not entitled to participate in any pension plans, insurance, bonus or similar benefits District provides its employees.
3. Conflict of Interest: Inspector represents that he or she presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. Inspector further represents that in the performance of this Agreement, no person having such interest will be employed.
4. Nondiscrimination: Inspector shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.
5. Indemnification:
  - (a) Inspector shall indemnify, defend with counsel acceptable to District, and hold harmless to the full extent permitted by law, District and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Inspector's performance of the project or his or her failure to comply with any of his or her obligations contained in these contract documents, except such Liability cause by the active negligence, sole negligence or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Inspector or his or her agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.
  - (b) Inspector shall be liable to District for any loss or damage to District property arising from or in connection with Inspector's performance hereunder.
6. Insurance: With respect to the performance of work under this Agreement, Inspector shall maintain and shall require all of his or her subcontractors, if any, to maintain insurance as indicated below:

(a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District."

(b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent inspector's liability, and personal injury liability.

(c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and nonowned vehicles.

(d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) District, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.

(e) Professional Liability (Errors and Omissions) Insurance for all activities of the Inspector arising out of or in connection with this Agreement is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District."

(f) Documentation: The following documentation shall be submitted to the District:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this Agreement.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.

(3) Upon District's written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of District's request.

(g) Policy Obligations: Inspector's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) Material Breach: If Inspector, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. District, at its sole option, may terminate this Agreement and obtain damages from the Inspector resulting from the breach. Alternatively, District may purchase such required insurance coverage, and without further notice to Inspector, District may deduct from sums due to Inspector any premium costs advanced by District for such insurance. These remedies shall be in addition to any other remedies available to District.

7. Method and Place of Giving Notice, Submitting Bills and Making Payments: All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

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

**Locus Construction Services  
Ryan D. Henderson, Inspector of Record  
P.O. Box 876  
Sonoma, CA 95476**

When so addressed, any notice, bill, or payment shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded certified, or registered with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.



8. Termination:

(a) District may terminate this Agreement by giving thirty (30) calendar days written notice to Inspector. In the event District elects to terminate the Agreement without cause, it shall pay Inspector for services rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the Agreement, either party may terminate this Agreement by giving written notice of such termination, stating the reason for such termination. In such event, Inspector shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damage, if any, sustained by District by virtue of any breach of the Agreement by Inspector.

9. Due Performance: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.

10. Taxes: Inspector agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case District is audited for compliance regarding any applicable taxes, Inspector agrees to furnish District with proof of payment of taxes on those earnings.

11. Dispute Resolution: The parties agree to make a good faith effort to resolve any dispute arising from or relating to this Agreement through mediation prior to commencing litigation. Within sixty (60) days following a written request by either party to mediate a dispute that has not been resolved by informal negotiation, the parties shall mutually agree upon a mediator, schedule a mediation, and shall share the costs of mediation equally, except costs incurred by each party for representation by legal counsel.

12. Choice of Law and Venue: This Agreement shall be governed by California law, and venue shall be in the Superior Court of the County of Sonoma, California, and no other place.

13. Merger: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

14. Assignment/Delegation: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

15. No Third-Party Beneficiaries: There are no intended third-party beneficiaries to this Agreement.
16. No Waiver of Breach: The waiver by District of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
17. Force Majeure: If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability ("Force Majeure Event"), performance of that act shall be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.
18. Severability: If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.
19. Headings: The headings in this Agreement are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.
20. Execution in Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
21. Authorization: Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.
22. Attachments: The following Attachments, attached hereto, are incorporated herein by reference:

**Attachment A: Proposal & Scope of Services**  
**Attachment B: Project Inspector's Fee Schedule**



Gravenstein Modular Toilet Room Additions

DSA Project Inspector Proposal

29 APR 2022

Ryan D. Henderson  
P.O. Box 876  
Sonoma, CA 95476  
415-867-7095  
[LocusConst@gmail.com](mailto:LocusConst@gmail.com)

**Attachment A: Proposal & Scope of Services**

Gravenstein Union School District  
Attn: Dave Rose, Superintendent  
RE: Gravenstein Modular Toilet Room Additions  
3840 Twig Avenue  
Sebastopol, CA 95472

Dear Superintendent Rose,

Thank you for having Counterpoint Construction Services contact Locus Construction Services regarding DSA Project Inspector services for the Gravenstein Modular Toilet Room Additions.

I have reviewed the construction documents and would be honored to be part of your team for this project. Locus Construction Services (LCS) is a multi-disciplined service provider. Sharing lessons learned from each point of view around the job site table helps lessen the number of issues that cost owners both time and money. Knowing what a District representative, architect, construction manager, and general contractor expects from a DSA Project Inspector is key and LCS has first hand experience in each of these roles. With over two decades of construction administration experience, having operated as an architect and senior district project manager for DSA projects for almost a decade; I know what it takes to put a good set of construction drawings and specifications together along with the administrative tasks to complete challenging projects. This experience facilitates the ability to see possible conflicts before they happen and resolve issues with the best intent for all team members and end users.

LCS believes in maintaining a professional and courteous demeanor is as important as taking a clear and definitive stance on any deficiencies. As the eyes and ears for the District; accurate records, detailed reports, coordination with special inspectors, and ensuring as-built documents are kept up to date is our priority to ensure a speedy DSA project closeout with certification.

Attached, please find a proposal and supporting documents for providing DSA Project Inspector services for your project as requested. Please let me know if you have any questions or comments.

Best Regards,

A handwritten signature in blue ink, appearing to read 'R. Henderson', is written over a light blue horizontal line.

Ryan D. Henderson

DSA Project Inspector - Class 2



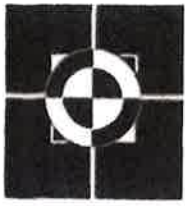
## Proposal for DSA Project Inspection Services

**Provided to:** Gravenstein Union School District  
Attn: Dave Rose, Superintendent  
RE: Gravenstein Modular Toilet Room Additions  
3840 Twig Ave  
Sebastopol, CA 954724

**Description:** Locus Construction Services (LCS) is honored to provide the following proposal for DSA Project Inspection services **Gravenstein Modular Toilet Room Additions** in Sebastopol, CA. LCS will provide the following general services as part of this proposal based on the requested scope of work:

1. Perform specific duties in accordance with Title 24, Part 1 (Sections 4-309)
2. Provide Inspection Services in accordance with DSA IR A-22 and the Construction Documents.
3. In addition to the minimum requirements set forth in DSA IR A-22, provide inspection of all aspects of construction and as described in the provided DSA-103, if required.
4. Coordination with Special Testing & Inspection and Soils contracted firm
5. Maintain a log of time spent on site and provide that information to the district appointed onsite District Representative.
6. Coordinate work with the District Project Manager, Construction Manager, GC Superintendent, Architect and any other consultants as needed.
7. Alert the onsite District Representative of any issue that may impede work and have a thorough understanding of all requirements of the construction documents.
8. Inspect all portions of the work including but not limited to compliance with the requirements of the approved construction documents and Gravenstein Union School District Standards.
9. Inspect work for quality and identify, document, and report all construction deviations from the requirements of the DSA approved construction documents.
10. Submittal of DSA forms throughout the construction schedule, uploading DSA documents to DSA Box.
11. Schedule and coordinate with all special testing and laboratory inspections and assist in validating invoices.
12. Attend onsite construction meetings, preconstruction meetings, and any other special meetings as required by the district.

**Schedule:** LCS is prepared and available to perform inspection services with the understanding the anticipated start of construction is late June 2022 with an anticipated completion in early August 2022. Given the scope of work, LCS recommends a flat fee for the hours needed for inspection.



**Locus  
Construction  
Services**

Gravenstein Modular Toilet Room Additions

DSA Project Inspector Proposal

29 APR 2022

## **INSURANCE REQUIREMENTS**

See attached insurance certificates. Additional insured requirements would be provided upon selection as required per the Agreement for Inspection Services.

## **CONSTRUCTION DOCUMENT RECEIPT**

I, Ryan D. Henderson, am in receipt of the project's construction document drawings via email from Bryan Valdez of Counterpoint Construction Services on 22 APR 2022 and have reviewed the documents and have an understanding of the project scope of work and requirements.

## **REFERENCES**

**George Kalligeros**

Elmast Construction Services  
DSA Project Inspector #1921  
(415) 240-1432

**Jason Polyzos**

Advanced Inspections Inc  
DSA Project Inspector #5818  
(510) 962-2254

**Kenneth Kerch**

Gilbane Building Company  
Senior Project Manager  
(669) 207-7872

# RYAN DAVID HENDERSON

California Licensed Architect  
C-30242

DSA Project Inspector #5807



415.867.7095

locusconst@gmail.com

18443 1st Avenue

Sonoma, California 95476

## PROFESSIONAL EXPERIENCE

Award winning design professional and DSA project inspector with over 15 years experience in architecture and construction. Background includes work in multiple industries, including public education, hospitality, private residences, and commercial office. Honors graduate of Pratt Institute, California licensed architect, & DSA Class II Project Inspector. Successful as both a project manager and team member with a combined \$20 - \$60 million under management. Versatile, with an innovative, creative and original approach. Thorough knowledge of design/construction process, building codes, ADA, and client negotiations. Dedicated to excellence in all endeavors.

### PROJECT DEVELOPMENT

- Simultaneously manages several A/E firms, CM, GC, IOR, Geotechnical, and Industrial Hygienist consultants for educational modernization projects.
- Directed multi-million dollar educational campus projects as Senior Project Manager, Project Architect and Construction Administration Manager.
- Compiled multidisciplinary constructability reviews saving project costs and time.
- Originated preliminary design concepts, competition entries, and construction documents including specifications for a broad range of project types.
- Extensive on-site construction administration and observation of all project phases.
- Coordinated consultants' drawings, material selection, code analysis, accessibility compliance, and permit review processes.
- Observation and reporting of on-site construction installation in compliance with Title 24 regulations.
- Uses the latest in inspection measurement tools including skilled operation of 3D high density scanning systems and software.

### INTERPERSONAL SKILLS

- Provided uncompromised client service for design decisions, finish materials, programming, budgetary requirements, cost analysis, and close out procedures.
- Managed team of designers and construction specialist in all phases of projects, from master planning to building commissioning to opening dedications.

### TECHNICAL PROFICIENCY

- Skilled in both Mac and PC networks, several CAD packages, and image editing.

## EDUCATION

**BACHELOR OF ARCHITECTURE**, Honors Graduate May 1997  
Pratt Institute, Brooklyn, New York

## Major Projects

Ross Valley S.D. Administration Office San Anselmo, CA	App#01-118557 26,054 s.f.	Cost: \$3,839,700 Jan 2020 - Oct 2020
College of Marin Modular & Portable Bldgs. Petaluma, CA	App#01-118027 9,800 s.f.	Cost: \$1,078,000 Sep 2019 - Apr 2020
Cinnabar ES Site & Kitchen Improvements Petaluma, CA	App#01-118027 15,912 s.f.	Cost: \$1,981,000 May 2019 - Oct 2019
Roseland University Prep Field Santa Rosa, CA	App#01-116927 5 acres	Cost: \$801,900 Jun 2019 - Oct 2019
College of Marin Field Improvement Project Kentfield, CA	App#01-116927 5 acres	Cost: \$5,835,000 Jun 2018 - May 2019



# APPLICATION FOR PUBLIC WORKS CONTRACTOR REGISTRATION

## Registration Information

---

Type: Public Works

Period: 07/01/2021 06/30/2022

## Contractor Information

---

Contractor Name: RD Henderson Architects, Inc.

Trade Name: Locus Construction Services

License Type Number: PW-LR-1000386968

## Contractor Physical Address

---

Contractor Name: RD Henderson Architects, Inc.

Trade Name: Locus Laser Scanning

License Type Number: PW-LR-1000386968

## Contractor Physical Address

---

Physical Business Country: United States of America

Physical Business City/ Province: Sonoma

Physical Business Address: 18443 1ST AVE

Physical Business State: CA

Physical Business Postal Code: 95476

## Contractor Mailing Address

---

Mailing Country: United States of America

Mailing City /Province: Sonoma

Mailing Address: PO Box 876

Mailing State: CA

Mailing Postal Code: 95476

## Contact Info

---

Daytime Phone:

Daytime Phone Ext.:

Mobile Phone:

Business Email: locusconst@gmail.com

Applicant's Email: locusconst@gmail.com

# Workers' Compensation

---

## Professional Employer Organization (PEO)

---

Do you lease employees through Professional Employer Organization? No

## Workers' Compensation Overview

---

Carrier: Inception Date:  
Policyholder Name: Expiration Date:  
Policy Number:

## Certification

---

Yes I certify that I do not have any delinquent liability to an employee or the state for any assessment of back wages or related damages, interest, fines, or penalties pursuant to any final judgment, order, or determination by a court or any federal, state, or local administrative agency, including a confirmed arbitration award

I certify that the contractor is not currently debarred under Section 1777.1 or under any other federal or state law providing for the debarment of contractors from public works.

Yes I certify that one of the following is true: (1) I am licensed by the Contractors State License Board (CSLB) in accordance with Chapter 9 (commencing with Section 7000) of the Business and Professions Code; or (2) my business or trade is not subject to licensing by the CSLB.

I understand refunds are not authorized

I, Ryan David Henderson, the undersigned, am , RD Henderson Architects, Inc. with the authority to act for and on behalf of the above named contractor. I certify under penalty of perjury that all of the above information provided is true and correct. I further acknowledge that any untruthful information provided in this application could result in the certification being canceled.

I certify this on: 6:41 PM

## Legal Entity Information

---

**Legal Entity Type: Corporation**

---

Name: RD Henderson Architects, Inc.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (888) 202-3007      FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A : Hiscox Insurance Company Inc      10200 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
<b>INSURED</b> RD Henderson Architects, Inc. dba Locus Architecture Studio dba Locus Laser Scanning 18443 1st Ave Sonoma CA 95476		


**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary & Non Contributory GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	UDC-1642282-CGL-21	10/08/2021	10/08/2022	EACH OCCURRENCE \$ 3,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 3,000,000						
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg.
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Hudson One Ferry Operating, L.P., Hudson One Ferry Operating GP, LLC, Hudson One Ferry, LLC, Allianz US Private REIT LP, the City and County of San Francisco, The San Francisco Port Commission and each of their respective parents, subsidiaries and affiliated companies, as well as the directors, officers, shareholders, agents, representatives and employees of each and all of the forgoing are included as Additional Insured jointly/and or severally, regarding any coverage afforded on this policy with respect to services performed for or to such property. The insurance shall be primary with respect to other insurance available to such insurers seeking contribution from such insurance of the additional insureds. Waiver of Subrogation applies in favor of the Additional Insureds. Subject to policy terms, conditions and exclusions.

**CERTIFICATE HOLDER      CANCELLATION**

<b>CERTIFICATE HOLDER</b>  	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (888) 202-3007 E-MAIL ADDRESS: contact@hiscox.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> RD Henderson Architects, Inc. dba Locus Architecture Studio dba Locus Laser Scanning 18443 1st Ave Sonoma CA 95476	<b>INSURER A:</b> Hiscox Insurance Company Inc	<b>NAIC #</b> 10200
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	


**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	Y		UDC-1642282-EO-21	10/08/2021	10/08/2022	Each Claim: \$ 2,000,000 Aggregate: \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 3D Virtual Design Technology, Inc. is listed as additional insured

**CERTIFICATE HOLDER****CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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## Project inspector RFP Information

Ryan D. Henderson  
P.O. Box 876, Sonoma, CA 95476  
Cell: 415-867-7095  
Office: 707-809-5550  
Email: [LocusConst@gmail.com](mailto:LocusConst@gmail.com)

### Attachment B: Project Inspector's Fee Schedule

Entity Type: S-Corporation, RD Henderson Architects, Inc. dba Locus Construction Services  
Owner: Ryan D. Henderson  
Size: Sole Owner Operator  
Location: 18443 1st Avenue, Sonoma, CA 95476

DSA Project Inspector #5807  
Class 2  
Recertification Date: June 2025

California Licensed Architect C-30242  
Renewal Date: April 2023

Department of Industrial Relations Registration PW-LR-1000386968  
Expiration Date: June 2022

## FEE SCHEDULE

Given the scope of work and short construction duration, current market conditions, manufacturing and delivery delays, expectations would be for the project to go slightly beyond the projected completion date. There are also only a handful of inspection visits needed with relatively short duration times. Therefore a **flat fee of \$1,500** would cover the inspection services time and materials for this project.

Other applicable fees: None with the assumption that any construction document reproduction costs will be provided by the District or others.

**Sonoma County Office of Education**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**  
**in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449**

Name of School District: Gravenstein Union School District #20  
 Name of Bargaining Unit: Gravenstein Union Teacher's Association  
 Certificated, Classified, Other: Certificated

The proposed agreement covers the period beginning: July 1, 2021 and ending: June 30, 2024  
 (date) (date)

The Governing Board will act upon this agreement on: May 10, 2022  
 (date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

**A. Proposed Change in Compensation**

Compensation	Annual Cost Prior to Proposed Agreement 2021-22	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) 2021-22	Year 2 Increase/(Decrease) 2022-23	Year 3 Increase/(Decrease) 2023-24
1 <b>Salary Schedule</b> (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 4,153,629	\$ 207,681	\$ 218,066	\$ 228,969
		5.00%	5.00%	5.00%
2 <b>Other Compensation -</b> Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -	\$ -	\$ -	\$ -
<b>Description of other compensation</b>				
3 <b>Statutory Benefits -</b> STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 894,692	\$ 44,734	\$ 46,971	\$ 49,320
		5.000%	5.00%	5.00%
4 <b>Health/Welfare Plans</b>	\$ 710,141	\$ -	\$ 150,832	\$ -
		0.00%	21.24%	0.00%
5 <b>Total Compensation -</b> Add Items 1 through 4 to equal 5	\$ 5,758,462	\$ 252,416	\$ 415,869	\$ 278,289
		4.383%	6.92%	4.33%
6 <b>Step and Column -</b> Due to movement plus any changes due to settlement. This is a subset of Item No. 1.	\$ 58,389	\$ 15,466	\$ 64,374	\$ 67,593
7 <b>Total Number of Represented Employees</b> (Use FTEs if appropriate)	49.20			
8 <b>Total Compensation Average Cost per Employee</b>	\$ 117,042	\$ 123,673	\$ 129,927	\$ 125,764
		5.67%	11.01%	7.45%

Gravenstein Union School District #20

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

5% on schedule to the 2021-22 salary schedule retroactive to 7/1/21  
5% on schedule to the 2022/23 salary schedule 5%  
on schedule to the 2023/24 salary schedule

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No additional steps/columns/ranges added. Step 17, 20, and 23 were removed from column IV. Staff on the removed steps were prorated to the next step retroactive to 7/1/21.

11. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

See signed TA attached.

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes  No

If yes, please describe the cap amount.

2021-22 Health Cap: \$700 Employee Only, \$950 Employee + 1, \$1,100 Family  
2022-23 & 2023-24 Health Cap: \$1,000 Employee Only, \$1,250 Employee + 1, \$1,400 Family

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

no changes to noncompensation items

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

Class sizes will increase starting in years 2023-24, reduction in certificated staffing

**D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?**

**E. Will this agreement create or increase deficit financing in the current or subsequent year(s)?**

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

Increase deficit spending in all years.

**F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

**G. Source of Funding for Proposed Agreement:**

1. Current Year

General Fund

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

General Fund and reserves

Gravenstein Union School District #20

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET****Unrestricted General Fund**

Bargaining Unit:

Gravenstein Union Teacher's Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 2nds Interim )	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 8,043,808	\$ -	\$ 832,001	\$ 8,875,809
Remaining Revenues (8100-8799)	\$ 248,751	\$ -	\$ -	\$ 248,751
<b>TOTAL REVENUES</b>	\$ 8,292,559	\$ -	\$ 832,001	\$ 9,124,560
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 4,358,425	\$ 193,263	\$ -	\$ 4,551,688
Classified Salaries (2000-2999)	\$ 1,194,130	\$ -	\$ -	\$ 1,194,130
Employee Benefits (3000-3999)	\$ 1,880,150	\$ 41,629	\$ -	\$ 1,921,779
Books and Supplies (4000-4999)	\$ 184,849	\$ -	\$ -	\$ 184,849
Services, Other Operating Expenses (5000-5999)	\$ 725,835	\$ -	\$ -	\$ 725,835
Capital Outlay (6000-6599)	\$ 43,455	\$ -	\$ -	\$ 43,455
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 8,386,844	\$ 234,892	\$ -	\$ 8,621,736
<b>OPERATING SURPLUS/(DEFICIT)</b>	\$ (94,285)	\$ (234,892)	\$ 832,001	\$ 502,824
Transfers In and Other Sources (8910-8979)	\$ 1,200,058	\$ -	\$ -	\$ 1,200,058
Transfers Out and Other Uses (7610-7699)	\$ 1,324,724	\$ -	\$ -	\$ 1,324,724
Contributions (8980-8999)	\$ (791,738)	\$ -	\$ -	\$ (791,738)
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (1,010,689)	\$ *	\$ 832,001	\$ (413,580)
<b>BEGINNING BALANCE</b>	\$ 7,424,161			\$ 7,424,161
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 6,413,472	\$ (234,892)	\$ 832,001	\$ 7,010,581
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 7,270	\$ -	\$ -	\$ 7,270
Reserved for Economic Uncertainties (9770)	\$ 493,078	\$ 14,393	\$ -	\$ 507,471
Designated Amounts (9775-9780)	\$ 4,210,000	\$ -	\$ -	\$ 4,210,000
Unappropriated Amount (9790)	\$ 1,703,124	\$ (249,285)	\$ 832,001	\$ 2,285,840

- Updated LCFF  
revenue projects after  
P-2 submissions

\* Please see question on page 7.

Revised June 2005

## Gravenstein Union School District #20

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

## Restricted General Fund

Bargaining Unit:

Gravenstein Union Teacher's Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 2nds Interim )	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 31,280	\$ -	\$ -	\$ 31,280
Remaining Revenues (8100-8799)	\$ 1,894,263	\$ -	\$ -	\$ 1,894,263
<b>TOTAL REVENUES</b>	\$ 1,925,543	\$ -	\$ -	\$ 1,925,543
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 382,037	\$ 14,418	\$ -	\$ 396,455
Classified Salaries (2000-2999)	\$ 292,315	\$ -	\$ -	\$ 292,315
Employee Benefits (3000-3999)	\$ 698,081	\$ 3,106	\$ -	\$ 701,187
Books and Supplies (4000-4999)	\$ 209,077	\$ -	\$ -	\$ 209,077
Services, Other Operating Expenses (5000-5999)	\$ 609,052	\$ -	\$ -	\$ 609,052
Capital Outlay (6000-6599)	\$ 424,827	\$ -	\$ -	\$ 424,827
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 2,615,389	\$ 17,524	\$ -	\$ 2,632,913
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (689,846)	\$ (17,524)	\$ -	\$ (707,370)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ 791,738	\$ -	\$ -	\$ 791,738
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ 101,892	\$ * (17,524)	\$ -	\$ 84,368
<b>BEGINNING BALANCE</b>	\$ 1,256,001			\$ 1,256,001
Prior-Year Adjustments/Restatements (9793/9795)	\$ (279,196)			\$ (279,196)
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 1,078,697	\$ (17,524)	\$ -	\$ 1,061,173
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 1,078,697	\$ (24,889)	\$ -	\$ 1,053,808
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amount (9790)	\$ -	\$ 7,365	\$ -	\$ 7,365

\* Please see question on page 7.

Revised June 2005



## Combined General Fund

Bargaining Unit: Gravenstein Union Teacher's Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 2nds Interim)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 8,075,088	\$ -	\$ 832,001	\$ 8,907,089
Remaining Revenues (8100-8799)	\$ 2,143,014	\$ -	\$ -	\$ 2,143,014
<b>TOTAL REVENUES</b>	\$ 10,218,102	\$ -	\$ 832,001	\$ 11,050,103
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 4,740,462	\$ 207,681	\$ -	\$ 4,948,143
Classified Salaries (2000-2999)	\$ 1,486,445	\$ -	\$ -	\$ 1,486,445
Employee Benefits (3000-3999)	\$ 2,578,231	\$ 44,734	\$ -	\$ 2,622,965
Books and Supplies (4000-4999)	\$ 393,926	\$ -	\$ -	\$ 393,926
Services, Other Operating Expenses (5000-5999)	\$ 1,334,887	\$ -	\$ -	\$ 1,334,887
Capital Outlay (6000-6599)	\$ 468,282	\$ -	\$ -	\$ 468,282
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 11,002,233	\$ 252,415	\$ -	\$ 11,254,648
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (784,131)	\$ (252,415)	\$ 832,001	\$ (204,545)
Transfer In and Other Sources (8910-8979)	\$ 1,200,058	\$ -	\$ -	\$ 1,200,058
Transfers Out and Other Uses (7610-7699)	\$ 1,324,724	\$ -	\$ -	\$ 1,324,724
Contributions (8980-8999)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (908,797)	\$ *	\$ 832,001	\$ (329,211)
<b>BEGINNING BALANCE</b>	\$ 8,680,162			\$ 8,680,162
Prior-Year Adjustments/Restatements (9793/9795)	\$ (279,196)			\$ (279,196)
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 7,492,169	\$ (252,415)	\$ 832,001	\$ 8,071,755
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 1,085,967	\$ (24,889)	\$ -	\$ 1,061,078
Reserved for Economic Uncertainties (9770)	\$ 493,078	\$ 14,393	\$ -	\$ 507,471
Designated Amounts (9775-9780)	\$ 4,210,000	\$ -	\$ -	\$ 4,210,000
Unappropriated Amount - Unrestricted (9790)	\$ 1,703,124	\$ (249,285)	\$ 832,001	\$ 2,285,840
Unappropriated Amount - Restricted (9790)	\$ -	\$ 7,365	\$ -	\$ 7,365
Reserve for Economic Uncertainties Percentage	17.82%			22.21%

\* Please see question on page 7.

Revised June 2005

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET****Adult Education Fund**

Enter Bargaining Unit:

Gravenstein Union Teacher's Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of _____)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ -	\$ -	\$ -	\$ -
Employee Benefits (3000-3999)	\$ -	\$ -	\$ -	\$ -
Books and Supplies (4000-4999)	\$ -	\$ -	\$ -	\$ -
Services, Other Operating Expenses (5000-5999)	\$ -	\$ -	\$ -	\$ -
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ -	\$ *	\$ -	\$ -
<b>BEGINNING BALANCE</b>	\$ -			\$ -
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9730)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amounts (9790)	\$ -	\$ -	\$ -	\$ -

\* Please see question on page 7.

Revised June 2005

## H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

## Cafeteria Fund

Bargaining Unit:

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 2nds Interim )	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ -	\$ -	\$ -	\$ -
Employee Benefits (3000-3999)	\$ -	\$ -	\$ -	\$ -
Books and Supplies (4000-4999)	\$ -	\$ -	\$ -	\$ -
Services, Other Operating Expenses (5000-5999)	\$ -	\$ -	\$ -	\$ -
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ -	\$ *	\$ -	\$ -
<b>BEGINNING BALANCE</b>	\$ -			\$ -
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9713)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amounts (9790)	\$ -	\$ -	\$ -	\$ -

\* Please see question on page 7.

Revised June 2005

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET****Child Development Fund**

Bargaining Unit:

Gravenstein Union Teacher's Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 2nds Interim )	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ -	\$ -	\$ -	\$ -
Employee Benefits (3000-3999)	\$ -	\$ -	\$ -	\$ -
Books and Supplies (4000-4999)	\$ -	\$ -	\$ -	\$ -
Services, Other Operating Expenses (5000-5999)	\$ -	\$ -	\$ -	\$ -
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ -	\$ *	\$ -	\$ -
<b>BEGINNING BALANCE</b>	\$ -			\$ -
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9713)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amounts (9790)	\$ -	\$ -	\$ -	\$ -

\* Please see question on page 7.

Revised June 2005

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

Enter Fund: \_\_\_\_\_

Bargaining Unit: \_\_\_\_\_

Gravenstein Union Teacher's Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 2nds Interim)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ -	\$ -	\$ -	\$ -
Employee Benefits (3000-3999)	\$ -	\$ -	\$ -	\$ -
Books and Supplies (4000-4999)	\$ -	\$ -	\$ -	\$ -
Services, Other Operating Expenses (5000-5999)	\$ -	\$ -	\$ -	\$ -
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ -	\$ *	\$ -	\$ -
<b>BEGINNING BALANCE</b>	\$ -			\$ -
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ -	\$ -	\$ -	\$ -
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amounts (9790)	\$ -	\$ -	\$ -	\$ -

\* Please see question on page 7.

Revised June 2005

## Gravenstein Union School District #20

## I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

## Combined General Fund

Bargaining Unit:

Gravenstein Union Teacher's Association

	Current Year	Year 2	Year 3
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Revenue Limit Sources (8010-8099)	\$ 8,907,089	\$ 8,703,571	\$ 8,752,147
Remaining Revenues (8100-8799)	\$ 2,143,014	\$ 1,262,298	\$ 1,192,854
<b>TOTAL REVENUES</b>	\$ 11,050,103	\$ 9,965,869	\$ 9,945,001
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 4,948,143	\$ 5,166,209	\$ 5,395,178
Classified Salaries (2000-2999)	\$ 1,486,445	\$ 1,522,647	\$ 1,520,512
Employee Benefits (3000-3999)	\$ 2,622,965	\$ 2,971,216	\$ 3,020,536
Books and Supplies (4000-4999)	\$ 393,926	\$ 397,865	\$ 401,844
Services, Other Operating Expenses (5000-5999)	\$ 1,334,887	\$ 1,403,236	\$ 1,417,268
Capital Outlay (6000-6999)	\$ 468,282	\$ 39,400	\$ 39,400
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 11,254,648	\$ 11,500,573	\$ 11,794,738
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (204,545)	\$ (1,534,704)	\$ (1,849,737)
Transfers In and Other Sources (8910-8979)	\$ 1,200,058	\$ 1,200,058	\$ 1,200,058
Transfers Out and Other Uses (7610-7699)	\$ 1,324,724	\$ 1,324,724	\$ 1,324,724
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (329,211)	\$ (1,659,370)	\$ (1,974,403)
<b>BEGINNING BALANCE</b>	\$ 8,680,162	\$ 8,071,755	\$ 6,412,385
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 8,071,755	\$ 6,412,385	\$ 4,437,982
<b>COMPONENTS OF ENDING BALANCE:</b>			
Reserved Amounts (9711-9740)	\$ 1,061,078	\$ 640,547	\$ 128,132
Reserved for Economic Uncertainties - Unrestricted (9770)	\$ 507,471	\$ 506,994	\$ 518,761
Reserved for Economic Uncertainties - Restricted (9770)	\$ -	\$ -	\$ -
Board Designated Amounts - Unrestricted (9775-9780)	\$ 4,210,000	\$ 4,210,000	\$ 4,210,000
Board Designated Amounts - Restricted (9775-9780)	\$ -	\$ -	\$ -
Unappropriated Amounts - Unrestricted (9790)	\$ 2,285,840	\$ 1,054,844	\$ (418,911)
Unappropriated Amounts - Restricted (9790)	\$ -	\$ -	\$ -

WARNING: 9790 entries must be positive

**J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES**

1. State Reserve Standard

		Current Year	Year 2	Year 3
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 12,579,372	\$ 12,825,297	\$ 13,119,462
b.	State Standard Minimum Reserve Percentage for this District Enter percentage:	4.00%	4.00%	4.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 503,175	\$ 513,012	\$ 524,778

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9770)	\$ 507,471	\$ 506,994	\$ 518,761
b.	General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$ 2,285,840	\$ 1,054,844	\$ (418,911)
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9770)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9790)	\$ 543,513	\$ 549,513	\$ 555,513
e.	Total Available Reserves	\$ 3,336,824	\$ 2,111,351	\$ 655,363
f.	Reserve for Economic Uncertainties Percentage	26.53%	16.46%	5.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

Current Year	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Year 2	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Year 3	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?



5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 5 on Page 1 (i.e., increase was partially budgeted), explain the variance below:

NA

6. Please include any additional comments and explanations of Page 4 as necessary:

This district expects to receive additional Basic Aid supplemental not budgeted at 2nd interim. The district also saw increased ADA at P-2 above what was projected at 2nd Interim.



**L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT**

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. The absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Gravenstein Union School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1st, 2021 to June 30th, 2024.

**Board Actions**

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
 Expenditures/Other Financing Uses  
 Ending Balance(s) Increase (Decrease)

**Budget Adjustment Increase/(Decrease)**

\$	832,001
\$	252,415
\$	579,586

Subsequent Years

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
 Expenditures/Other Financing Uses  
 Ending Balance(s) Increase (Decrease)

**Budget Adjustment Increase/(Decrease)**

\$	
	\$694,158.00
	(\$694,158.00)

**Budget Revisions**

If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

**Assumptions**

See attached page for a list of the assumptions upon which this certification is based.

**Certifications**

I hereby certify       I am unable to certify

\_\_\_\_\_  
 District Superintendent  
 (Signature)

22-Apr-22  
 Date

I hereby certify       I am unable to certify

\_\_\_\_\_  
 Chief Business Official  
 (Signature)

22-Apr-22  
 Date

**Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.**



**M. CERTIFICATION NO. 2**

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Katie Anderson, CBO

**Contact Person**

\_\_\_\_\_  
**Phone**

**After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 10th, 2022, took action to approve the proposed Agreement with the Gravenstein Union Teacher's Association (GUTA) Bargaining Unit.**

\_\_\_\_\_  
**President (or Clerk), Governing Board**  
**(Signature)**

\_\_\_\_\_  
**Date**

**Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.**

**Sonoma County Office of Education  
IT and Business Services Division**



5340 Skylane Boulevard  
Santa Rosa, CA 95403-8246  
(707) 524-2600 ■ www.scoe.org

**Retroactive Pay Notification Form**

LEA Retro Information	
LEA Name:	Gravenstein Union SD
Contact Name:	Katie Anderson
Contact Phone/Email:	707-823-7008
Date of Retro Pay:	05/31/2022
Escape HR/Payroll Fields	
Retro Period Coverage Dates (Earnings From/Thru)	
From: 7/1/21	Thru: 4/29/22
Bargaining Unit/Group*:	Certificated
Salary Schedule(s):	Certificated
Addon(s) to Include**:	exclude Addons

\*Please submit separate form for each bargaining unit or group.

\*\*Consider including addons for docks, positive and negative adjustments, and vacation and longevity pay unless otherwise specified in agreement.

**Check all that Apply:**

- Classified     
  Certificated     
  Certificated RWL     
  Management  
 Other: \_\_\_\_\_

**Retro Payroll Features** (check all that apply):

- On Salary Schedule     
  Active Employees Only (NOT Creditable for all)  
 One-Time Bonus     
  Include Terminated (Creditable for all)

**Required Attachments:**

- Copy of Signed Agreement (submit signed letter detailing terms if no bargained agreement)  
 New Salary Schedule(s)

04/21/2022

LEA Authorized Signature

Date

Email completed form to [helpdesk@scoe.org](mailto:helpdesk@scoe.org)



## Gravenstein Union School District Certificated Teacher Salary Schedule

2021-22  
183 Days

Step	I	II	III	IV
	BA + 30	BA + 45	BA + 60	BA + 75
1	62,481	62,481	65,413	68,609
2	62,481	63,994	67,056	70,332
3	62,509	65,553	68,740	72,002
4	64,028	67,143	70,422	73,810
5	65,586	68,787	72,138	75,663
6	67,183	70,461	73,904	77,509
7	68,825	72,182	75,703	79,408
8	70,501	73,943	77,553	81,349
9	72,217	75,748	79,454	83,340
10	73,982	77,598	81,394	85,382
11	75,788	79,500	83,386	87,473
12	77,643	81,445	85,432	89,615
13		83,436	87,524	91,815
14		85,483	89,672	94,076
15		87,575	91,872	96,376
16				96,376
17				98,749
18				98,749
19				101,173
20				101,173
21				103,664
22				103,664
23				103,664
24				106,206
25				106,206
26				106,206
27				108,808

Masters Degree Stipend: \$1,000

Board approved: April 19, 2022

Effective: July 1, 2021



## Gravenstein Union School District Certificated Teacher Salary Schedule 2022-23 183 Days

Step	I	II	III	IV
	BA + 30	BA + 45	BA + 60	BA + 75
1	65,605	65,605	68,684	72,040
2	65,605	67,194	70,409	73,849
3	65,634	68,830	72,177	75,602
4	67,229	70,500	73,944	77,500
5	68,865	72,226	75,745	79,446
6	70,542	73,984	77,599	81,384
7	72,266	75,791	79,488	83,379
8	74,026	77,640	81,431	85,416
9	75,828	79,535	83,426	87,507
10	77,681	81,478	85,464	89,651
11	79,577	83,475	87,555	91,847
12	81,525	85,518	89,704	94,096
13		87,608	91,900	96,406
14		89,757	94,156	98,780
15		91,954	96,465	101,195
16				101,195
17				103,687
18				103,687
19				106,231
20				106,231
21				108,848
22				108,848
23				108,848
24				111,517
25				111,517
26				111,517
27				114,248

Masters Degree Stipend: \$1,000

Board approved: April 19, 2022

Effective: July 1, 2021



## Gravenstein Union School District Certificated Teacher Salary Schedule

2023-24

183 Days

	I	II	III	IV
Step	BA + 30	BA + 45	BA + 60	BA + 75
1	68,885	68,886	72,118	75,642
2	68,885	70,554	73,929	77,541
3	68,916	72,272	75,786	79,382
4	70,591	74,025	77,641	81,375
5	72,309	75,837	79,532	83,418
6	74,069	77,684	81,479	85,454
7	75,880	79,581	83,462	87,548
8	77,727	81,522	85,502	89,687
9	79,619	83,512	87,597	91,882
10	81,565	85,552	89,737	94,133
11	83,556	87,648	91,933	96,439
12	85,601	89,793	94,189	98,801
13		91,988	96,495	101,226
14		94,245	98,863	103,719
15		96,552	101,289	106,255
16				106,255
17				108,871
18				108,871
19				111,543
20				111,543
21				114,290
22				114,290
23				114,290
24				117,093
25				117,093
26				117,093
27				119,961

Masters Degree Stipend: \$1,000

Board approved: April 19, 2022

Effective: July 1, 2021

**Gravenstein Union SD - GUTA – Tentative Agreement**  
April 18, 2022

**1. 2021-2022**

- a. Effective July 1, 2021, District shall increase the salary schedule by 5%, ongoing.

**2. 2022-2023**


- a. Effective July 1, 2022, District shall increase the salary schedule by 5%, ongoing.  
b. District shall increase its contribution to each bargaining unit member's dental premium to full cost  
c. District shall increase its contribution to bargaining unit member's health and welfare premiums by \$300 per month, for new District contributions of the following:  
i. Employee only: \$1,000 per month (\$12,000 annually)  
ii. Employee + 1: \$1,250 per month (\$15,000 annually)  
iii. Employee +2 or more: \$1,400 per month (\$16,800 annually)

**3. 2023-2024**

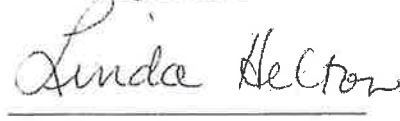
- a. Effective July 1, 2023, District shall increase the salary schedule by 5%, ongoing.

These changes will conclude salary and health and welfare negotiations for the 2021-22, 2022-23 and 2023-24 school years. For 2022-23 and 2023-24, the Association and/or the District may reopen negotiations on two unspecified articles pursuant to Article XV of the agreement.

District Representative

  
Board President

GUTA Representative

  
President  
4/18/22





**Sonoma County Office of Education**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**  
**in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449**

Name of School District: Gravenstein Union School District  
 Name of Bargaining Unit: N/A Non-Represented  
 Certificated, Classified, Other: Classified Confidential

The proposed agreement covers the period beginning: July 1, 2021 and ending: June 30, 2022  
 (date) (date)

The Governing Board will act upon this agreement on: May 10, 2022  
 (date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

**A. Proposed Change in Compensation**

Compensation	Annual Cost Prior to Proposed Agreement FY -	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) FY -	Year 2 Increase/(Decrease) FY -	Year 3 Increase/(Decrease) FY -
1 <b>Salary Schedule</b> (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 129,364	\$ 6,468	\$ 7,055	\$ 7,408
		5.00%	5.19%	5.18%
2 <b>Other Compensation -</b> Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -	\$ -	\$ -	\$ -
<b>Description of other compensation</b>				
3 <b>Statutory Benefits -</b> STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 42,406	\$ 2,120	\$ 2,313	\$ 2,428
		4.999%	5.19%	5.18%
4 <b>Health/Welfare Plans</b>	\$ 19,188	\$ -	\$ 7,896	\$ -
		0.00%	41.15%	0.00%
5 <b>Total Compensation -</b> Add Items 1 through 4 to equal 5	\$ 190,958	\$ 8,588	\$ 17,264	\$ 9,836
		4.497%	8.65%	4.54%
6 <b>Step and Column -</b> Due to movement plus any changes due to settlement. This is a subset of Item No. 1.	\$ 3,169	\$ -	\$ 3,501	\$ 3,682
7 <b>Total Number of Represented Employees</b> (Use FTEs if appropriate)	2.00			
8 <b>Total Compensation Average Cost per Employee</b>	\$ 95,479	\$ 99,773	\$ 105,861	\$ 102,238
		4.50%	10.87%	7.08%

Gravenstein Union School District

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

5% on schedule to the 2021-22 salary schedule retroactive to 7/1/21  
5% on schedule to the 2022/23 salary schedule 5%  
on schedule to the 2023/24 salary schedule

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

NA

11. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes  No

If yes, please describe the cap amount.

2021-22 Health Cap: \$700 Employee Only, \$950 Employee + 1, \$1,100 Family  
2022-23 & 2023-24 Health Cap: \$1,000 Employee Only, \$1,250 Employee + 1, \$1,400 Family

B. Proposed negotiated changes in noncompensation items (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

no changes to noncompensation items

C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

**D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?**

[Redacted]

**E. Will this agreement create or increase deficit financing in the current or subsequent year(s)?**

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

Increase deficit spending in all years.

[Redacted]

**F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

[Redacted]

**G. Source of Funding for Proposed Agreement:**

1. Current Year

General Fund

[Redacted]

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

[Redacted]

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

General Fund and reserves

[Redacted]

## Gravenstein Union School District

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

Bargaining Unit:		Unrestricted General Fund N/A Non-Represented			
	Column 1	Column 2	Column 3	Column 4	
	Latest Board- Approved Budget Before Settlement As of 2nd Interim	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)	
<b>REVENUES</b>					
Revenue Limit Sources (8010-8099)	\$ 8,043,808	\$ -	\$ 832,001	\$ 8,875,809	
Remaining Revenues (8100-8799)	\$ 248,751	\$ -	\$ -	\$ 248,751	
<b>TOTAL REVENUES</b>	\$ 8,292,559	\$ -	\$ 832,001	\$ 9,124,560	
<b>EXPENDITURES</b>					
Certificated Salaries (1000-1999)	\$ 4,358,425	\$ -	\$ -	\$ 4,358,425	
Classified Salaries (2000-2999)	\$ 1,194,130	\$ 4,204	\$ -	\$ 1,198,334	
Employee Benefits (3000-3999)	\$ 1,880,150	\$ 13,850	\$ -	\$ 1,894,000	
Books and Supplies (4000-4999)	\$ 184,849	\$ -	\$ -	\$ 184,849	
Services, Other Operating Expenses (5000-5999)	\$ 725,835	\$ -	\$ -	\$ 725,835	
Capital Outlay (6000-6599)	\$ 43,455	\$ -	\$ -	\$ 43,455	
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -	
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -	
Other Adjustments					
<b>TOTAL EXPENDITURES</b>	\$ 8,386,844	\$ 18,054	\$ -	\$ 8,404,898	
<b>OPERATING SURPLUS/(DEFICIT)</b>	\$ (94,285)	\$ (18,054)	\$ 832,001	\$ 719,662	
Transfers In and Other Sources (8910-8979)	\$ 1,200,058	\$ -	\$ -	\$ 1,200,058	
Transfers Out and Other Uses (7610-7699)	\$ 1,324,724	\$ -	\$ -	\$ 1,324,724	
Contributions (8980-8999)	\$ (791,738)	\$ -	\$ -	\$ (791,738)	
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (1,010,689)	\$ *	\$ 832,001	\$ (196,742)	
<b>BEGINNING BALANCE</b>	\$ 7,424,161			\$ 7,424,161	
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -	
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 6,413,472	\$ (18,054)	\$ 832,001	\$ 7,227,419	
<b>COMPONENTS OF ENDING BALANCE:</b>					
Reserved Amounts (9711-9740)	\$ 7,270	\$ -	\$ -	\$ 7,270	
Reserved for Economic Uncertainties (9770)	\$ 493,078	\$ 722	\$ -	\$ 493,800	
Designated Amounts (9775-9780)	\$ 4,210,000	\$ -	\$ -	\$ 4,210,000	
Unappropriated Amount (9790)	\$ 1,703,124	\$ (18,776)	\$ 832,001	\$ 2,516,349	

\* Please see question on page 7.

Gravenstein Union School District

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET****Restricted General Fund**

Bargaining Unit:

N/A Non-Represented

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement As of 2nd Interim	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 31,280	\$ -	\$ -	\$ 31,280
Remaining Revenues (8100-8799)	\$ 1,894,263	\$ -	\$ -	\$ 1,894,263
<b>TOTAL REVENUES</b>	\$ 1,925,543	\$ -	\$ -	\$ 1,925,543
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 382,037	\$ -	\$ -	\$ 382,037
Classified Salaries (2000-2999)	\$ 292,315	\$ -	\$ -	\$ 292,315
Employee Benefits (3000-3999)	\$ 698,081	\$ -	\$ -	\$ 698,081
Books and Supplies (4000-4999)	\$ 209,077	\$ -	\$ -	\$ 209,077
Services, Other Operating Expenses (5000-5999)	\$ 609,052	\$ -	\$ -	\$ 609,052
Capital Outlay (6000-6599)	\$ 424,827	\$ -	\$ -	\$ 424,827
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 2,615,389	\$ -	\$ -	\$ 2,615,389
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (689,846)	\$ -	\$ -	\$ (689,846)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ 791,738	\$ -	\$ -	\$ 791,738
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ 101,892	\$ *	\$ -	\$ 101,892
<b>BEGINNING BALANCE</b>	\$ 1,256,001			\$ 1,256,001
Prior-Year Adjustments/Restatements (9793/9795)	\$ (279,196)			\$ (279,196)
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 1,078,697	\$ -	\$ -	\$ 1,078,697
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 1,078,697	\$ -	\$ -	\$ 1,078,697
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amount (9790)	\$ -	\$ -	\$ -	\$ -

\* Please see question on page 7.

Gravenstein Union School District

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET****Combined General Fund**

Bargaining Unit:

N/A Non-Represented

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement As of 2nd Interim	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 8,075,088	\$ -	\$ 832,001	\$ 8,907,089
Remaining Revenues (8100-8799)	\$ 2,143,014	\$ -	\$ -	\$ 2,143,014
<b>TOTAL REVENUES</b>	\$ 10,218,102	\$ -	\$ 832,001	\$ 11,050,103
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 4,740,462	\$ -	\$ -	\$ 4,740,462
Classified Salaries (2000-2999)	\$ 1,486,445	\$ 4,204	\$ -	\$ 1,490,649
Employee Benefits (3000-3999)	\$ 2,578,231	\$ 13,850	\$ -	\$ 2,592,081
Books and Supplies (4000-4999)	\$ 393,926	\$ -	\$ -	\$ 393,926
Services, Other Operating Expenses (5000-5999)	\$ 1,334,887	\$ -	\$ -	\$ 1,334,887
Capital Outlay (6000-6599)	\$ 468,282	\$ -	\$ -	\$ 468,282
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 11,002,233	\$ 18,054	\$ -	\$ 11,020,287
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (784,131)	\$ (18,054)	\$ 832,001	\$ 29,816
Transfer In and Other Sources (8910-8979)	\$ 1,200,058	\$ -	\$ -	\$ 1,200,058
Transfers Out and Other Uses (7610-7699)	\$ 1,324,724	\$ -	\$ -	\$ 1,324,724
Contributions (8980-8999)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (908,797)	\$ * (18,054)	\$ 832,001	\$ (94,850)
<b>BEGINNING BALANCE</b>	\$ 8,680,162			\$ 8,680,162
Prior-Year Adjustments/Restatements (9793/9795)	\$ (279,196)			\$ (279,196)
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 7,492,169	\$ (18,054)	\$ 832,001	\$ 8,306,116
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 1,085,967	\$ -	\$ -	\$ 1,085,967
Reserved for Economic Uncertainties (9770)	\$ 493,078	\$ 722	\$ -	\$ 493,800
Designated Amounts (9775-9780)	\$ 4,210,000	\$ -	\$ -	\$ 4,210,000
Unappropriated Amount - Unrestricted (9790)	\$ 1,703,124	\$ (18,776)	\$ 832,001	\$ 2,516,349
Unappropriated Amount - Restricted (9790)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties Percentage	17.82%			24.38%

## Gravenstein Union School District

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET****Child Development Fund**

Bargaining Unit:

N/A Non-Represented

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement As of 2nd Interim	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ 211,000	\$ -	\$ -	\$ 211,000
<b>TOTAL REVENUES</b>	\$ 211,000	\$ -	\$ -	\$ 211,000
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ 183,996	\$ 2,264	\$ -	\$ 186,260
Employee Benefits (3000-3999)	\$ 97,000	\$ 742	\$ -	\$ 97,742
Books and Supplies (4000-4999)	\$ 4,718	\$ -	\$ -	\$ 4,718
Services, Other Operating Expenses (5000-5999)	\$ 250	\$ -	\$ -	\$ 250
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 285,964	\$ 3,006	\$ -	\$ 288,970
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (74,964)	\$ (3,006)	\$ -	\$ (77,970)
Transfers In and Other Sources (8910-8979)	\$ 74,964	\$ 3,006	\$ -	\$ 77,970
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ -	\$ 0	\$ -	\$ 0
<b>BEGINNING BALANCE</b>	\$ 413			\$ 413
Prior-Year Adjustments/Restatements (9793/9795)	\$ 2,690			\$ 2,690
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 3,103	\$ 0	\$ -	\$ 3,103
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9713)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Assigned Amounts (9780)	\$ 3,103	\$ -	\$ -	\$ 3,103
Unappropriated Amounts (9790)	\$ -	\$ 0	\$ -	\$ 0

\* Please see question on page 7.



## Gravenstein Union School District

## I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

## Combined General Fund

Bargaining Unit:

N/A Non-Represented

	Current Year	Year 2	Year 3
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Revenue Limit Sources (8010-8099)	\$ 8,907,089	\$ 8,703,571	\$ 8,752,147
Remaining Revenues (8100-8799)	\$ 2,143,014	\$ 1,262,298	\$ 1,192,854
<b>TOTAL REVENUES</b>	\$ 11,050,103	\$ 9,965,869	\$ 9,945,001
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 4,740,462	\$ 4,750,147	\$ 4,782,974
Classified Salaries (2000-2999)	\$ 1,490,649	\$ 1,529,702	\$ 1,527,920
Employee Benefits (3000-3999)	\$ 2,592,081	\$ 2,783,622	\$ 2,812,118
Books and Supplies (4000-4999)	\$ 393,926	\$ 397,865	\$ 401,843
Services, Other Operating Expenses (5000-5999)	\$ 1,334,887	\$ 1,403,236	\$ 1,417,268
Capital Outlay (6000-6999)	\$ 468,282	\$ 39,400	\$ 39,400
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 11,020,287	\$ 10,903,972	\$ 10,981,523
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ 29,816	\$ (938,103)	\$ (1,036,522)
Transfers In and Other Sources (8910-8979)	\$ 1,200,058	\$ 1,200,058	\$ 1,200,058
Transfers Out and Other Uses (7610-7699)	\$ 1,324,724	\$ 1,324,724	\$ 1,324,724
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (94,850)	\$ (1,062,769)	\$ (1,161,188)
<b>BEGINNING BALANCE</b>	\$ 8,680,162	\$ 8,306,116	\$ 7,243,347
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 8,306,116	\$ 7,243,347	\$ 6,082,159
<b>COMPONENTS OF ENDING BALANCE:</b>			
Reserved Amounts (9711-9740)	\$ 1,085,967	\$ 610,547	\$ 128,132
Reserved for Economic Uncertainties - Unrestricted (9770)	\$ 493,800	\$ 489,148	\$ 492,250
Reserved for Economic Uncertainties - Restricted (9770)	\$ -	\$ -	\$ -
Board Designated Amounts - Unrestricted (9775-9780)	\$ 4,210,000	\$ 4,210,000	\$ 4,210,000
Board Designated Amounts - Restricted (9775-9780)	\$ -	\$ -	\$ -
Unappropriated Amounts - Unrestricted (9790)	\$ 2,516,349	\$ 1,933,652	\$ 1,251,777
Unappropriated Amounts - Restricted (9790)	\$ -	\$ -	\$ -

**J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES**

1. State Reserve Standard

	Current Year	Year 2	Year 3
a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 12,345,011	\$ 12,228,696	\$ 12,306,247
b. State Standard Minimum Reserve Percentage for this District Enter percentage:	4.00%	4.00%	4.00%
c. State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 493,800	\$ 489,148	\$ 492,250

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9770)	\$ 493,800	\$ 489,148	\$ 492,250
b. General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$ 2,516,349	\$ 1,933,652	\$ 1,251,777
c. Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9770)	\$ -	\$ -	\$ -
d. Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9790)	\$ 543,513	\$ 549,513	\$ 555,513
e. Total Available Reserves	\$ 3,553,662	\$ 2,972,313	\$ 2,299,540
f. Reserve for Economic Uncertainties Percentage	28.79%	24.31%	18.69%

3. Do unrestricted reserves meet the state minimum reserve amount?

Current Year

Yes

No

Year 2

Yes

No

Year 3

Yes

No

4. If no, how do you plan to restore your reserves?



5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 5 on Page 1 (i.e., increase was partially budgeted), explain the variance below:



6. Please include any additional comments and explanations of Page 4 as necessary:

This district expects to receive additional Basic Aid supplemental not budgeted at 2nd interim. The district also saw increased ADA at P-2 above what was projected at 2nd Interim.



Gravenstein Union School District

**L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT**

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. The absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Gravenstein Union School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1st, 2021 to June 30th, 2024.

**Board Actions**

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

**Budget Adjustment Categories:**

Revenues/Other Financing Sources

	<b>Budget Adjustment Increase/(Decrease)</b>
\$	835,007.00
\$	21,060
\$	813,947

Expenditures/Other Financing Uses

Ending Balance(s) Increase (Decrease)

Subsequent Years

**Budget Adjustment Categories:**

Revenues/Other Financing Sources

	<b>Budget Adjustment Increase/(Decrease)</b>
\$	\$27,100.00
	(\$27,100.00)

Expenditures/Other Financing Uses

Ending Balance(s) Increase (Decrease)

**Budget Revisions**

If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

**Assumptions**

See attached page for a list of the assumptions upon which this certification is based.

**Certifications**

I hereby certify       I am unable to certify

\_\_\_\_\_  
District Superintendent  
(Signature)

\_\_\_\_\_  
Date

I hereby certify       I am unable to certify

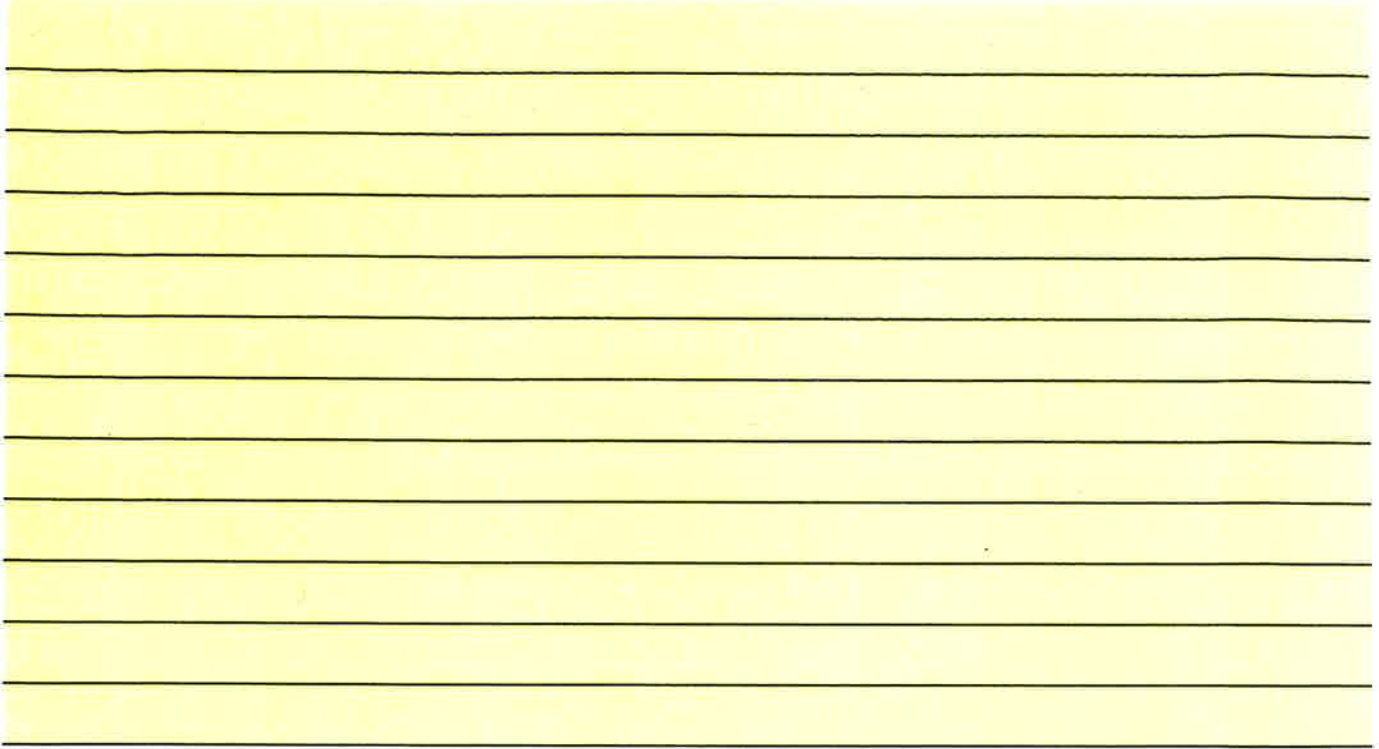
\_\_\_\_\_  
Chief Business Official  
(Signature)

\_\_\_\_\_  
Date

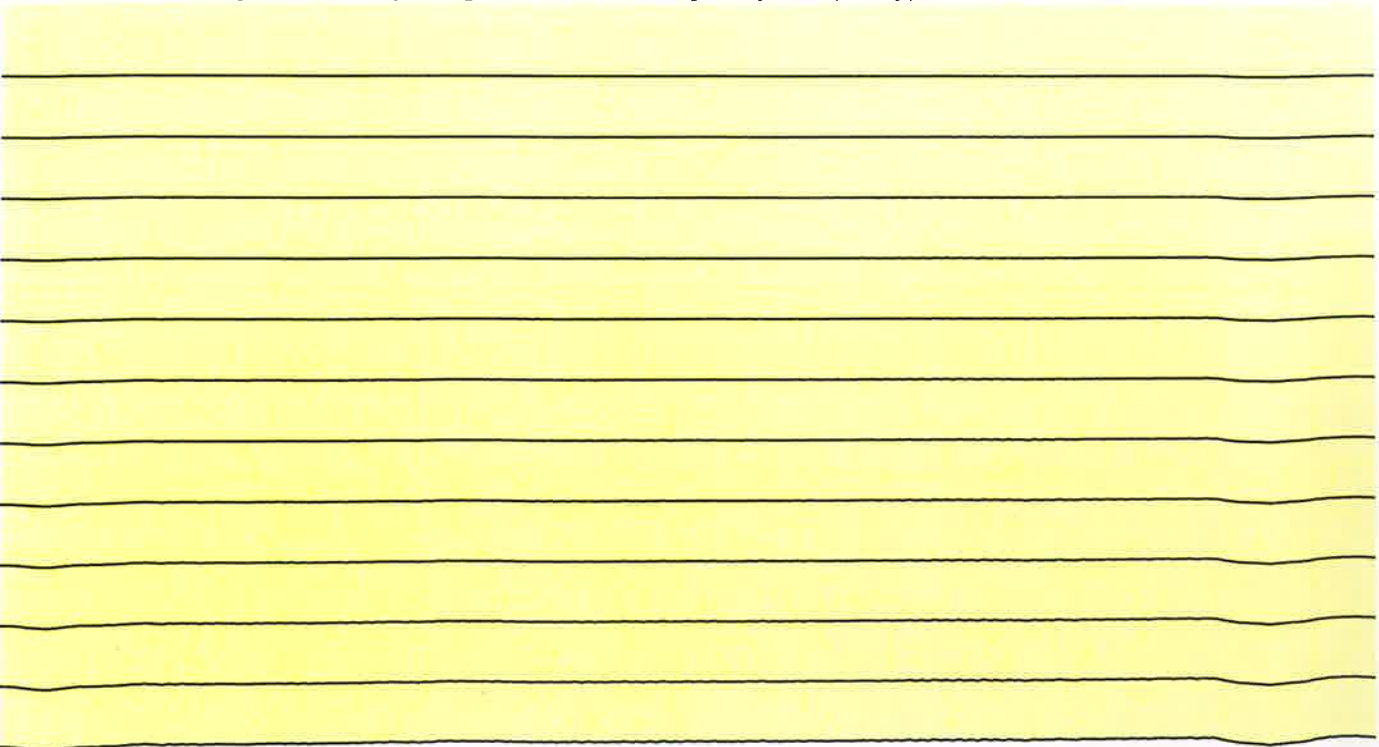
**Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.**

**Assumptions**

The assumptions upon which this certification is made are as follows:



Concerns regarding affordability of agreement in subsequent years (if any):



**M. CERTIFICATION NO. 2**

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Katie Anderson

\_\_\_\_\_  
**Phone**

**After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 10th, 2022, took action to approve the proposed Agreement with the Non-Represented Classified Confidential Bargaining Unit.**

\_\_\_\_\_  
**President (or Clerk), Governing Board**  
**(Signature)**

\_\_\_\_\_  
**Date**

**Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.**



**Gravenstein Union School District  
Classified Confidential Salary Schedule  
2021-22**

	1	2	3
	Account Clerk	District Secretary	HR Clerk
Days	260	260	260
Step	Hourly	Hourly	Hourly
1	24.94	24.94	24.94
2	25.55	25.55	25.55
3	26.19	26.19	26.19
4	26.99	26.99	26.99
5	27.81	27.81	27.81
6	28.67	28.67	28.67
7	29.53	29.53	29.53
8	30.44	30.44	30.44
9	31.36	31.36	31.36
10	32.32	32.32	32.32
11	33.31	33.31	33.31
12	34.35	34.35	34.35
13	35.19	35.19	35.19
14	36.05	36.05	36.05
15	36.93	36.93	36.93
16	37.84	37.84	37.84
17	38.76	38.76	38.76
18	39.71	39.71	39.71
19	40.69	40.69	40.69
20	41.68	41.68	41.68

1) 2.45% growth applied to steps 13-20

2) \$50 per month stipend given to confidential employee providing translation services

Board Approved:

Effective:



**Gravenstein Union School District**  
**Classified Confidential Salary Schedule**  
 2022-23

	1	2	3
	Account Clerk	District Secretary	HR Clerk
Days	260	260	260
Step	Hourly	Hourly	Hourly
1	26.18	26.18	26.18
2	26.82	26.82	26.82
3	27.50	27.50	27.50
4	28.33	28.33	28.33
5	29.21	29.21	29.21
6	30.10	30.10	30.10
7	31.00	31.00	31.00
8	31.96	31.96	31.96
9	32.93	32.93	32.93
10	33.93	33.93	33.93
11	34.97	34.97	34.97
12	36.06	36.06	36.06
13	36.95	36.95	36.95
14	37.85	37.85	37.85
15	38.78	38.78	38.78
16	39.73	39.73	39.73
17	40.70	40.70	40.70
18	41.70	41.70	41.70
19	42.72	42.72	42.72
20	43.77	43.77	43.77

- 1) 2.45% growth applied to steps 13-20
- 2) \$50 per month stipend given to confidential employee providing translation services

Board Approved:  
Effective:





**Gravenstein Union School District  
Classified Confidential Salary Schedule  
2023-24**

	1	2	3
	Account Clerk	District Secretary	HR Clerk
Days	260	260	260
Step	Hourly	Hourly	Hourly
1	27.49	27.49	27.49
2	28.17	28.17	28.17
3	28.87	28.87	28.87
4	29.75	29.75	29.75
5	30.67	30.67	30.67
6	31.60	31.60	31.60
7	32.55	32.55	32.55
8	33.56	33.56	33.56
9	34.58	34.58	34.58
10	35.63	35.63	35.63
11	36.72	36.72	36.72
12	37.87	37.87	37.87
13	38.79	38.79	38.79
14	39.74	39.74	39.74
15	40.72	40.72	40.72
16	41.72	41.72	41.72
17	42.74	42.74	42.74
18	43.78	43.78	43.78
19	44.86	44.86	44.86
20	45.96	45.96	45.96

- 1) 2.45% growth applied to steps 13-20
- 2) \$50 per month stipend given to confidential employee providing translation services

Board Approved:  
Effective:

**Sonoma County Office of Education**

**PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**  
**in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449**

Name of School District: Gravenstein Union School District  
 Name of Bargaining Unit: N/A (unrepresented)  
 Certificated, Classified, Other: Mangement

The proposed agreement covers the period beginning: July 1, 2021 and ending: June 30th, 2022  
 (date) (date)

The Governing Board will act upon this agreement on: May 10th, 2022  
 (date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

**A. Proposed Change in Compensation**

Compensation	Annual Cost Prior to Proposed Agreement		Fiscal Impact of Proposed Agreement					
			Year 1 Increase/(Decrease)		Year 2 Increase/(Decrease)		Year 3 Increase/(Decrease)	
	FY	2021-22	FY	2021-22	FY	2022-23	FY	2023-24
1 <b>Salary Schedule</b> (This is to include Step and Column, which is also reported separately in Item 6.)	\$	782,751	\$	39,138	\$	41,094	\$	43,149
				5.00%		5.00%		5.00%
2 <b>Other Compensation -</b> Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$	-	\$	-	\$	-	\$	-
<b>Description of other compensation</b>								
3 <b>Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.</b>	\$	209,327	\$	10,464	\$	10,990	\$	11,539
				5.00%		5.00%		5.00%
4 <b>Health/Welfare Plans</b>	\$	77,226	\$	-	\$	31,968	\$	-
				0.00%		41.40%		0.00%
5 <b>Total Compensation - Add Items 1 through 4 to equal 5</b>	\$	1,069,304	\$	49,601	\$	84,052	\$	54,688
				4.639%		7.51%		4.55%
6 <b>Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.</b>	\$	19,177	\$	-	\$	20,184	\$	21,736
7 <b>Total Number of Represented Employees</b> (Use FTEs if appropriate)		7.00						
8 <b>Total Compensation Average Cost per Employee</b>	\$	152,758	\$	159,844	\$	171,851	\$	179,664
				4.639%		12.50%		17.61%

Gravenstein Union School District

- 9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

5% on schedule to the 2021-22 salary schedule retroactive to 7/1/21  
 5% on schedule to the 2022/23 salary schedule 5%  
 on schedule to the 2023/24 salary schedule

- 10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No

- 11. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

N/A

- 12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes  No

If yes, please describe the cap amount.

2021-22 Health Cap: \$700 Employee Only, \$950 Employee + 1, \$1,100 Family  
 2022-23 & 2023-24 Health Cap: \$1,000 Employee Only, \$1,250 Employee + 1, \$1,400 Family

- B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

no changes to noncompensation items

- C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

N/A

**D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?**

[Redacted]

**E. Will this agreement create or increase deficit financing in the current or subsequent year(s)?**

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

Increase deficit spending in all years.

**F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

[Redacted]

**G. Source of Funding for Proposed Agreement:**

1. Current Year

General Fund

[Redacted]

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

[Redacted]

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

General Fund and reserves

[Redacted]

## Gravenstein Union School District

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET****Unrestricted General Fund**

Bargaining Unit:

N/A (unrepresented)

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement as of 2nd Interim.	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 8,043,808	\$ -	\$ 832,001	\$ 8,875,809
Remaining Revenues (8100-8799)	\$ 248,751	\$ -	\$ -	\$ 248,751
<b>TOTAL REVENUES</b>	\$ 8,292,559	\$ -	\$ 832,001	\$ 9,124,560
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 4,358,425	\$ 21,479	\$ -	\$ 4,379,904
Classified Salaries (2000-2999)	\$ 1,194,130	\$ 13,573	\$ -	\$ 1,207,703
Employee Benefits (3000-3999)	\$ 1,880,150	\$ 18,287	\$ -	\$ 1,898,437
Books and Supplies (4000-4999)	\$ 184,849	\$ -	\$ -	\$ 184,849
Services, Other Operating Expenses (5000-5999)	\$ 725,835	\$ -	\$ -	\$ 725,835
Capital Outlay (6000-6599)	\$ 43,455	\$ -	\$ -	\$ 43,455
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 8,386,844	\$ 53,338	\$ -	\$ 8,440,182
<b>OPERATING SURPLUS/(DEFICIT)</b>	\$ (94,285)	\$ (53,338)	\$ 832,001	\$ 684,378
Transfers In and Other Sources (8910-8979)	\$ 1,200,058	\$ -	\$ -	\$ 1,200,058
Transfers Out and Other Uses (7610-7699)	\$ 1,324,724	\$ -	\$ -	\$ 1,324,724
Contributions (8980-8999)	\$ (791,738)	\$ -	\$ -	\$ (791,738)
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (1,010,689)	\$ *	\$ 832,001	\$ (232,026)
<b>BEGINNING BALANCE</b>	\$ 7,424,161			\$ 7,424,161
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 6,413,472	\$ (53,338)	\$ 832,001	\$ 7,192,135
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 7,270	\$ -	\$ -	\$ 7,270
Reserved for Economic Uncertainties (9770)	\$ 493,078	\$ 2,392	\$ -	\$ 495,470
Designated Amounts (9775-9780)	\$ 4,210,000		\$ -	\$ 4,210,000
Unappropriated Amount (9790)	\$ 1,703,124	\$ 1,647,394	\$ 832,001	\$ 2,479,395

\* please see question on page 7.

## Gravenstein Union School District

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET****Restricted General Fund**

Bargaining Unit:

N/A (unrepresented)

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement as of 2nd Interim.	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 31,280	\$ -	\$ -	\$ 31,280
Remaining Revenues (8100-8799)	\$ 1,894,263	\$ -	\$ -	\$ 1,894,263
<b>TOTAL REVENUES</b>	\$ 1,925,543	\$ -	\$ -	\$ 1,925,543
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 382,037	\$ 347	\$ -	\$ 382,384
Classified Salaries (2000-2999)	\$ 292,315	\$ 3,739	\$ -	\$ 296,054
Employee Benefits (3000-3999)	\$ 698,081	\$ 2,374	\$ -	\$ 700,455
Books and Supplies (4000-4999)	\$ 209,077	\$ -	\$ -	\$ 209,077
Services, Other Operating Expenses (5000-5999)	\$ 609,052	\$ -	\$ -	\$ 609,052
Capital Outlay (6000-6599)	\$ 424,827	\$ -	\$ -	\$ 424,827
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 2,615,389	\$ 6,460	\$ -	\$ 2,621,849
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (689,846)	\$ (6,460)	\$ -	\$ (696,306)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ 791,738	\$ -	\$ -	\$ 791,738
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ 101,892	\$ (6,460)	\$ -	\$ 95,432
<b>BEGINNING BALANCE</b>	\$ 1,256,001			\$ 1,256,001
Prior-Year Adjustments/Restatements (9793/9795)	\$ (279,196)			\$ (279,196)
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 1,078,697	\$ (6,460)	\$ -	\$ 1,072,237
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 1,078,697	\$ (6,460)	\$ -	\$ 1,072,237
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amount (9790)	\$ -	\$ -	\$ -	\$ -

\* Please see question on page 7.

## Gravenstein Union School District

**H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**

Bargaining Unit:	Combined General Fund N/A (unrepresented)			
	Column 1 Latest Board- Approved Budget Before Settlement as of 2nd Interim.	Column 2 Adjustments as a Result of Settlement	Column 3 Other Revisions	Column 4 Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 8,075,088	\$ -	\$ 832,001	\$ 8,907,089
Remaining Revenues (8100-8799)	\$ 2,143,014	\$ -	\$ -	\$ 2,143,014
<b>TOTAL REVENUES</b>	\$ 10,218,102	\$ -	\$ 832,001	\$ 11,050,103
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 4,740,462	\$ 21,826	\$ -	\$ 4,762,288
Classified Salaries (2000-2999)	\$ 1,486,445	\$ 17,311	\$ -	\$ 1,503,756
Employee Benefits (3000-3999)	\$ 2,578,231	\$ 20,661	\$ -	\$ 2,598,892
Books and Supplies (4000-4999)	\$ 393,926	\$ -	\$ -	\$ 393,926
Services, Other Operating Expenses (5000-5999)	\$ 1,334,887	\$ -	\$ -	\$ 1,334,887
Capital Outlay (6000-6599)	\$ 468,282	\$ -	\$ -	\$ 468,282
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 11,002,233	\$ 59,798	\$ -	\$ 11,062,031
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (784,131)	\$ (59,798)	\$ 832,001	\$ (11,928)
Transfer In and Other Sources (8910-8979)	\$ 1,200,058	\$ -	\$ -	\$ 1,200,058
Transfers Out and Other Uses (7610-7699)	\$ 1,324,724	\$ -	\$ -	\$ 1,324,724
Contributions (8980-8999)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (908,797)	\$ (59,798)	\$ 832,001	\$ (136,594)
<b>BEGINNING BALANCE</b>	\$ 8,680,162			\$ 8,680,162
Prior-Year Adjustments/Restatements (9793/9795)	\$ (279,196)			\$ (279,196)
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 7,492,169	\$ (59,798)	\$ 832,001	\$ 8,264,372
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 1,085,967	\$ (6,460)	\$ -	\$ 1,079,507
Reserved for Economic Uncertainties (9770)	\$ 493,078	\$ 2,392	\$ -	\$ 495,470
Designated Amounts (9775-9780)	\$ 4,210,000	\$ -	\$ -	\$ 4,210,000
Unappropriated Amount - Unrestricted (9790)	\$ 1,703,124	\$ 1,647,394	\$ 832,001	\$ 2,479,395
Unappropriated Amount - Restricted (9790)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties Percentage	17.82%			24.02%

\* Please see question on page 7.

## Gravenstein Union School District

## I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

## Combined General Fund

Bargaining Unit:

N/A (unrepresented)

	Current Year	Year 2	Year 3
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Revenue Limit Sources (8010-8099)	\$ 8,907,089	\$ 8,703,571	\$ 8,752,147
Remaining Revenues (8100-8799)	\$ 2,143,014	\$ 1,262,298	\$ 1,192,854
<b>TOTAL REVENUES</b>	\$ 11,050,103	\$ 9,965,869	\$ 9,945,001
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 4,762,288	\$ 4,773,064	\$ 4,807,037
Classified Salaries (2000-2999)	\$ 1,503,756	\$ 1,540,824	\$ 1,539,598
Employee Benefits (3000-3999)	\$ 2,598,892	\$ 2,816,371	\$ 2,813,333
Books and Supplies (4000-4999)	\$ 393,926	\$ 397,865	\$ 401,844
Services, Other Operating Expenses (5000-5999)	\$ 1,334,887	\$ 1,403,236	\$ 1,417,268
Capital Outlay (6000-6999)	\$ 468,282	\$ 39,400	\$ 39,400
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 11,062,031	\$ 10,970,760	\$ 11,018,480
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (11,928)	\$ (1,004,891)	\$ (1,073,479)
Transfers In and Other Sources (8910-8979)	\$ 1,200,058	\$ 1,200,058	\$ 1,200,058
Transfers Out and Other Uses (7610-7699)	\$ 1,324,724	\$ 1,324,724	\$ 1,324,724
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (136,594)	\$ (1,129,557)	\$ (1,198,145)
<b>BEGINNING BALANCE</b>	\$ 8,680,162	\$ 8,264,372	\$ 7,134,814
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 8,264,372	\$ 7,134,814	\$ 5,936,669
<b>COMPONENTS OF ENDING BALANCE:</b>			
Reserved Amounts (9711-9740)	\$ 1,079,507	\$ 604,087	\$ 121,009
Reserved for Economic Uncertainties - Unrestricted (9770)	\$ 495,470	\$ 490,927	\$ 494,177
Reserved for Economic Uncertainties - Restricted (9770)	\$ -	\$ -	\$ -
Board Designated Amounts - Unrestricted (9775-9780)	\$ 4,210,000	\$ 4,210,000	\$ 4,210,000
Board Designated Amounts - Restricted (9775-9780)	\$ -	\$ -	\$ -
Unappropriated Amounts - Unrestricted (9790)	\$ 2,479,395	\$ 1,829,800	\$ 1,111,483
Unappropriated Amounts - Restricted (9790)	\$ -	\$ -	\$ -



**J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES**

1. State Reserve Standard

		Current Year	Year 2	Year 3
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 12,386,755	\$ 12,295,484	\$ 12,343,204
b.	State Standard Minimum Reserve Percentage for this District Enter percentage:	4.00%	4.00%	4.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 495,470	\$ 491,819	\$ 493,728

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9770)	\$ 495,470	\$ 490,927	\$ 494,177
b.	General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$ 2,479,395	\$ 1,829,800	\$ 1,111,483
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9770)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9790)	\$ 543,513	\$ 549,513	\$ 555,513
e.	Total Available Reserves	\$ 3,518,378	\$ 2,870,240	\$ 2,161,173
f.	Reserve for Economic Uncertainties Percentage	28.40%	23.34%	17.51%

3. Do unrestricted reserves meet the state minimum reserve amount?

Current Year	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Year 2	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Year 3	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?



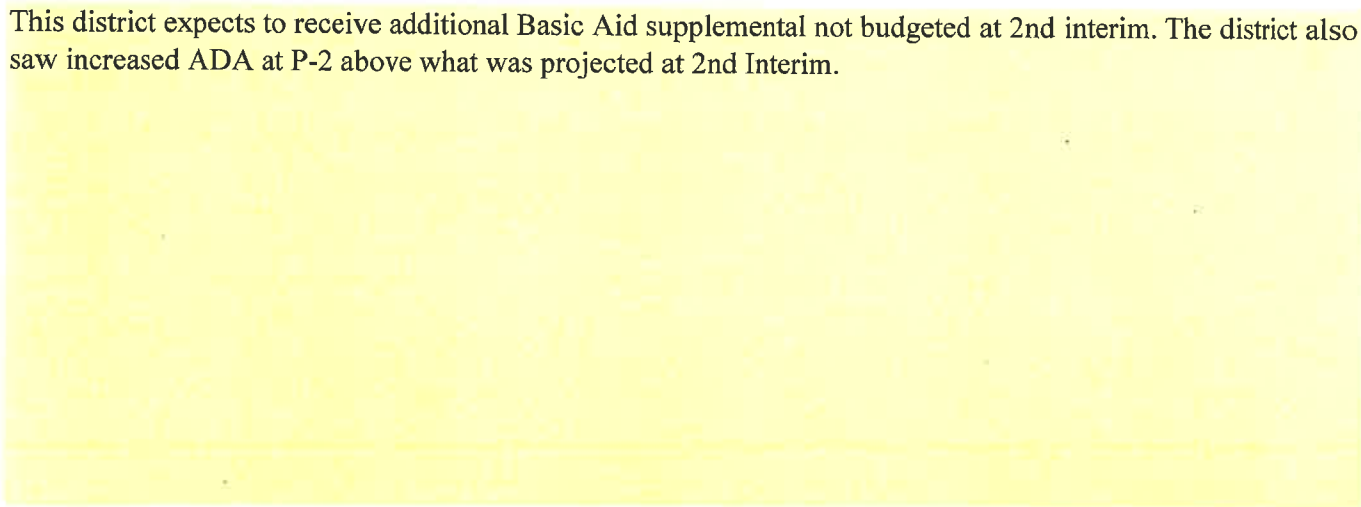
5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 5 on Page 1 (i.e., increase was partially budgeted), explain the variance below:

N/A



6. Please include any additional comments and explanations of Page 4 as necessary:

This district expects to receive additional Basic Aid supplemental not budgeted at 2nd interim. The district also saw increased ADA at P-2 above what was projected at 2nd Interim.



Gravenstein Union School District

**L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT**

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. The absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Gravenstein Union School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1st, 2021 to June 30th, 2024.

**Board Actions**

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
Expenditures/Other Financing Uses  
Ending Balance(s) Increase (Decrease)

**Budget Adjustment  
Increase/(Decrease)**

\$	832,001.00
\$	59,798
\$	772,203

Subsequent Years

**Budget Adjustment Categories:**

Revenues/Other Financing Sources  
Expenditures/Other Financing Uses  
Ending Balance(s) Increase (Decrease)

**Budget Adjustment  
Increase/(Decrease)**

	\$138,740.00
	(\$138,740.00)

**Budget Revisions**

If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

**Assumptions**

See attached page for a list of the assumptions upon which this certification is based.

**Certifications**

I hereby certify       I am unable to certify

\_\_\_\_\_  
District Superintendent  
(Signature)

5/10/2021  
\_\_\_\_\_  
Date

I hereby certify       I am unable to certify

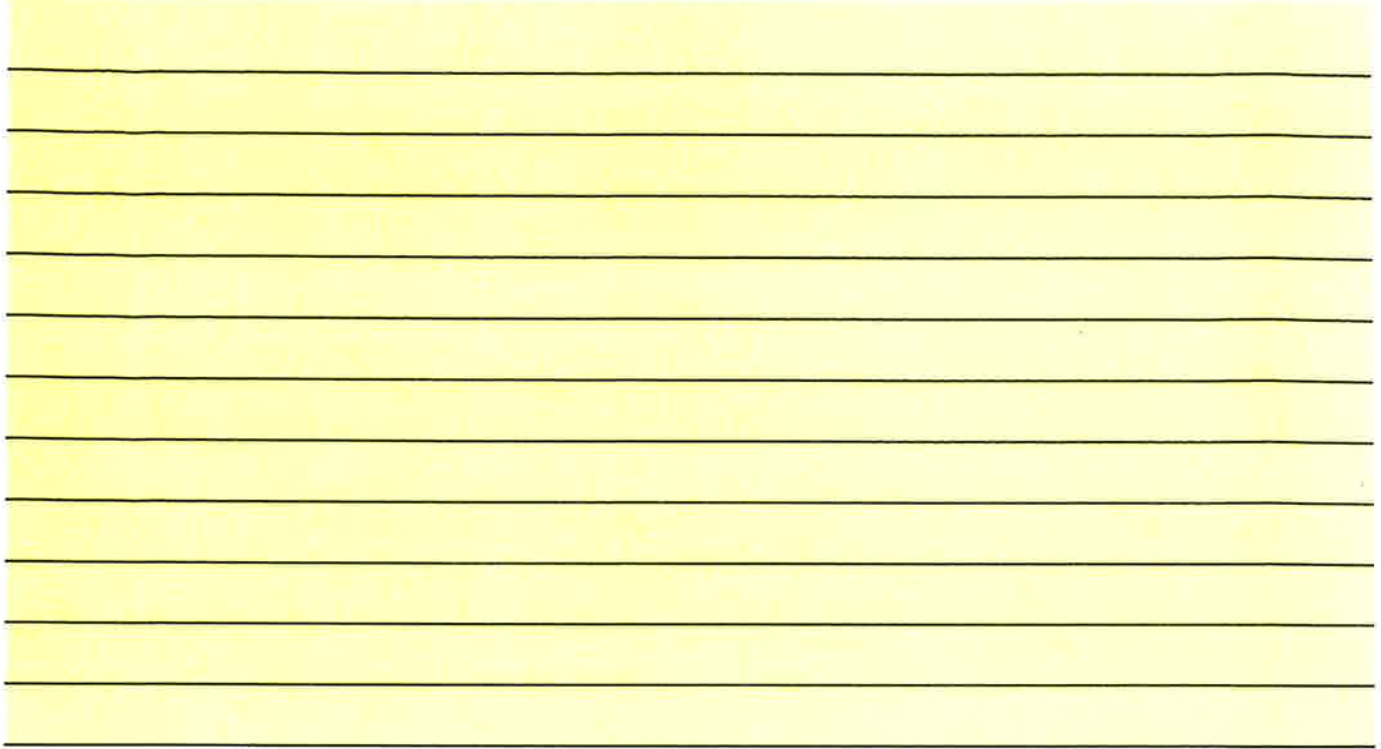
\_\_\_\_\_  
Chief Business Official  
(Signature)

5/10/2022  
\_\_\_\_\_  
Date

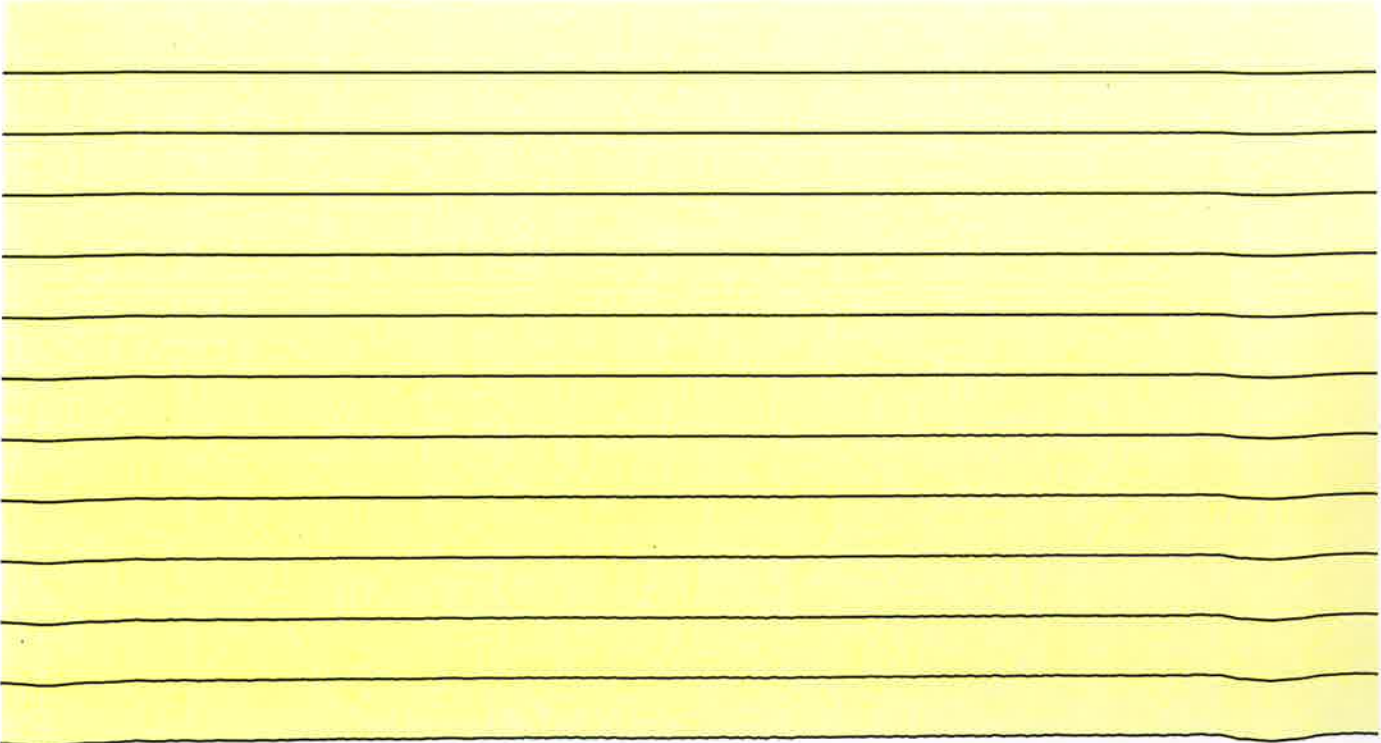
**Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.**

**Assumptions**

The assumptions upon which this certification is made are as follows:



Concerns regarding affordability of agreement in subsequent years (if any):



**M. CERTIFICATION NO. 2**

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Katie Anderson  
**Contact Person**

\_\_\_\_\_  
**Phone**

**After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 10th, 2022, took action to approve the proposed Agreement with the Management Non-Represented Bargaining Unit.**

\_\_\_\_\_  
**President (or Clerk), Governing Board**  
**(Signature)**

\_\_\_\_\_  
**Date**

**Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.**

DRAFT

Position	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
<b>School Counselor</b>	183	73,973	75,785	77,641	79,544	81,493	83,489	85,535	87,630	89,777	91,977	94,230
Daily Rate		404.22	414.12	424.27	434.67	445.31	456.22	467.40	478.85	490.59	502.61	514.92
<b>Mental Health Coordinator</b>	204	62,017	63,537	65,094	66,688	68,321	69,996	71,711	73,467	75,267	77,112	79,001
Daily Rate		304.01	311.45	319.09	326.90	334.91	343.12	351.52	360.13	368.96	378.00	387.26
<b>Principal</b>	210	117,667	120,551	123,503	126,529	129,630	132,805	136,059	139,393	142,807	146,306	149,891
Daily Rate		560.32	574.05	588.11	602.52	617.29	632.41	647.90	663.78	680.04	696.70	713.77
<b>Superintendent</b>	225	154,655	158,444	162,326	166,302	170,377	174,551	178,828	183,209	187,697	192,296	197,007
Daily Rate		687.35	704.20	721.45	739.12	757.23	775.78	794.79	814.26	834.21	854.65	875.59
<b>CBO</b>	260	117,062	119,930	122,869	125,879	130,435	133,630	136,905	140,259	143,696	147,216	150,823
Daily Rate		450.24	461.27	472.57	484.15	501.67	513.96	526.56	539.46	552.68	566.22	580.09
<b>Director of Maintenance and Operations</b>	260	89,854	92,055	94,311	96,621	98,988	101,414	103,898	106,444	109,052	111,723	114,461
Daily Rate		345.59	354.06	362.73	371.62	380.72	390.05	399.61	409.40	419.43	429.71	440.23
<b>Special Education Program Manager</b>	200	112,064	114,810	117,623	120,504	123,457	126,482	129,581	132,755	136,008	139,340	142,754
Daily Rate		560.32	574.05	588.12	602.52	617.28	632.41	647.90	663.77	680.04	696.70	713.77

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:

Effective:

DRAFT

Position	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
<b>School Counselor</b>	183	77,671	79,574	81,523	83,521	85,567	87,663	89,812	92,011	94,266	96,576	98,942
Daily Rate		424.43	434.83	445.48	456.40	467.58	479.03	490.78	502.79	515.11	527.74	540.66
<b>Mental Health Coordinator</b>	204	65,118	66,713	68,348	70,022	71,737	73,496	75,296	77,141	79,031	80,968	82,951
Daily Rate		319.21	327.03	335.04	343.25	351.65	360.27	369.10	378.14	387.40	396.90	406.62
<b>Principal</b>	210	123,551	126,578	129,678	132,856	136,111	139,445	142,862	146,362	149,948	153,621	157,385
Daily Rate		588.34	602.75	617.52	632.65	648.15	664.03	680.30	696.96	714.04	731.53	749.45
<b>Superintendent</b>	225	162,387	166,366	170,442	174,617	178,896	183,278	187,769	192,370	197,082	201,911	206,858
Daily Rate		721.72	739.41	757.52	776.08	795.09	814.57	834.53	854.98	875.92	897.38	919.37
<b>CBO</b>	260	122,916	125,926	129,012	132,173	136,957	140,312	143,751	147,272	150,880	154,577	158,364
Daily Rate		472.75	484.33	496.20	508.36	526.76	539.66	552.89	566.43	580.31	594.53	609.09
<b>Director of Maintenance and Operations</b>	260	94,346	96,658	99,026	101,452	103,938	106,484	109,093	111,766	114,504	117,309	120,184
Daily Rate		362.87	371.76	380.87	390.20	399.76	409.55	419.59	429.87	440.40	451.19	462.24
<b>Special Education Program Manager</b>	200	117,668	120,551	123,504	126,530	129,630	132,806	136,060	139,392	142,808	146,307	149,891
Daily Rate		588.34	602.75	617.52	632.65	648.15	664.03	680.30	696.96	714.04	731.54	749.46

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:

Effective:

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	81,555	83,553	85,599	87,697	89,846	92,046	94,302	96,612	98,979	101,404	103,889
Daily Rate		445.65	456.57	467.76	479.22	490.96	502.98	515.31	527.93	540.87	554.12	567.70
Mental Health Coordinator	204	68,374	70,049	71,766	73,523	75,324	77,171	79,061	80,998	82,982	85,016	87,099
Daily Rate		335.17	343.38	351.79	360.41	369.24	378.29	387.55	397.05	406.77	416.75	426.95
Principal	210	129,728	132,907	136,162	139,498	142,917	146,418	150,005	153,681	157,445	161,302	165,254
Daily Rate		617.75	632.89	648.39	664.28	680.56	697.23	714.31	731.81	749.74	768.11	786.93
Superintendent	225	170,507	174,684	178,964	183,348	187,841	192,442	197,157	201,988	206,936	212,006	217,201
Daily Rate		757.81	776.38	795.40	814.88	834.85	855.30	876.26	897.73	919.72	942.25	965.34
CBO	260	129,061	132,223	135,463	138,782	143,805	147,327	150,938	154,636	158,424	162,306	166,282
Daily Rate		496.39	508.55	521.01	533.78	553.10	566.64	580.53	594.75	609.32	624.25	639.55
Director of Maintenance and Operations	260	99,064	101,491	103,977	106,525	109,135	111,808	114,548	117,354	120,229	123,175	126,193
Daily Rate		381.01	390.35	399.91	409.71	419.75	430.03	440.57	451.36	462.42	473.75	485.36
Special Education Program Manager	200	123,551	126,578	129,679	132,856	136,111	139,446	142,863	146,362	149,948	153,623	157,386
Daily Rate		617.76	632.89	648.40	664.28	680.56	697.23	714.31	731.81	749.74	768.11	786.93

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:

Effective: