

# Board of Education Regular Meeting Agenda

## [Zoom Link](#)

DATE: Tuesday, February 8, 2022  
TIME: 5:00 PM  
LOCATION: Gravenstein Elementary, Multipurpose Room

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

- I. CALL TO ORDER AT 5:00 PM**
- II. ADOPTION AND APPROVAL OF THE AGENDA**  
**Approval of the agenda for February 8, 2022 (2 min.)**

Action taken/comments:

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

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

- III. REPORTS, AND ORAL COMMUNICATIONS**
- A. (p. 1) Gravenstein Principal (10 min.)**
  - B. (p. 2) Hillcrest Principal (10 min.)**
  - C. Gravenstein Union Teachers' Association (5 min.)**
  - D. (p. 3) District Site Council (3 min.)**
    - 1. Minutes from November 16, 2021**
    - 2. Agenda from January 26, 2022**
  - E. (p. 7) Gravenstein Parent Association, GPA (5 min.)**
    - 1. Agenda from January 20, 2022**
    - 2. December Financials**
    - 3. Minutes from November 18, 2021**
  - F. Trustee Reports (10 min.)**
  - G. Racial Justice Committee (5min.)**
  - H. (p. 18) Facilities Report (5 min.)**
  - I. Master Plan Committee (5 min.)**
    - 1. Facilities Assessment (available on GUSD website)**
    - 2. Master Plan Update**
  - J. (p. 19) CBO Report (5 min.)**
  - K. Superintendent Report/District Correspondence (10 min.)**
    - 1. Questions from the January Board Meeting**
    - 2. (p. 20) SCOE Approval of 21/22 First Interim Report**

**3. (p. 26) Tobacco Retail License Support Letter**

**IV. PUBLIC COMMENT (15 min.)**

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

**V. CONSENT AGENDA (2 min.) ACTION ITEM**

- A. (p. 28) Warrants**
- B. (p. 34) Payroll**
- C. (p. 35) Minutes from the Regular Board Meeting of January 11, 2022**
- D. (p. 43) Williams Settlement Quarterly Report for October 1 - December 31, 2021**
- E. (p. 46) USC School Counseling Program Placement Agreement for 2022-23 School Year**

Action taken/comments:

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

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

**VI. DISCUSSION ITEM**

- A. (p. 52 and document posted on GUSD website) GUSD Supplement to the Annual Update for the 2021-22 Local Control and Accountability Plan and GUSD Strategic Planning (10 min.)**

**Situation:** California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. Section 124(e) of Assembly Bill 130 requires LEAs to present an update on the Annual Update to the 2021–22 LCAP and Budget Overview for Parents on or before February 28, 2022, at a regularly scheduled meeting of the governing board or body of the LEA. At this meeting, the LEA must include all of the following:

- The Supplement to the Annual Update for the 2021–22 LCAP (2021–22 Supplement);
- All available mid-year outcome data related to metrics identified in the 2021–22 LCAP; and
- Mid-year expenditure and implementation data on all actions identified in the 2021–22

**Plan:** For the Board to discuss the supplement and present any questions about the document to staff.

**VII. GENERAL ACTION ITEMS**

**A. (p. 54) Guaranteed Maximum Price for Hillcrest Heat Mitigation Phase 2 (15 min.)**

**Situation:** The second phase of the Hillcrest Heat Mitigation Project was delayed pursuant to Board action on June 15, 2021 due to impacts of the pandemic on construction costs. Frc Incorporated, the roofing contractor, along with our project manager, Counterpoint, have provided a Guaranteed Maximum Price document for Phase 2 for Board consideration.

**Plan:** To present to the Board information regarding the total price of the Hillcrest Heat Mitigation Project, with a focus on Phase 2 for Board Consideration.

**Recommended Motion:** To approve the Guaranteed Maximum Price document for Phase 2 of the Hillcrest Heat Mitigation Project.

Action taken/comments

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

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

**B. (p. 57) Resolution Approving the Total Base Rent for the Lease-Leaseback Agreement with Frc Incorporated, Contractor for the Hillcrest Heat Mitigation Project, Phase 2, Resolution ##220208-02 (15 min.)**

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

**Plan:** Pending Board approval of the resolution, Frc will begin work on Phase 2 of the Hillcrest Heat Mitigation Project under an LLB agreement.

**Recommended Motion:** For the Board to approve Resolution #220208-02.

Action taken/comments

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

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

**C. (posted on the GUSD website) Facility Inspection Tool (FIT) Reports (5 min.)**

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

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

**Recommended motion:** For the Board to approve the FIT Reports for Gravenstein Charter, Gravenstein First, and Hillcrest Middle School.

Action taken/comments:

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

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

**D. (posted on the GUSD website) School Safety Plan (5 min)**

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

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

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

Action taken/comments:

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

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

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

**Situation:** The Board is asked to approve the School Accountability Report Cards for the District's schools: Gravenstein Elementary, Gravenstein First, and Hillcrest Middle School. State law requires that schools that receive state funding prepare and distribute a SARC. The purpose of the report card is to provide parents and the community with important information about each school. The SARC contains a variety of information including a profile that provides background information about the school and its students, the school's mission, goals, and accomplishments, and a variety of state law required information including: demographics, school safety and climate for learning information, academic data, school completion rates, class sizes, teacher and staff information, curriculum and instruction descriptions, and fiscal and expenditure data. School report cards must be updated annually and published by February 1.

**Plan:** To present the draft SARCs to the Board, and then, pending approval, posting the approved versions for public viewing.

**Recommended motion:** For the Board to approve the SARCs for Gravenstein Elementary, Gravenstein First, and Hillcrest Middle Schools

Action taken/comments:

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

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

**F. (p. 63) Increase Revolving Cash - Resolution #220208-01 (5 min.)**

**Situation:** As we are working our way through the pandemic and taking steps to ensure student and staff safety as well as maintaining educational services, we have found the need for an increased number of immediate purchases and payments. These immediate need purchases are typically made through our Revolving Cash Account, which is monitored through standard accounting practices. The current amount in this fund, \$1,000, has been insufficient on several occasions during the past 18 months, resulting in delays in acquiring needed materials and supplies.

**Plan:** Pending Board approval of this Resolution, to increase the amount in the Revolving Cash Fund to \$5,000.

**Recommended Motion:** To approve Resolution #220208-01.

Action taken/comments

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

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

**G. (p. 64) Consolidated Application for Funding Categorical Aid Programs, 2022 Winter Submission (2 min.)**

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

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

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

Action taken/comments

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

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

**H. (p. 83) 2022-2023 School Year Calendar (5 min)**

**Situation:** After consultation with administration and GUTA and GUCE leadership, a draft calendar for the 2022-2023 school year is ready for Board consideration. Submitted along with the draft are a list of basic assumptions that were taken into account during the process.

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

**Recommended motion:** For the Board to approve the submitted draft of the 2022-2023 school year calendar.

Action taken/comments:

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

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

**I. Board Meeting Format (2 min.)**

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

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

**Recommended motion:** No recommendation at this time.

Action taken/comments

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

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

**J. (p. 85) 2022 Ballot for CSBA Delegate Assembly (5 min.)**

**Situation:** There is currently a vacancy on the CSBA Delegate Assembly for Subregion 3-A (Sonoma County). There are two candidates on the ballot, and the Board has been provided with biographical material on each candidate. The GUSD Board has one vote to cast in this election.

**Plan:** For the Board to consider the selection of a candidate and cast the GUSD vote.

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

Action taken/comments

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

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

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

**IX. 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**

**X. RECONVENE TO OPEN SESSION**

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

Action taken/comments

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

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

**XII. FUTURE BOARD MEETINGS**

**A. March 8, 2022 at 5pm**

**B. April 12, 2022 at 5pm**

**C. May 10, 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 February 2022

Keri Pugno

## Enrollment Report

	TK	K	1	2	3	4	5	Total
<b>Enrollment for 2021-2022</b> (as of 1/7/22)	18	79	75	74	81	73	69	469
<b>End-of-year enrollment 20-21</b>	13	75	71	83	72	72	78	464

## Gravenstein Attendance

	<b>Month 1:</b> 8/16/21-9/10/21	<b>Month 2:</b> 9/13/21-10/8/21	<b>Month 3</b> 10/11/21-11/5/21	<b>Month 4</b> 11/8/21-12/3/21	<b>Month 5</b> 12/6/21-12/31/21	<b>Month 6</b> 1/3/22-1/28/22
Grade: TK	100%	100%	100%	95%	96.3%	99.6%
Grade K:	95.22%	95.37%	95%	94%	93.7%	91.8%
Grade 1:	96.3%	97.41%	97%	95%	96.4%	94.1%
Grade 2:	97.2%	96.32%	96%	93%	95.1%	93.8%
Grade 3:	96.7%	94.5%	96%	95%	98.13%	95.3%
Grade 4:	96.6%	95.79%	97%	96%	95.8%	90.8%
Grade 5:	95.2%	96.28%	96%	95%	98.2%	93.9%
<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>

## Gravenstein Projects/Updates:

- **TK/K Enrollment Projections**
- **Rescheduled TK/K Open House to Saturday, 2/26/22**
- **Change to Morning Ingress**
- **Reading Specialist**
- **GPA Grant Recipients**



# HILLCREST

## Middle School

### GUSD February Board Report

Enrollment- as of 2/06/2021:

	6th	7th	8th	Total
2020/2021	93	112	81	286
2021/2022	78	97	101	275
Long Term IS	0	3	5	8

**Attendance Rate from January 3rd until February 3rd- 93%**

#### **CAASPP-**

The ELA and Math teachers at HMS gave our students the Interim CAASPP test. This was a dry run for the real test in May and allowed us to make changes prior to this summative exam. The first day we had a few minor issues that were handled quickly. The second round of testing went incredibly well and we will share our feedback at a future staff meeting.

#### **At Risk Students-**

Utilizing student data from the Trimester 2 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.

#### **Reproductive Health Class-**

Starting this week, February 10th, 11th and 15th, 7th Grade students will start their state mandated Reproductive Health class. Presentations encourage students to communicate with parents, guardians or other trusted adults about human sexuality. Instruction must be medically accurate, age-appropriate and inclusive of all students. Topics covered will include human development, puberty, healthy relationships, consent,

contraception, sexually transmitted infections, and HIV/AIDS. The class is taught by the Forestville Clinic. Copies of the curriculum may be viewed in the HMS Main office during regular office hours.

**Wizard of Oz-**

This year's Spring Musical The Wizard of OZ is almost ready for the stage! Mark your calendars and don't miss a performance!

Thursday and Friday March 10th & 11th - 6:00 pm

Saturday March 12th- 2:00 pm

**Volleyball-**

The Hillcrest 7th & 8th Grade Girls Volleyball teams both went undefeated and won their league this year! This takes Hillcrest's number of Championships won this year to 5! In the coming weeks we will hold a rally to celebrate these student athletes!!!

**8th Grade Field Trip-**

The 8th grade class at Hillcrest took a field trip to Windsor River Park on Friday. This was their first field trip in over two years! The students enjoyed nature, team building activities and House Competitions!

**New Staff at HMS -**

We are pleased to welcome Kathleen O'Brien to the Hillcrest Middle School team! Kathleen joins us as an Instructional Aide, Lunch Monitor and a member of the HMS Beyond the Bell team!

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

November 16, 2021

also accessible via Zoom

3:30pm-4:30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/82592727453?pwd=dFNxWG4vTFZSMVYVNWZHBHMEI0RjFnUT09>

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

Members Present: Dave Rose, Keri Pugno, Will Deeths, Stephanie Tomsy, Beth Haas, Jessica Rasmussen, Dan Dexter, Cat Peirano

Members Absent: Gail Carnahan, Brian Sposato, Christina Connelly

I. Call to Order

TIME: 3:42 MOTION: Jessica Rasmussen SECOND: Keri Pugno VOTE: 6-0

II. Approval of Minutes

MOTION: Jessica Rasmussen SECOND: Dan Dexter VOTE: 6-0

 Minutes GUSD School Site Council 10/27/21

III. Approval of Agenda

MOTION: Dave Rose SECOND: Beth Haas VOTE: 6-0

IV. Approval of New Members

no new members to approve at this time

V. Discussion or Action Items

A. Site Council Officer Elections

- i. Discussion was held over the desire for a co-president. Agreement to wait until a few new members join before nominating any other officers.

B. Master Plan Update

- i. Dave Rose provided a recap of recent work done to date on the Master Plan, including two public forums for staff and community members to provide feedback and input. The architect company helping with the Master Plan is compiling a document that we hope will be ready for the December GUSD Board meeting. Two specific items that are timely are the Administrative Portable at Hillcrest Middle School and the Mandatory TK Expansion.
- ii. Keri Pugno provided an update on the Universal TK rollout. It is anticipated that the birthdate window will be extended by two months, allowing for students turning five between Sept 2 and Feb 2 to enter TK and immediately receive ADA.
- iii. Jessica Rasmussen asked if students need to be assessed and Stephanie Tomsy explained how there aren't assessments to enter TK. The two areas that are the most helpful are using the restroom independently and separating from their adult at drop-off to help start the day.

C. School Safety Plan Review

- 1) [Current GUSD School Safety Plan](#)
- 2) Dave Rose shared the Draft of the School Safety Plan to the GUSD Board in February. He hopes to start the review so that we can make corrections and updates at the next

meeting, which would allow the GUSD Board to adopt the plan soon after. All Site Council members were requested to review the School Safety Plan and submit feedback/input/corrections directly to Dave Rose (email or on hard copy) by December 16, 2021

- 3) Dave asked Site Council members to review the California Department of Education-School Safety Plan. Looking at this website gives a framework of expected components.
- 4) Dan Dexter shared how invaluable Brian Sposato's participation had been with the creation of the current Safety Plan and Dave Rose confirmed that Brian Sposato will be involved.
- 5) Jessica Rasmussen shared about how impressed she was at Hillcrest that the Staff were able to spot "strangers" on campus "One when she came to visit the campus for the first time.

D. Next Meeting Date and Time: **January 22, 2022 (no December meeting)**

IV. Items from the Public Not Listed On the Agenda

*These items may be heard by the council but not discussed in full nor acted upon.<sup>1</sup>*

V. Adjournment

TIME: 4:30 MOTION: Stephanie Tomsy SECOND: Jessica Rasmussen VOTE: unanimous

GRAVENSTEIN UNION SCHOOL DISTRICT  
**DISTRICT SITE COUNCIL**  
and Superintendent's Advisory Committee For LCAP  
**January 26, 2022**  
also accessible via Zoom: [GUSD Site Council](#)  
3:30pm-4:30pm

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

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

I. Call to Order  
TIME: MOTION: SECOND: VOTE:

II. Approval of Minutes  
MOTION: SECOND: VOTE:  
[Minutes GUSD Site Council 11/16/21](#)

III. Approval of Agenda  
MOTION: SECOND: VOTE:

IV. Approval of New Members  
MOTION: SECOND: VOTE:

V. Discussion or Action Items

A. Site Council Officer Elections

B. Master Plan Update

C. School Safety Plan Review

1) [Current Plan](#) (November 2021)

2) Revised Plan (January 2022): [21-22 School Safety Plan.docx](#)

D. Next Meeting Date and Time: **February 23, 2022**

IV. Items from the Public Not Listed On the Agenda

*These items may be heard by the council but not discussed in full nor acted upon.<sup>1</sup>*

V. Adjournment

TIME: MOTION: SECOND: VOTE:



**Mission and Vision Statement:**

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

**GPA Board Meeting Agenda**

**1/20/22 6:00 pm Online Zoom Meeting**

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

**B. Secretary's Report**

- **Approval of board minutes from November 18, 2021**

**C. Vote for potential new board member - Fanny**

**D. Teacher / Staff / Administration Appreciation idea**

**E. Subcommittees reports**

**Special Events/Fundraising / Maggie Z**

- **Rescheduled Events (need GPA representation)**
  - **Kinder/TK Kickoff**
  - **Skate Night:**
- **Feb Book Fair & Read a Thon: Do we have a lead for this?**
- **Remaining Event plans: What are the volunteer needs?**

**Finance / Ben K**

- **Get Amber on bank account - next steps**
- **Instructional materials invoice from Sup. Rose**

**Governance / Erin H**

- **Mini grants**
- **In-person meetings**

**Communications**

- **Can we get GPA as a group on parentsquare?**
- **Updates to School Application from GPA**

**School Liaison**

**G. Principal's Reports:**

**H. Superintendent's Report**

## Gravenstein Parent Association Profit & Loss Budget Performance December 2021

	Dec 21	Budget	\$ Over Budget	Jul - Dec 21	YTD Budget	\$ Over Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Parent Donations	12,591.50	18,000.00	-5,408.50	96,035.80	105,996.00	-7,960.20	172,996.00
<b>Special Fundraising Inc</b>							
EventBrite	0.00	0.00	0.00	3,130.00	3,000.00	130.00	3,000.00
AmazonSmile	0.00	150.00	-150.00	717.45	900.00	-182.55	1,800.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Color Run	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
Escrip	198.35	80.00	118.35	937.33	480.00	457.33	960.00
Jog a Thon	23,441.82	0.00	23,441.82	63,091.46	25,000.00	38,091.46	25,000.00
Network for Good FB Fundraiser	0.00	0.00	0.00	0.00	170.00	-170.00	170.00
Read-a-Thon	0.00	0.00	0.00	2,971.20	2,971.00	0.20	16,471.00
Skate Night	0.00	800.00	-800.00	0.00	2,100.00	-2,100.00	4,500.00
<b>Total Special Fundraising Inc</b>	23,640.17	1,030.00	22,610.17	70,847.44	34,821.00	36,226.44	69,901.00
Corporate Matching	0.00	200.00	-200.00	715.42	1,200.00	-484.58	2,400.00
Interest Income	8.56	8.00	-1.44	38.89	48.00	-9.11	96.00
Other Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	36,238.23	19,238.00	17,000.23	169,637.55	141,865.00	27,772.55	245,393.00
<b>Gross Profit</b>	36,238.23	19,238.00	17,000.23	169,637.55	141,865.00	27,772.55	245,393.00
<b>Expense</b>							
GUSD Enrich Non-Contractor Exp	0.00	10,000.00	-10,000.00	0.00	10,000.00	-10,000.00	30,000.00
<b>General &amp; Admin Expense</b>							
Bank Fees	437.85	150.00	287.85	2,101.10	900.00	1,201.10	1,800.00
Bookkeeping	837.50	700.00	137.50	2,900.00	2,800.00	100.00	7,000.00
General Liability	101.78	120.00	-18.22	709.68	720.00	-10.32	1,440.00
Merchant Fees	4.20	450.00	-445.80	2,770.70	2,700.00	70.70	5,400.00
Misc. Expense	0.00	50.00	-50.00	0.00	300.00	-300.00	600.00
Office Supplies	0.00	50.00	-50.00	184.52	300.00	-115.48	600.00
Postage	0.00	10.00	-10.00	0.00	60.00	-60.00	120.00
Printing	0.00	50.00	-50.00	0.00	300.00	-300.00	600.00
Tax Return Preparation	0.00	0.00	0.00	700.00	0.00	700.00	0.00
Taxes	0.00	300.00	-300.00	50.00	1,800.00	-1,750.00	3,600.00
Websites	0.00	120.00	-120.00	0.00	219.00	-219.00	219.00
General & Admin Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total General &amp; Admin Expense</b>	1,381.33	2,000.00	-618.67	9,416.00	10,099.00	-683.00	21,379.00
<b>Independent Contractors</b>							
Brandon Leung - Dance	550.00	200.00	350.00	1,150.00	800.00	350.00	1,800.00
Sierra Lembke	605.00	220.00	385.00	1,105.00	880.00	225.00	1,980.00
Jen Biancalana - D&D	550.00	200.00	350.00	1,100.00	800.00	300.00	1,800.00
Natalie Collins - Set Design	495.00	500.00	-5.00	495.00	500.00	-5.00	1,000.00
Jess Reynolds - Art	350.00	350.00	0.00	700.00	700.00	0.00	1,050.00
Kasey Hillier - Art	1,000.00	0.00	1,000.00	1,600.00	0.00	1,600.00	0.00
Donna Matern - Art	0.00	1,400.00	-1,400.00	3,600.00	5,600.00	-2,000.00	12,600.00
Paige Dumont - Athletics	3,100.00	3,800.00	-700.00	15,100.00	16,200.00	-1,100.00	35,200.00
Spencer Burrows - Chorus	1,200.00	3,600.00	-2,400.00	10,400.00	15,600.00	-5,200.00	33,600.00
Drama	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mark Bradski - Science	2,400.00	3,200.00	-800.00	12,800.00	12,800.00	0.00	28,800.00
<b>Total Independent Contractors</b>	10,250.00	13,470.00	-3,220.00	48,050.00	53,880.00	-5,830.00	117,830.00



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01/11/22

Accrual Basis

## Gravenstein Parent Association Profit & Loss Budget Performance December 2021

	Dec 21	Budget	\$ Over Budget	Jul - Dec 21	YTD Budget	\$ Over Budget	Annual Budget
<b>School Support Expenses</b>							
Hilicrest African Drumming	0.00	0.00	0.00	2,375.00	2,375.00	0.00	2,375.00
Hilicrest Zero Hour PE	0.00	17,000.00	-17,000.00	1,036.66	17,000.00	-15,963.34	17,000.00
8th Grade Grad Support	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Staff Water Delivery-Alhambra	118.79	90.00	28.79	836.53	540.00	296.53	1,080.00
Teacher Mini Grants-\$500 Max	0.00	5,000.00	-5,000.00	0.00	5,000.00	-5,000.00	5,000.00
Teacher Support \$350@48 Teacher	0.00	1,680.00	-1,680.00	737.50	8,400.00	-7,662.50	16,800.00
Teacher/Staff Appreciation Week	0.00	3,500.00	-3,500.00	0.00	3,500.00	-3,500.00	10,000.00
School Support Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total School Support Expenses</b>	<b>118.79</b>	<b>27,270.00</b>	<b>-27,151.21</b>	<b>4,985.69</b>	<b>36,815.00</b>	<b>-31,829.31</b>	<b>57,255.00</b>
<b>Special Fundraising Exp</b>							
Amazon Smile Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Color Run Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
eScript Expense	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Jog-a-Thon Expense	14.82	0.00	14.82	4,697.79	4,000.00	697.79	0.00
Read a Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Special Fundraising Exp</b>	<b>14.82</b>	<b>0.00</b>	<b>14.82</b>	<b>4,697.79</b>	<b>4,000.00</b>	<b>697.79</b>	<b>5,000.00</b>
<b>Total Expense</b>	<b>11,764.94</b>	<b>52,740.00</b>	<b>-40,975.06</b>	<b>67,149.48</b>	<b>114,794.00</b>	<b>-47,644.52</b>	<b>231,464.00</b>
<b>Net Ordinary Income</b>	<b>24,473.29</b>	<b>-33,502.00</b>	<b>57,975.29</b>	<b>102,488.07</b>	<b>27,071.00</b>	<b>75,417.07</b>	<b>13,929.00</b>
<b>Net Income</b>	<b>24,473.29</b>	<b>-33,502.00</b>	<b>57,975.29</b>	<b>102,488.07</b>	<b>27,071.00</b>	<b>75,417.07</b>	<b>13,929.00</b>

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Accrual Basis

**Gravenstein Parent Association**  
**Profit & Loss Actual vs. Budget**  
**December 2021**

	Dec 21	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Parent Donations	12,591.50	18,000.00	-5,408.50
<b>Special Fundraising Inc</b>			
EventBrite	0.00	0.00	0.00
AmazonSmile	0.00	150.00	-150.00
Boots, Beer and Bubby Event	0.00	0.00	0.00
Color Run	0.00	0.00	0.00
Escrip	198.35	80.00	118.35
Jog a Thon	23,441.82	0.00	23,441.82
Network for Good FB Fundraiser	0.00	0.00	0.00
Read-a-Thon	0.00	0.00	0.00
Skate Night	0.00	800.00	-800.00
<b>Total Special Fundraising Inc</b>	23,640.17	1,030.00	22,610.17
Corporate Matching	0.00	200.00	-200.00
Interest income	6.56	8.00	-1.44
Other Donations	0.00	0.00	0.00
<b>Total Income</b>	36,238.23	19,238.00	17,000.23
<b>Gross Profit</b>	36,238.23	19,238.00	17,000.23
<b>Expense</b>			
GUSD Enrich Non-Contractor Exp	0.00	10,000.00	-10,000.00
<b>General &amp; Admin Expense</b>			
Bank Fees	437.85	150.00	287.85
Bookkeeping	837.50	700.00	137.50
General Liability	101.78	120.00	-18.22
Merchant Fees	4.20	450.00	-445.80
Misc. Expense	0.00	50.00	-50.00
Office Supplies	0.00	50.00	-50.00
Postage	0.00	10.00	-10.00
Printing	0.00	50.00	-50.00
Tax Return Preparation	0.00	0.00	0.00
Taxes	0.00	300.00	-300.00
Website	0.00	120.00	-120.00
General & Admin Expense - Other	0.00	0.00	0.00
<b>Total General &amp; Admin Expense</b>	1,381.33	2,000.00	-618.67
<b>Independent Contractors</b>			
Brandon Leung - Dance	550.00	200.00	350.00
Sierra Lembke	605.00	220.00	385.00
Jen Biancalana - D&D	550.00	200.00	350.00
Natalie Collins - Set Design	495.00	500.00	-5.00
Jess Reynolds - Art	350.00	350.00	0.00
Kasey Hillier - Art	1,000.00	0.00	1,000.00
Donna Matern - Art	0.00	1,400.00	-1,400.00
Paige Dumont - Athletics	3,100.00	3,800.00	-700.00
Spencer Burrows - Chorus	1,200.00	3,600.00	-2,400.00
Drama	0.00	0.00	0.00
Mark Bradski - Science	2,400.00	3,200.00	-800.00
<b>Total Independent Contractors</b>	10,250.00	13,470.00	-3,220.00
<b>School Support Expenses</b>			
Hillcrest African Drumming	0.00	0.00	0.00
Hillcrest Zero Hour PE	0.00	17,000.00	-17,000.00
8th Grade Grad Support	0.00	0.00	0.00
Staff Water Delivery-Alhambra	118.79	90.00	28.79
Teacher Mini Grants-\$500 Max	0.00	5,000.00	-5,000.00
Teacher Support \$350@48 Teacher	0.00	1,680.00	-1,680.00
Teacher/Staff Appreciation Week	0.00	3,500.00	-3,500.00
School Support Expenses - Other	0.00	0.00	0.00

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Accrual Basis

**Gravenstein Parent Association  
Profit & Loss Actual vs. Budget  
December 2021**

	Dec 21	Budget	\$ Over Budget
<b>Total School Support Expenses</b>	118.79	27,270.00	-27,151.21
<b>Special Fundraising Exp</b>			
Amazon Smile Expense	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00
eScript Expense	0.00	0.00	0.00
Jog-a-Thon Expense	14.82	0.00	14.82
Read a Thon Expense	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00
<b>Total Special Fundraising Exp</b>	14.82	0.00	14.82
<b>Total Expense</b>	11,764.94	52,740.00	-40,975.06
<b>Net Ordinary Income</b>	24,473.29	-33,502.00	57,975.29
<b>Net Income</b>	24,473.29	-33,502.00	57,975.29

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Accrual Basis

**Gravenstein Parent Association**  
**P & L Actual vs. Budget YTD**  
 July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Parent Donations	98,035.80	105,996.00	-7,960.20	92.5%
<b>Special Fundraising Inc</b>				
EventBrite	3,130.00	3,000.00	130.00	104.3%
AmazonSmile	717.45	900.00	-182.55	79.7%
Escrip	937.33	480.00	457.33	195.3%
Jog a Thon	63,091.46	25,000.00	38,091.46	252.4%
Network for Good FB Fundraiser	0.00	170.00	-170.00	0.0%
Read-a-Thon	2,971.20	2,971.00	0.20	100.0%
Skate Night	0.00	2,100.00	-2,100.00	0.0%
<b>Total Special Fundraising Inc</b>	<b>70,847.44</b>	<b>34,621.00</b>	<b>36,226.44</b>	<b>204.6%</b>
Corporate Matching	715.42	1,200.00	-484.58	59.6%
Interest income	38.89	48.00	-9.11	81.0%
<b>Total Income</b>	<b>169,637.55</b>	<b>141,865.00</b>	<b>27,772.55</b>	<b>119.6%</b>
<b>Gross Profit</b>	<b>169,637.55</b>	<b>141,865.00</b>	<b>27,772.55</b>	<b>119.6%</b>
<b>Expense</b>				
GUSD Enrich Non-Contractor Exp	0.00	10,000.00	-10,000.00	0.0%
<b>General &amp; Admin Expense</b>				
Bank Fees	2,101.10	900.00	1,201.10	233.5%
Bookkeeping	2,900.00	2,800.00	100.00	103.6%
General Liability	709.68	720.00	-10.32	98.6%
Merchant Fees	2,770.70	2,700.00	70.70	102.6%
Misc. Expense	0.00	300.00	-300.00	0.0%
Office Supplies	184.52	300.00	-115.48	61.5%
Postage	0.00	60.00	-60.00	0.0%
Printing	0.00	300.00	-300.00	0.0%
Tax Return Preparation	700.00	0.00	700.00	100.0%
Taxes	50.00	1,800.00	-1,750.00	2.8%
Website	0.00	219.00	-219.00	0.0%
<b>Total General &amp; Admin Expense</b>	<b>9,416.00</b>	<b>10,099.00</b>	<b>-683.00</b>	<b>93.2%</b>
<b>Independent Contractors</b>				
Brandon Leung - Dance	1,150.00	800.00	350.00	143.8%
Sierra Lembke	1,105.00	880.00	225.00	125.6%
Jen Biancalana - D&D	1,100.00	800.00	300.00	137.5%
Natalie Collins - Set Design	495.00	500.00	-5.00	99.0%
Jess Reynolds - Art	700.00	700.00	0.00	100.0%
Kasey Hillier - Art	1,600.00	0.00	1,600.00	0.0%
Donna Matern - Art	3,600.00	5,600.00	-2,000.00	64.3%
Paige Dumont - Athletics	15,100.00	16,200.00	-1,100.00	93.2%
Spencer Burrows - Chorus	10,400.00	15,600.00	-5,200.00	66.7%
Mark Bradski - Science	12,800.00	12,800.00	0.00	100.0%
<b>Total Independent Contractors</b>	<b>48,050.00</b>	<b>53,880.00</b>	<b>-5,830.00</b>	<b>89.2%</b>
<b>School Support Expenses</b>				
Hillcrest African Drumming	2,375.00	2,375.00	0.00	100.0%
Hillcrest Zero Hour PE	1,036.66	17,000.00	-15,963.34	6.1%
Staff Water Delivery-Alhambra	836.53	540.00	296.53	154.9%
Teacher Mini Grants-\$500 Max	0.00	5,000.00	-5,000.00	0.0%
Teacher Support \$350@48 Teacher	737.50	8,400.00	-7,662.50	8.8%
Teacher/Staff Appreciation Week	0.00	3,500.00	-3,500.00	0.0%
<b>Total School Support Expenses</b>	<b>4,985.69</b>	<b>36,815.00</b>	<b>-31,829.31</b>	<b>13.5%</b>
<b>Special Fundraising Exp</b>				
Jog-a-Thon Expense	4,697.79	4,000.00	697.79	117.4%
<b>Total Special Fundraising Exp</b>	<b>4,697.79</b>	<b>4,000.00</b>	<b>697.79</b>	<b>117.4%</b>
<b>Total Expense</b>	<b>67,149.48</b>	<b>114,794.00</b>	<b>-47,644.52</b>	<b>58.5%</b>

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Accrual Basis

**Gravenstein Parent Association  
P & L Actual vs. Budget YTD  
July through December 2021**

	<u>Jul - Dec 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	102,488.07	27,071.00	75,417.07	378.6%
Net Income	<u>102,488.07</u>	<u>27,071.00</u>	<u>75,417.07</u>	<u>378.6%</u>

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 01/11/22  
 Accrual Basis

**Gravenstein Parent Association  
 Balance Sheet  
 As of December 31, 2021**

	<u>Dec 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Exchange Bank Checking	352,185.46
Exchange Bank Savings	257,157.00
Paypal	3,849.12
<b>Total Checking/Savings</b>	<u>613,191.58</u>
Other Current Assets	
Prepaid expenses	1,246.00
<b>Total Other Current Assets</b>	<u>1,246.00</u>
<b>Total Current Assets</b>	<u>614,437.58</u>
<b>TOTAL ASSETS</b>	<u><u>614,437.58</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	852.32
Accounts Payable	852.32
<b>Total Accounts Payable</b>	<u>852.32</u>
<b>Total Current Liabilities</b>	<u>852.32</u>
<b>Total Liabilities</b>	852.32
<b>Equity</b>	
GSF Reserve Transfer	95,504.87
32000 · Retained Earnings	415,320.32
Net Income	102,760.07
<b>Total Equity</b>	<u>613,585.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>614,437.58</u></u>

## **GPA Board Meeting**

**November 18, 2021, Online Zoom Meeting**

Meeting Called to order at 6:01pm

### **Members Present**

Amber Ray Hernandez  
Ben Kaun  
Maggie Zavala  
Vy Le-Morse  
Christina Connelly  
Ashley Cochran  
Allison Herman  
Keri Pugno  
William Deeths  
Dave Rose  
Fanny Lam  
Vanessa Bird

### **Absent**

Erin Hillmer

### **Agenda –Public Comments**

-Vy L. discussed acquiring hats with logos for volunteers to wear at GPA events to make themselves more visible. Vy L. will get back to the board with the proposal at next month's meeting.

### **Secretary's Report**

-Ben K. motions to approve minutes from 10/21/2021 6pm online board meeting. Christina C. seconds and all in favor.

### **Special Events**

- The Jog-a-thon has raised over \$20k.
- Second skate night happening December 19<sup>th</sup>.
- Looking for volunteers to help run a GPA table at each skate night. Will discuss at next meeting having board members and/or members at large take turns manning the table.
- We're in need of a communications person to manage FB and Monday Messages. Mr. C had mentioned he is interested in lending us a hand with social media.
- Amber R, Maggie Z, and Christina C. will be meeting for a debriefing of the Jog-a-thon and will present at the December meeting.
- Keri P. suggested that the Book Fair continue to be online this year.
- Discussed how far to space out the Book Fair and Read-a-thon. Goal is to have them close together... Maggie Z will contact the company we worked with last year for the Book Fair and see how long it will take books to arrive after orders have been placed and will let us know at next month's meeting.

### Finance Report

- Discussed how to properly reflect where money is allocated on the budget in order for parents to see clearly how money is being spent.
- Projecting a \$66k loss for the year, but we have enough in reserves to take that loss for several years.
- Vy L. motioned to approve the budget and Amber R. seconds, all in favor.

### Governance Report

-NA

### Communications

- Amber R. will discuss with Erin H. the social media component for GPA.
- Amber R. plans on creating a webpage that discusses what corporate sponsors will receive in exchange for their donations.

### Liaison

- Gail is wondering how the teachers access the mini grants. Amber R. will discuss with Erin H. about getting the applications out for this year.
- Allison H. is trying to figure out the water delivery situation and will be looking into other options for delivery companies.

### Principles Report

#### **Mr. Deeths:**

- It's always a sunny day at Hillcrest Middle School!
- Had a busy month, kicking off a new round of enrichments for the second trimester!
- New enrichments include forensic science, tech squad, creating your own graphic novel, set design and debate team.
- Hillcrest sports teams have taken home three championships so far this year!
- Hoping to give 7<sup>th</sup> graders lockers once they've returned from Thanksgiving break.
- Mr. Deeths will email Vy with a list of Hillcrest parents that may want to participate in the GPA.
- Second dance of the year is coming up on December 10<sup>th</sup>.

#### **Mrs. Pugno:**

- We're now in trimester two and some small changes have happened with the enrichment schedule.
- Kasey Hiller is the new art enrichment teacher who is working with the 2<sup>nd</sup> and 3<sup>rd</sup> graders this trimester.
- Jog-a-thon was a huge hit! Teachers are discussing having a competition next year!
- Field trips have really kicked off!



## **Superintendents Report**

### **Mr. Rose:**

- Lots of administrative planning, negotiating and contracting going on right now, the big one is the upcoming master plan.
- There are new federal mandates to expand the TK program starting next school year.

### **Misc**

- Amber R. motions to close the meeting at 7:07pm and Ben K. seconds.

**Gravenstein Union School District  
Facilities Report  
February 2022  
Prepared by Brian Sposato**

**Hillcrest Heat Mitigation Phase Two: Reroofing:** Pricing has been presented to the district to re-roof buildings A +B at Hillcrest from FRC Inc. in the form of a GMP(Guaranteed Maximum Price). This project consists of replacing the existing tar and gravel roof system with an insulated reflective roof that will help with energy efficiency and help contribute to lower energy costs. In addition to the roof portion, the aging wood fascia around buildings A and B is being replaced to a metal fascia to support new exterior gutters and downspouts while providing better durability and lifespan. Other aspects of the scope involves raising some electrical pathways on the roof to meet code requirements and relocating our existing roof lights to fit underneath the soffits. Finally, we will also be rerouting some low voltage wiring data and phone and mitigating our aerial run cabling. Project is slated to begin in Spring/Summer 2022.

**District Office Modular at Hillcrest:** QKA and their design consultants are working on comments back from DSA and will be resubmitting and scheduling a back check appointment soon with DSA. We are tracking for bidding in February, with the goal to have a contractor bid award to approve at the March board meeting.

**F.I.T. Reports:** F.I.T. (Facility Inspection Tool) reports have been prepared for the 2021-2022 school year for both Gravenstein and Hillcrest Campuses. The results of this report are then incorporated with the SARC (School Accountability Report Card). This tool is used to evaluate classrooms, restrooms, and playgrounds into 15 categories for both general upkeep and observing physical building or site conditions to identify what is maintained in good working order and to identify deficiencies of areas that may need repair or mitigation. This report is essentially a snap shot at the time of evaluation and does not necessarily indicate that an item is not going to be mitigated or may be in process of being mitigated. It is a tool that helps determine areas that may need bigger repair measures to understand and observe the condition of a facility. Another aspect that we add is to highlight larger improvements of what has been done and when, so we can help keep track of when was the last time an instructional space or area was modernized or improved, or help prioritize what buildings are due for upgrades.



## **GRAVENSTEIN UNION SCHOOL DISTRICT**

### **CBO Report: February 8<sup>th</sup> 2022 Regular Board Meeting**

- **CARS Winter 2021-22 Reporting: Allocations awarded**
  - Title I Funding: \$ 40,654
  - Title II Funding: \$7,284
  - Title III Funding: \$7,449
  - Title IV Funding: \$10,000
- **Sonoma County Public Health Order C19-33 Mandates**
- **Ongoing activities**
  - Payroll, Dental Credits Issued in January Regular Payroll
  - Negotiations
  - Districtwide COVID support
  - Employee Discrepancies

January 14, 2022

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

Dear Mr. Rose,

In accordance with Education Code Section 42131, a review of Gravenstein Union School District's (District) First 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 First 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**

The 2021-22 enacted State Budget resulted in robust investments in addressing learning opportunities for students during the pandemic. The Budget Act provided both ongoing and one-time funding for LEAs across the state through increased concentration grant components of Local Control Funding Formula (LCFF), several new or revised Special Education funding streams, new Educator Effectiveness Block Grant, A-G Completion Improvement Grant, and Expanded Learning Opportunities. Additionally, the Budget Act added a requirement for LEAs to provide a one-time Local Control and Accountability Plan (LCAP) supplement for boards and educational partners to review by February 28, 2022. The mid-year Supplement Report relates to the one-time and ongoing dollars provided through the 2021-22 Budget Act and the American Rescue Plan Act. The State Budget adoption also included major impacts on subsequent fiscal years by including implementation of Universal Transitional Kindergarten and Universal meals beginning in 2022-23.

As a result of the ongoing pandemic, education has received an influx of one-time funding in both fiscal year 2020-21 and 2021-22, which has very few restrictions and therefore, will create tremendous pressure to spend the money in a variety of areas. LEAs are urged to attach these one-time sources to one-time costs versus on-going costs. It is the County's recommendation that LEAs remain cautious, avoid structural deficit spending, maintain adequate reserves, and think long-term.

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

The District's First Interim Report MYP, which includes its conversion charters, projects unrestricted deficit spending of  $-\$586,677$ ,  $-\$545,315$ , and  $-\$239,597$  in 2021-22, 2022-23, and 2023-24, with the State minimum reserve for economic uncertainty of 4% is 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.

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 increase could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any 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 First Interim report. A technical review will be communicated to the business office. The Second Interim Report is due to our office no later than March 15, 2022. **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  
Director, External Fiscal Services

C:

Katie Anderson, District Chief Business Official  
Steven D. Herrington, PhD., 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.



## **GRAVENSTEIN UNION SCHOOL DISTRICT**

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**Gravenstein Elementary School and Hillcrest Middle School**

**David Rose, Superintendent**

3840 Twig Avenue  
Sebastopol, CA 95472  
707-823-7008

Email: [drose@grav.k12.ca.us](mailto:drose@grav.k12.ca.us)

**Board of Trustees**

Gregory Appling, Board President

Jennifer Koelemeijer, Member

Alexander Kahn, Member

Patrick Lei, Member

Jeri McNeill, Clerk

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February 3, 2022

Honorable Supervisor Hopkins;

Hello, my name is David Rose, I am Superintendent of the Gravenstein Union School District. Before assuming my role with GUSD, I spent 15 years (2004-2019) as the lead administrator for Student Services for Petaluma City Schools (and 5 years prior to that as a junior high school principal). The main duties of the Student Services Department for a school district relate to truancy prevention, safe schools, addressing discipline issues, mental health and counseling, and alternative education programs.

Over my career, I have worked with thousands of students and their families addressing challenges and barriers that were interfering with students' academic and social/emotional growth. During my tenure, I spent a great deal of time learning from doctors, mental health professionals, and neurologists about how youth experiences impact their cognitive functioning and decision making. The neuroscience of the developing brain is critical information for all educators, and as a district we emphasized sharing what we had learned with parents and students.

A critical takeaway that I share as often as possible is the fact that first time use of any type of intoxicant, whether it is alcohol, marijuana, nicotine, or other drugs, has an exponentially greater impact on the young brain (up to age 24-25) compared to the brain of an adult. The "high" that an individual feels during their first use has a direct correlation to the rate of continued use and addiction, and the younger a person is, the more likely addiction will occur.

The companies that produce and market these products know this as well, and will resist restrictions that limit access to younger potential customers. If they can create an environment where an individual's first use of an intoxicant is before their brain is fully developed, they are more likely to have a customer for life.

A large number of the students that I worked with during my career had some form of intoxicant use: nicotine, alcohol, marijuana, and/or other drugs while they were still school aged. Once a developing brain has experienced the "high" created by these intoxicants, the craving for that feeling continues, and in many cases young people will abandon other positive activities that create natural highs like success in school, sports or clubs, exercise, and connecting with family/friends, to pursue the artificial high that an intoxicant provides. A critical component of my work with students and their families was to help them create a plan to abandon the pursuit of artificial highs and discover (or re-discover) the natural activities that provide the brain with the positive neurological experiences it craves. In

many cases this was a very difficult and long process, and, sadly for some, a process that is still ongoing as they battle intoxicant use and miss out on many of the growth and development opportunities growing up in a place like West County can provide.

In closing, I want to encourage you to do all you can legislatively to reduce access for the West County youth to any type of intoxicant. Updating the county TRL to match City of Sebastopol's is crucial for strengthening health equity in District 5 communities.

Sincerely,

A handwritten signature in black ink that reads "David Rose". The signature is fluid and cursive, with the first name "David" and last name "Rose" clearly legible.

David Rose, Superintendent  
Gravenstein Union School District

ReqPay12d

Board Report

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1873570	01/05/2022	Benz, Lisa	04-4310	Reimb. Blue Feather Rewards		90.00
1873571	01/05/2022	Hurtado, Patricia	03-4310	Reimb. Cart for Grav.		29.42
1873572	01/05/2022	AT&T-Elevator	01-5911	Elevator Phone Line-AN# 70782923974826	1.69	
			03-5911	Elevator Phone Line-AN# 70782923974826	19.49	21.18
1873573	01/05/2022	Employment Development Dept.	01-9555	Unemployment Taxes for the year 2021-22		8,468.45
1873574	01/05/2022	Fishman Supply Company	01-4370	District Wide Custodial Supplies	47.57	
			03-4370	District Wide Custodial Supplies	570.80	
			04-4370	District Wide Custodial Supplies	332.96	951.33
1873575	01/05/2022	Juvo	04-5830	Autism and Behavioral Health Services-2021-22		2,192.34
1873576	01/05/2022	Rowan Pratt	04-5880	Referee Volleyball		25.00
1873577	01/05/2022	School Nurse Supply, Inc	01-4390	School Nurse Supplies- Grav/HMS	11.86	
			03-4390	School Nurse Supplies- Grav/HMS	136.32	
			04-4390	School Nurse Supplies- Grav/HMS	10.31	
			13-4390	School Nurse Supplies- Grav/HMS	65.02	223.51
1873578	01/05/2022	Helton, Linda M	04-4310	Reimb. Basketball Scorebooks		83.79
1873579	01/05/2022	Gorman, Megan K	03-4310	Reimb. Breakout EDU	99.00	
			03-5826	Reimb. Camp Site Sugarloaf	345.98	444.98
1873580	01/05/2022	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
1873581	01/05/2022	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	5.41	
			03-5830	Water testing for Gravenstein	63.59	69.00
1873582	01/05/2022	AT&T-Elevator	01-5911	Elevator Phone Line	1.76	
			03-5911	Elevator Phone Line	20.32	22.08
1873583	01/05/2022	Blakeslee Electric Inc	04-5630	Provide Electrical Circuit for Copiers		1,126.04
1873584	01/05/2022	CDW Government Inc	01-4440	Chromebook Cart Timer Kit	22.39	
			03-4440	Chromebook Cart Timer Kit	257.55	279.94
1873585	01/05/2022	Jones School Supply Co., Inc.	04-4350	HC Trimester Awards		201.40
1873586	01/05/2022	myDevices, Inc.	04-5800	CO2 Sensors Maintanance-District		152.00
1873587	01/05/2022	Office Depot	01-4390	School Supplies District	3.10	
			03-4390	School Supplies District	37.19	
			04-4310	Class Supplies HMS- Jex-Lewis	154.45	
			04-4390	School Supplies District	21.70	216.44
1873588	01/05/2022	Pacific Gas & Electric	01-5520	Electric and Gas for 2021-22 @ Gravenstein	477.88	
			03-5520	Electric and Gas for 2021-22 @ Gravenstein	2,708.01	

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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.

ReqPay12d

Board Report

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1873588	01/05/2022	Pacific Gas & Electric	04-5520	Electric and Gas for 2021-22 @ Hillcrest	1,835.36	5,021.25
1873589	01/05/2022	Ray Morgan Company	01-5633	Copier Contract Charges 2021-22		606.61
1873590	01/05/2022	Verizon	12-4440	Verizon-BTB Phones		83.30
1873591	01/05/2022	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2021-22		2,087.80
1873592	01/05/2022	Carey, Paul R	01-4310	Reimbursement STEM Supplies	37.15	
			03-4310	Reimbursement STEM Supplies	427.28	464.43
1873593	01/05/2022	Quirke, Melacha V	01-5800	Reimb. Constant Contact 1 Mo	2.25	
			03-5800	Reimb. Constant Contact 1 Mo	27.00	
			04-5800	Reimb. Constant Contact 1 Mo	15.75	45.00
1873594	01/05/2022	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	5.41	
			03-5830	Water testing for Gravenstein	63.59	
			04-5830	Water testing for Hillcrest	32.00	101.00
1873595	01/05/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		210.00
1873596	01/05/2022	IXL Learning	01-4340	IXL Learning for 2019-20 3 Year Agreement	283.50	
			03-4310	IXL Learning for 2019-20 3 Year Agreement	3,402.00	
			04-4340	IXL Learning for 2019-20 3 Year Agreement	1,984.50	5,670.00
1873597	01/05/2022	Lakeshore Learning Materials	01-4310	Classroom Supplies-Dellosa		261.17
1873598	01/05/2022	MCI Comm Service	12-5911	Daycare Phone Line for 2021-2022		14.69
1873599	01/05/2022	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2021-22	1.39	
			03-5520	Light Poles at Grav Elem 2021-22	16.03	17.42
1873600	01/05/2022	The Marker Board People Inc	01-4310	Hillcrest - Student Marker Boards	374.33	
				Unpaid Tax	29.33-	345.00
1874471	01/07/2022	Calif Dept of Parks and Rec	03-5826	Sonoma Mission/General Vallejo Home		200.00
1874472	01/07/2022	McDowell, Matthew M	04-4310	Reimb. Digital Film		445.32
1874473	01/07/2022	Advanced Security Systems	01-5800	Fire Alarm Monitoring 2021-22	8.28	
			03-5800	Fire Alarm Monitoring 2021-22	95.22	103.50
1874474	01/07/2022	Carolyn Bischof	01-5830	Contractor Providing Training for CBO	12.50	
			03-5830	Contractor Providing Training for CBO	150.00	
			04-5830	Contractor Providing Training for CBO	87.50	250.00
1874475	01/07/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		324.80
1874476	01/07/2022	Counterpoint Construction Services, Inc.	40-6200	Facilities Project Management Services	347.50	
				Hillcrest Temperature Mitigation	1,065.00	1,412.50
1874477	01/07/2022	Sable Computer Inc. DBA KIS	01-4440	Laptop Computer - Sam Cole	51.33	
			03-4440	Laptop Computer - Sam Cole	616.01	
			04-4440	Laptop Computer - Sam Cole	359.34	1,026.68
1874478	01/07/2022	Mr. Rooter Plumbing of Sonoma County	04-5830	Excavate and Repair Waterline @ HMS		4,229.63
1874479	01/07/2022	Office Depot	04-4390	Nurse Supplies- HMS Parks		58.52

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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.

ReqPay12d

Board Report

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1874480	01/07/2022	SWRCB Accounting Office Drinking Water Program Fees	01-5530	Gravenstein Water Sys Fees 2021-22	88.51	
			03-5530	Gravenstein Water Sys Fees 2021-22	1,017.93	
			04-5530	Hillcrest Water Sys Fees 2021-22	803.42	1,909.86
1874979	01/12/2022	Gravenstein Revolving Fund	01-9213	Refund Revolving	853.46	
			01-9540	Repay Revolving-TSA Deduction	50.00	903.46
1874980	01/12/2022	Young, Meggan R	12-4390	BTB-Reimbursement Activity Supplies		75.64
1874981	01/12/2022	Stevens, Samara B	03-4310	Reimbursement Training Books		58.28
1874982	01/12/2022	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	2.51	
			03-5830	Water testing for Gravenstein	29.49	32.00
1874983	01/12/2022	American Storage LLC	01-5830	Storage Container for Gravenstein USD	12.00	
			03-5830	Storage Container for Gravenstein USD	138.00	150.00
1874984	01/12/2022	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	106.21	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	601.82	
			04-5911	Hillcrest AT&T CALNET 3 Charges 2021-22	77.10	785.13
1874985	01/12/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		112.00
1874986	01/12/2022	Counterpoint Construction Services, Inc.	40-5830	Admin Portable		142.50
1874987	01/12/2022	Recology Sonoma Marin	01-5560	Recology-Gravenstein 2021-22	71.23	
			03-5560	Recology-Gravenstein 2021-22	867.40	
			04-5560	Recology-Hillcrest 2021-22	660.67	1,599.30
1874988	01/12/2022	U.S. Bank Corporate Payment	01-4310	Voice Amplifier for Redfern	500.00	
			03-4310	Voice Amplifier for Redfern	292.05	792.05
1874989	01/12/2022	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	502.66	977.66
1874990	01/12/2022	All-Guard Alarm Systems, Inc	03-5800	Upgrade Cell Receivers- Gravenstein	375.00	
			04-5800	Upgrade Cell Receivers- HMS	125.00	500.00
1874991	01/12/2022	Office Depot	01-4350	District Office Supplies	1.56	
			03-4350	District Office Supplies	18.87	
			04-4350	District Office Supplies	49.40	69.83
1874992	01/12/2022	Pearson Clinical Assessment	01-4310	Special Ed Assessments	48.73	
			03-4310	Special Ed Assessments	584.65	
			04-4310	Special Ed Assessments	339.03	972.41
1875753	01/14/2022	U.S. Bank Corporate Payment	01-4362	Fuel-Dist	12.12	

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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 01/01/2022 through 01/31/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1875753	01/14/2022	U.S. Bank Corporate Payment	01-4370	Custodial Supplies	2.60	
			01-4380	Maintenance Supplies	87.96	
			01-4440	Chrombook Screens	63.32	
			03-4370	Custodial Supplies	29.89	
			03-4380	Dist Maint. Supplies	602.80	
				Maintenance Supplies	1,025.17	
			03-4440	Dist Fuel	141.87	
				Grav- Chromebook Screens	728.18	
			03-5830	Fire extinguiser Service-Grav	28.00	
			04-4362	Fuel Dist	35.34	2,757.25
			1875754	01/14/2022	McDowell, Matthew M	04-4310
1875755	01/14/2022	Johnson, Heather L	04-4310	Reimbursement		291.00
1875756	01/14/2022	BULK BOOKSTORE	03-4310	Books - Brown		121.26
1875757	01/14/2022	Office Depot	01-4310	Class	6.20	
				Supplies-Crandall/Pugno/Dellosa/Haas		
				Class Supplies-Grav/HMS	10.16	
				School Supplies District/School	28.72	
				School/Office Supplies	53.60	
			01-4350	School Supplies District/School	99.18	
			01-4390	School/Office Supplies	22.37	
			03-4310	Class	60.14	
				Supplies-Crandall/Pugno/Dellosa/Haas		
				School Supplies District/School	28.91	
				School Supplies-Covid-19 -District	490.89	
				School/Office Supplies	82.20	
			03-4350	School Supplies District/School	114.33	
			04-4310	School Supplies-Covid-19 -District	51.07	
04-4350	School/Office Supplies	52.27				
04-4390	Nurse Supplies- HMS Parks	13.66	1,113.70			
1877267	01/26/2022	Redfern, Sally R	03-4310	Reimb. Class Activity Supplies		77.20
1877268	01/26/2022	Evans Carnahan, Gail S	01-4390	Reimb.Knee Band-Aids	1.46	
			03-4390	Reimb.Knee Band-Aids	16.80	18.26
1877269	01/26/2022	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	2.51	
			03-5830	Water testing for Gravenstein	29.49	32.00
1877270	01/26/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		196.00
1877271	01/26/2022	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2021-22	3.20	
			03-5862	Fingerprinting for staff 2021-22	38.40	
			04-5862	Fingerprinting for staff 2021-22	22.40	64.00

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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.

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1877272	01/26/2022	Quattrocchi Kwok Architects	40-6210	Master Planning Services #1891.01	10,616.57	
				Student Services building #1965.00	5,015.56	
			40-6215	Master Planning Services #1891.01	240.23	
				Student Services building #1965.00	169.44	16,041.80
1877273	01/26/2022	Stanroy Music Center Inc.	04-5630	Instrument repair and supplies 2021-22		393.11
1877274	01/26/2022	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2021-22	104.56	
			03-5631	Copier Lease for Schools and DO for 2021-22	1,254.62	
			04-5631	Copier Lease for Schools and DO for 2021-22	731.86	2,091.04
1877275	01/26/2022	Jonathan Stouman Construction	25-8681	Refund on Dev Fee		4,211.72
1877906	01/28/2022	Van Dyke, Kory L	03-4310	Reimb.100 day Celebration		43.27
1877907	01/28/2022	Crandall, Sara K	03-4310	Reimb.100 Day Supplies		54.09
1877908	01/28/2022	Clements, Colleen M	04-4310	Reimb.Acrylic Markers		31.97
1877909	01/28/2022	Urmini, Christina	03-4310	Reimb. Binders		48.24
1877910	01/28/2022	Perez-Atwell, Eva A	01-5201	Reimb.Mileage SCOE/Bank	2.34	
			03-5201	Reimb.Mileage SCOE/Bank	28.04	
			04-5201	Reimb.Mileage SCOE/Bank	16.36	46.74
1877911	01/28/2022	Byrne, Kathleen N	03-4310	Reimb. Garden Supplies		25.34
1877912	01/28/2022	All-Guard Alarm Systems, Inc	03-5800	Alarms-Hillcrest & Gravenstein 2021-22 SY	952.62	
			04-5800	Alarms-Hillcrest & Gravenstein 2021-22 SY	675.00	1,627.62
1877913	01/28/2022	Fishman Supply Company	01-4370	Paper Towels for Hillcrest and Gravenstein	18.30	
			03-4370	Paper Towels for Hillcrest and Gravenstein	219.63	
			04-4370	Paper Towels for Hillcrest and Gravenstein	128.11	366.04
1877914	01/28/2022	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		150.00
1877915	01/28/2022	Madison Shaw	04-5880	Volleyball Referee 1/12/22		25.00
1877916	01/28/2022	Office Depot	03-4310	School Supplies District/School		5.84
1877917	01/28/2022	Pitney Bowes Postage By Phone	01-5950	Postage for postage machine	.77	
			03-5950	Postage for postage machine	9.19	
			04-5950	Postage for postage machine	5.37	15.33
1877918	01/28/2022	School and College Legal	01-5202	Workshop - Collective Bargaining	2.25	
			03-5202	Workshop - Collective Bargaining	27.00	
			04-5202	Workshop - Collective Bargaining	15.75	45.00
1877919	01/28/2022	Sonoma County Office Of Ed.	03-5830	NCTIP Program Participant Fee 2021-22		7,000.00
1877920	01/28/2022	William E. Rash dba Windsor Telcom Computer Sv	01-5830	Elevator Phone Down-Troubleshoot & Repair	16.80	

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1877920	01/28/2022	William E. Rash dba Windsor Telcom Computer Sv	03-5830	Elevator Phone Down-Troubleshoot & Repair	193.20	210.00
1877921	01/28/2022	Stevens, Samara B	03-5826	Reimb. Mileage for FR Training		47.15
1877922	01/28/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		107.80
1877923	01/28/2022	Museum of the American Indian	03-5826	Museum of the American Indian		1,000.00
1877924	01/28/2022	myDevices, Inc.	04-5800	CO2 Sensors Maintanance-District		152.00
1877925	01/28/2022	Office Depot	01-4350	District Office Supplies	7.71	
			03-4350	District Office Supplies	93.52	
			04-4350	District Office Supplies	244.85	346.08
1877926	01/28/2022	SyTech Solutions	01-5830	Document Management Services 2021-22	13.33	
			03-5830	Document Management Services 2021-22	93.27	
			04-5830	Document Management Services 2021-22	159.90	266.50
<b>Total Number of Checks</b>					<b>90</b>	<b>89,045.13</b>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	45	15,266.00
03	Gravenstein Elementary Chart	55	30,365.84
04	Hillcrest Middle Charter	45	20,444.85
12	Child Development Fund	3	173.63
13	Cafeteria Fund	6	1,015.62
25	Capital Facilities Fund	1	4,211.72
40	Special Reserve-capital Proj	3	17,596.80
Total Number of Checks		<b>90</b>	<b>89,074.46</b>
Less Unpaid Tax Liability			<b>29.33</b>
<b>Net (Check Amount)</b>			<b>89,045.13</b>

33

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



**Gravenstein Union School District**  
**January Payroll Report**  
**February 2022 Regular Board Meeting**

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**Certificated Salary & Benefits**

<b>Regular Payroll</b>	<b>\$ 415,064.35</b>
<b>Supplemental Payroll</b>	<b>\$ 13,220.00</b>

**Certificated Salary & Benefits**

<b>Regular Payroll</b>	<b>\$ 147,466.95</b>
<b>Supplemental Payroll</b>	<b>\$ 15,062.60</b>

**Total January Salary & Benefits**

**\$ 590,813.90**

# Board of Education

## Regular Meeting Minutes

### Zoom Link

DATE: Tuesday, January 11, 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 5pm  
In attendance Gregory Appling (GA), Patrick Lei (PL), and Jeri McNeill (JM). Not in attendance were Jennifer Koelemeijer and Alexander Kahn.

### II. ADOPTION AND APPROVAL OF THE AGENDA Approval of the agenda for January 11, 2022 (2 min.)

Action taken/comments:

No change to agenda

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

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

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

Keri Pugno (KP) Noted the arrival of Henry Trivunovic.

Principal report is in the packet.

Daily attendance has ranged around low 400 for daily attendance on campus. Friday the 7th was lowest at 369. The silver lining was traffic was a little smoother and daycare was a little smaller. The positive COVID case numbers have gone up since last Friday and we anticipate the numbers to continue to go up with completed Independent Studies.

**B. (p. 3) Hillcrest Principal (10 min.)**

Will Deeths (WD) - 7th graders will have the state mandated Health Class starting in February.

The Pacific Sun placed Nick Pulley on the best of the North Bay list as Best Music Instructor along with his bandmate Mr. Jones from West County/Analy High School.

Attendance - We had 15 of our 6th graders out for a total of 42 days, 22 of our 7th graders out for a total of 39 days, and 32 of our 8th graders out for a total of 89 days

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

Linda Helton (LH) - GUTA was very happy with the Governor's proposed budget. We will be having a members meeting tomorrow to discuss the contract proposal made by the District.

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

Did not meet

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

Amber Hernandez (AH) - Nothing new to report. Skate night will probably be cancelled.

- 1. Agenda from December 16, 2021**
- 2. October Financials**
- 3. November Financials**

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

GA - Noted the Governor's proposed budget and that this would be very good for the school. Noted also the low attendance rate has put a lot of pressure on the teachers to produce a large number of independent study lesson "packets".

DR points out that we are not the only school with low attendance and the teachers have been really working to get those independent studies out to the students.

JM asked about staff and how they are doing throughout this trying time.

KP feels all of our staff are adapting to this situation. Grateful for the raise in sub rates. We are managing to make sure the Certificated staff members have a substitute. We don't have as many classified subs and so that is where we are feeling stretched thin.

WD when you walk through the classrooms it is hard to tell there is a difference. However, you can see that the teachers are working so hard and are becoming exhausted. The teachers give everything in the classroom, but out of class you can see they are tired.

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

This will be discussed later as an action item.

**H. (p. 14) Facilities Report (5 min.)**

Brian Sposato (BS) - Our District Office update. We got comments back from DSA, still on track for February bidding. Second part of winter break, FRC came and looked at the roofing project so we can go over pricing soon. During Winter break we caught up on various repairs. Had a water line break at Hillcrest, but fortunately it was done and fixed over winter break. The marquee is back up and running. We did a lot of general catching up and catching our breath.

JM - Thank you Brian for getting that sign working.

**I. Master Plan Committee (5 min.)**

To be discussed later in the meeting.

**1. Facilities Assessment (available on GUSD website)**

**2. Master Plan Update**

**J. (p. 15) CBO Report (5 min.)**

Katie Anderson (KA) - December was very busy for the Business Office. Submitted and calculated all W-2s and 1099s. Submitted 3 kitchen grants and 2nd FEMA grant. Pretty confident it is good to go. Continued to go over the report included in the packet. Finalized the hiring of the final IA for HC.

**K. Superintendent Report/District Correspondence (10 min.)**

DR - there aren't really any outstanding questions that aren't covered in this meeting. Incredible job being done by teachers to get those independent studies done. We are actively seeking grants. Katie mentioned a few and there are others. Currently we have more than \$250,000 in grants. We also have \$1.3 million in pending grants.

GA - What is the UCLA MTSS Project Grant

DR - This is to help student support. \$47,000 going for clerical support to monitor student academics, attendance and discipline so we know immediately if a student is suffering in one of these areas.

GA - can we get a list of all the grants (what did we receive and what were they for) at the end of the school year, so that people will know how hard the staff are working to get those funds.

JM asked if we could have a running list of grants on the website.

DR said he will work on getting that done.

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

## 2. (p. 16) Mid-Year Report

DR - The mid-year report in the packet is lengthy, but has a lot of information. Noted a few highlighted items.

### IV. PUBLIC COMMENT (15 min.)

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

No Public Comment

### V. CONSENT AGENDA (2 min.)

### ACTION ITEM

- A. (p. 26) Warrants
- B. (p. 32) Payroll
- C. (p. 33) Minutes from the Regular Board Meeting of December 14, 2021 and the Special Board Meetings of October 5, 2021 and August 24, 2021
- D. (p. 51) Leave Requests
- E. (p. 55) Termination Agreement and Quit Claim Deed with Financial Reporting Council (FRC)

Action taken/comments:

Motion to approve the Consent Agenda as written

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

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

### VI. GENERAL ACTION ITEMS

- A. (p. 61) CalRecycle Grants and Payment Program Resolution #220111-01 (2 min.)

**Situation:** GUSD is pursuing the process for participation in this program which will provide funding for our recycling efforts. CalRecycle's procedures for administering payment and grant programs require, among other things, GUSD to declare by resolution certain authorizations related to the administration of the payment and grant program. The program will support our efforts to reduce, recycle and reuse solid food waste we generate thereby preserving landfill capacity and protecting public health and safety and the environment.

**Plan:** To participate in the CalRecycle Grants and Payment Program pending Board approval.

**Recommended Motion:** To approve Resolution #220111-01.

Action taken/comments

Motion to approve Resolution #220111-01

Nomination \_\_\_\_\_ JM \_\_\_\_\_ Second \_\_\_\_\_ PL \_\_\_\_\_

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

**B. (posted on GUSD website) GUSD Fiscal Year Financial Audit for the 2020-21 School Year (15 min.)**

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

**Plan:** To complete step five of the annual budget process by presenting the GUSD 2020-21 Fiscal Year Financial Audit to the Board, and then, pending approval, providing the report to the required agencies.

**Recommended Motion:** For the Board to approve the 2020/2021 Fiscal Year Financial Audit.

Action taken/comments:

KA going over the summary report in Packet.

GA reminds the board members that they really have to get their Form 700 forms turned in. On page 30 of the audit it mentions that our money is kept at the county. Is this why they want the transfer from the clearing account?

KA - yes because they receive interest. Talks about how we usually have a significant amount of money getting deposited into our local bank account. They need to be transferred so they can make money for us.

GA so our reserves aren't just stagnant they are making money?

KA yes we collect about \$300,000 annually in interest.

Motion to approve the GUSD Fiscal Year Financial Audit for the 2020-21 School Year.

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

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

**C. Board Meeting Format (5 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 - With a big increase in cases feels we should continue with the distance meetings.

Motion to continue the distant meeting format.

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

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

**D. (Document posted on GUSD website) GUSD Master Plan (30 min.)**

**Situation:** Staff from Quattrocchi Kwok Architects (QKA) will present an updated version of the GUSD Master Plan. The presentation will provide information collected during the facilities assessment, committee meetings, community input, and Board discussion phases of the planning process. A draft version was presented to the Board for consideration on December 14th, 2021.

**Plan:** For the Board to consider the current draft and provide direction to QKA and staff regarding any needed edits. The Master Plan will be a dynamic document, and will reflect changes due to changing district needs, available resources, and Board direction.

**Recommended motion:** For the Board to approve the GUSD Master Plan.

Action taken/comments:

DR - This is our guiding document.



GA - nothing on here will be decided by our vote tonight. This is so we can look at the planning and what the costs might be.

Motion to approve the GUSD Master Plan

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

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

**E. (p. 62) Equity First Contract (15 min.)**

**Situation:** Based on a request from staff, Equity First has submitted the attached schedule of proposed increased services and fees in order to address additional data gathering activities, an expansion of staff training, and committee meeting facilitation.

**Plan:** If approved, Equity First would add to their data gathering activities, provide staff training during four shorter sessions instead of one long day, increasing the amount of training time by two hours, and Equity First would facilitate future Racial Justice Committee meetings.

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

Action taken/comments:

Adding to the existing Contract.

WD - in realizing as we move forward the issues with racial justice. We feel that we need to add a facilitator for our public meetings. It would be an hour at the meeting and an hour of prep.

DR - we would also like to change the staff training to 4 sessions instead of one long six hour session. Asking for an increase to \$40,000.

JM - fully supports this. We really need those professionals in facilitating the meetings. To be sure our community is heard and also to help our staff who are already wearing many hats.

GA - With having an outside facilitator, we have historically had “one of our own” lead our committees. The Board requested that we have either a member of staff or parent serve as a co-facilitator. Previously we approved up to an amount, do we want to do the same here?

Motion to approve equity First Contract not to exceed \$40,000 along with the appointment of a co-facilitator from GUSD.

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

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

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

Adjourned at 6:02 pm

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

- A. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6**
- 1.0 Student Discipline**
  - 2.0 Pending litigation**
  - 3.0 Administrator Performance Updates**
  - 4.0 Conference with Negotiations team:  
a) GUTA/GUCE negotiations update**

**IX. RECONVENE TO OPEN SESSION**

Returned to open session at 6:16pm

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

Action taken/comments

No action taken

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

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

**XI. FUTURE BOARD MEETINGS**

- A. February 8, 2022 at 5pm**
- B. March 8, 2022 at 5pm**
- C. April 12, 2022 at 5pm**


**XII. ADJOURNMENT**

Adjourned at 6:17pm

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

# Williams Settlement Quarterly Uniform Complaint Report - October 1, 2021 - December 31, 2021

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

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

 Draft saved

\* Required

Name of District \*

Gravenstein Union School District

Name and Title of Person Reporting \*

David Rose, Superintendent

Phone Number \*

7078237008



Email Address \*

drose@grav.k12.ca.us

INSTRUCTIONAL MATERIALS \*

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

TEACHER VACANCY AND/OR MISASSIGNMENT \*

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

FACILITIES \*

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

INSTRUCTIONAL MATERIALS

Complaint Details

n/a



## TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

n/a

## FACILITIES

Complaint Details

n/a

Submit

Clear form

Never submit passwords through Google Forms.

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

Google Forms



## USC SCHOOL COUNSELING PROGRAM PLACEMENT AGREEMENT

This Counseling Placement Agreement (“Agreement”) is made this 3rd day of FEBRUARY, 2022, by and between GRAVENSTEIN UNION SCHOOL DISTRICT, with an address located at 3840 Twig Avenue, Sebastopol, CA 95472 (“Site”), and the School Counseling Program at the University of Southern California, a California nonprofit educational institution, with an address of Waite Phillips Hall, 3551 Trousdale Parkway, ADM 352, Los Angeles, CA 90089 (“USC”). USC and Site may be referred to collectively as the “parties” and individually as a “party.”

WHEREAS, USC School Counseling Program offers graduate degree programs to its students (“Candidates”) in an online learning environments; and

WHEREAS, with respect to the online learning environment, USC Rossier offers a graduate program with an online learning component and field placement experiences (“Programs”), including, among others, Programs in the fields of School Counseling, Counseling, and any other Counseling-Related areas.

NOW THEREFORE, intending to be legally bound hereby, the parties agree as follows:

1. Placements. The Site agrees to host one or more Candidates in accordance with the terms of this Agreement and as further set forth in either: (a) the Counseling Candidate Addendum with respect to Counseling Candidates; (b) such other addenda for such additional Programs as may be agreed upon by the parties from time to time. Each aforementioned Addendum (collectively, the “Addenda”) is incorporated into and made a part of this Agreement.

2. Placement Opportunities.

(a) USC will request placements for its Candidates for one or more of the Programs detailed in the Addenda. Each request shall identify the particular Candidate (or, for groups of Candidates, a composite description of relevant background, assignment request, assignment objectives and suggested activities as appropriate to requested assignments for the Candidate group). USC shall comply with any Site policy applicable to such placement requests and provided by the Site to USC.

(b) The Site agrees to use good-faith efforts to place Candidates proposed by USC within the Site. The Site shall have the sole discretion with respect to all Candidate assignments hereunder, provided that the Site shall involve USC throughout the decision-making process. The Site shall not in any way be obligated to accept assignments of Candidates beyond the capabilities of the Site, as determined by the Site in its sole discretion. The Site shall have the right to terminate its relationship with any Candidate for violation of the Site’s regulations or for other reasonable cause in accordance with the Site’s standard policies or practice.

3. Compliance with Law.

(a) *Background Investigations.* (i) USC shall inform each Candidate being hosted by the Site that they are required to complete a background check and receive appropriate clearance(s) in accordance with applicable state and local law prior to commencing any assignment at the Site (e.g., a State-issued Certificate of Clearance in the case of a teacher placement in California). (ii) The Site may impose requirements upon Candidates in addition to those required by state law as set forth in Section 3(a)(i) above (the “Additional Requirements”). In such event, the Site agrees to provide all such Additional Requirements in writing to USC promptly following execution of this Agreement (or, as applicable, promptly upon any adoption or modification thereof occurring during the Term of this Agreement). USC shall communicate all such Additional Requirements to Candidates, and shall advise Candidates to make any and all additionally required submissions directly to the Site. Upon notice to the Candidate, the Site shall have the right to reject any Candidate who fails to comply with the Additional Requirements from participating in an assignment at the Site.

4. No Employment Relationship of Candidates.

(a) Candidates are students, and not employees of USC or the Site. As such, they are not covered by USC's or the Site's workers' compensation policies.

(b) Candidates are neither entitled to, nor shall receive, any compensation or other employee-related benefit (without limitation) from USC or the Site. Candidates shall not displace any Site employee.

(c) If Candidates receive a nominal stipend from Site intended to reimburse them for estimated expenses related to their professional training, the Candidates do not thereby become employees or agents of the Site; however, Site shall be responsible for issuing a Form 1099 reporting the stipend to the Internal Revenue Service.

(d) The Site shall provide in writing any requirements for Candidates to obtain and maintain personal liability insurance coverage, which requirements may vary based on the applicable Program. USC shall communicate to Candidates any such Site coverage requirements, provide reasonable assistance to Candidates in obtaining such coverage, and facilitate each Candidate's submission of appropriate documentation thereof directly to the Site (which the Site agrees to accept).

5. Information, Hiring & Confidentiality.

(a) USC is a non-profit, educational research institution interested in evaluating the success of its graduates in impacting student achievement relative to comparable school counselors, or other appropriate position, as the case may be. As such, USC may request the Site to provide information to assist USC in its evaluative process. If available, the Site shall provide such information to USC following any such reasonable request.

(b) The Site may hire any Candidate(s) upon program completion, but is under no obligation to do so.

(c) USC shall not request the Site to provide any health or other records of any student of the Site covered by the Family Educational Rights and Privacy Act ("FERPA"); nor shall USC request any Candidate to share any protected Site data (whether about Site students or personnel) with USC.

(d) To the extent that any party to this Agreement discloses any confidential information to any other party hereto in connection with the relationships contemplated hereunder, the parties agree during the term of this Agreement (and all renewals thereof) and for a period of two (2) years thereafter to use reasonable efforts to protect, maintain as confidential, and not disclose, any such confidential information of any other party.

6. Compliance with the Law. The parties hereto shall comply with all applicable federal, state and local laws, rules, statutes, acts, regulations, code and similar legal requirements, including but not limited to FERPA.

7. Non-Discrimination. Each party represents that it is an equal opportunity employer. Each party certifies that it does not, and shall not, discriminate against its employees, students, Candidates or applicants on any unlawful basis. Each party certifies that it is, and shall remain, in compliance with all laws, regulations, executive orders or other legal prohibitions against discrimination.

8. Indemnification.

(a) *Indemnification by Site.* The Site shall indemnify, defend and hold harmless USC, its employees, agents and representatives, from all claims, actions, awards or judgments for damages, including costs, expenses and attorneys' fees, where liability is found to exist by reason of the acts or omissions of the Site, its employees, agents or representatives.

(b) *Indemnification by USC.* USC shall indemnify, defend and hold harmless the Site, its employees, agents and representatives, from all claims, actions, awards or judgments for damages, including costs,

expenses and attorneys' fees, where liability is found to exist by reason of the acts or omissions of USC, its employees, agents or representatives.

9. Governing Law. The interpretation, application, and enforcement of this Agreement shall be governed by the laws of the State of California without reference to choice of law principles. Any claim, suit, or cause of action involving the interpretation, application, or enforcement of this Agreement shall be commenced in the appropriate state or federal courts in the State of California.

10. Term, Termination and Renewal. The Term of this Agreement shall begin as of the later of the Effective Date or the date of the Site's signature set forth below ("Term Commencement Date") and continue through June 30<sup>th</sup> of the calendar year following the third anniversary of the Term Commencement Date. Unless any party terminates this Agreement pursuant to this Section 10, this Agreement shall automatically renew for successive one (1) year periods beginning each July 1<sup>st</sup> thereafter. Any party may terminate this Agreement with or without cause upon written notice to the other parties, provided that any such termination shall only be effective after the end of the school year during which the written notice of termination is issued. For the avoidance of doubt, other than where the Site removes a Candidate pursuant to Section 2(b) above, the Site shall permit current Candidates to complete the current school year at the time of any such termination.

11. Notices. Any notice to be given hereunder by any party to this Agreement shall be in writing and will be deemed given on the date received as evidenced by confirmation of receipt, except if such confirmation is later than 3:00 p.m. (Site local time), addressed as follows (provided that, upon written notice in accordance herewith, any party may update its notice recipients at any time during the term of this Agreement):

(a) *If to the Site:* Gravenstein Union School District, 3840 Twig Avenue, Sebastopol, CA 95472

(b) *If to USC:* University of Southern California, Rossier School of Education, Waite Phillips Hall, 3470 Trousdale Parkway, WPH-504G, Los Angeles, CA 90089; attention: Dr. Kathy Stowe, Associate Dean of Academic Programs; Facsimile No. (213) 740-5799.

12. Limitation of Liability. Except as such damages may be sought or assessed in respect to third party actions covered by the indemnification provisions herein, no party shall be liable to the other for consequential, incidental, indirect, exemplary, punitive or special damages of any nature or character (including loss of profits, data, business or goodwill or any indirect economic damages whatsoever), from causes of action of any kind, including contract, tort (including strict liability or other legal theory), a breach of any warranty or term of this agreement, or otherwise, even if the party at fault or in breach has been advised or had reason to know in advance of the possibility of incurring such damages.

13. Severability. In the event that any provision of this Agreement conflicts with the law under which this Agreement is to be construed or if any such provision is held invalid or unenforceable by a court with jurisdiction over the parties to this Agreement, such provision will be restated to reflect as nearly as possible the original intentions of the parties in accordance with applicable law; and the remaining terms, provisions, covenants, and restrictions of this Agreement will remain in full force and effect.

14. Entire Agreement/No Modification/Counterparts/Execution/Binding Agreement. This Agreement constitutes the entire agreement between the parties with respect to its subject matter, and fully supersedes and replaces any and all prior or contemporaneous understandings or agreements, written or oral, between the parties hereto or any of their respective affiliates regarding such subject matter. Any waiver, change in, amendment, addition, supplement or other modification of any provision of this Agreement will be valid and effective only if in writing and signed and dated by all parties hereto subsequent to the execution of this Agreement. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, and all of which shall together constitute one and the same instrument. This Agreement shall become binding when one or more counterparts hereof, individually or taken together, bear the signatures of all of the parties reflected hereon as the signatories. A faxed, PDF or electronic signature shall have the same legally



binding effect as an original signature. This Agreement will be binding upon the parties and their successors, affiliates, subsidiaries, assigns, officers, directors, employees, and agents. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

15. Arbitration. All controversies, claims and disputes arising in connection with this Agreement shall be settled by mutual consultation between the parties in good faith as promptly as possible, but failing an amicable settlement shall be settled finally by arbitration in accordance with the provisions of this paragraph. Such arbitration shall be conducted in Los Angeles, California, in accordance with the Commercial Arbitration Rules of the American Arbitration Association (“AAA”). The parties hereto hereby agree that the arbitration procedure provided for herein shall be the sole and exclusive method of resolving any and all of the aforesaid controversies, claims and disputes. The costs and expenses of the arbitration, including without limitation attorneys’ fees, shall be borne by the parties in the manner determined by the arbitrator. Legal action for (i) entry of judgment upon any arbitration award or (ii) adjudication of any controversy, claim or dispute arising from a breach or alleged breach of this paragraph may be heard and tried only in the courts of the State of California for the County of Los Angeles or the Federal District Court for the Central California for the County of Los Angeles or the Federal District Court for the Central District of California. Each of the parties hereto hereby irrevocably and unconditionally waives any right(s) to trial by jury in any action or proceeding arising under this Section 15 and each party further waives any defense of lack of in person jurisdiction of said courts. Each party agrees that service of process in such action may be made upon each of them by mailing it certified or registered mail to the other party at the address provided for in this Agreement. Both parties agree that the prevailing party shall be entitled to recover from the non-prevailing party reasonable expenses, including without limitation, attorneys’ fees.

16. No Agency; No Assignment. Both parties acknowledge that they are independent contractors, and nothing contained herein shall be deemed to create an agency, joint venture, franchise, or partnership relation between the parties. Neither party hereto shall have the right, directly or indirectly, to assign, transfer, convey or encumber any of its rights under this Agreement without the prior written consent of the other party. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties.

**INTENDING TO BE LEGALLY BOUND HEREBY**, the parties affix their respective hands below:

<b>GRAVENSTEIN UNION SCHOOL DISTRICT</b>	<b>UNIVERSITY OF SOUTHERN CALIFORNIA, ON BEHALF OF THE USC ROSSIER SCHOOL OF EDUCATION</b>
<b>Print Name:</b> _____	<b>Print Name:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Dated:</b> _____	<b>Dated:</b> _____

## SCHOOL COUNSELING CANDIDATE ADDENDUM TO THE ROSSIER PLACEMENT AGREEMENT

This School Counseling Candidate Addendum to the Counseling Placement Agreement (“Addendum”) is incorporated into and made a part of that certain Counseling Placement Agreement (the “Agreement”) executed concurrently with this Addendum (or subsequently on the date indicated below), and is effective as of “Term Commencement Date”, as defined in the Agreement. Capitalized terms not otherwise defined in this Addendum shall have the meaning ascribed to them in the Agreement.

1. Controlling Terms. The terms of this Addendum modify and supplement the Agreement. Whenever any inconsistency or conflict exists between the Agreement and this Addendum, the terms of this Addendum control and supersede the Agreement. In all other respects, the terms of the Agreement are ratified and confirmed.
2. Placement Opportunities. USC shall identify prospective Candidates to the Site for potential placement within the Site, including assignment to a site supervisor of record. USC shall supply the Candidate’s name, relevant program and background clearance information and type of assignment appropriately matching the prospect’s needs. Notwithstanding the foregoing, the Site shall at all times have discretion over the maximum number of Candidates it shall accept as School Counselor Students, the length of assignments, and the distribution of assignments.
3. Site Supervisor.
  - (a) The Site shall make recommendations to USC regarding [staff members] whom Site believes are appropriate to serve as “Site Supervisors” (defined below). Through the Site’s recommendations, USC’s observations and Site staff references, USC shall identify qualified counselors working within the Site to supervise and prepare School Counselor Candidates during their site experiences (“Site Supervisors”).
  - (b) Both the Site and USC shall approve the participation of any individual as a Site Supervisor, provided that the Site shall use its best efforts to approve a sufficient quantity of Site Supervisors necessary to oversee the agreed-upon number of School Counselor Candidates placed within the Site at any time.
  - (c) Should any Site Supervisor become unable to perform or fulfill their duties hereunder, the Site shall recommend an alternative Site Supervisor to the School Counselor Candidate.
4. Credential Seeking Candidates. Any credential seeking USC School Counselor Candidate shall be required to sit for and pass applicable, state-specific exams (*for example, in California, the California Basic Educational Skills Test is often taken to meet California’s Basic Skills Requirement*) as applicable in the Candidate’s state of residence, prior to the commencement of their assignment as a School Counselor Candidate.
5. Use of Video/Audio. USC utilizes video/audio recording throughout its programs, including as an essential element of its instruction methodology. As such, any Candidates may make video/audio recordings as part of their program studies throughout their assignment at the Site. USC shall require Candidates to be responsible for obtaining appropriate and signed video/audio release/authorization forms (which USC shall provide to Candidate ) on behalf of recorded individuals, as appropriate, including obtaining parent/guardian signatures on behalf of recorded individuals who are minors (*i.e., under the age of legal competence*). The Site may provide reasonable assistance to Candidates in obtaining signatures on such forms.
6. Performance Data. Should the Site hire any School Counselor Candidate(s), the Site shall support USC’s program evaluation initiatives by sharing student-level performance data for students they counsel to measure school counselor efficiency relative to other School Counseling graduates and to other new School Counselors prepared through other pathways. USC shall keep such data confidential and use it only to facilitate analysis of its effectiveness, and will share its findings with the Site. This paragraph 6 shall survive the expiration or termination of the Agreement for any reason.

**INTENDING TO BE LEGALLY BOUND HEREBY**, the parties affix their respective hands below:

<b>GRAVENSTEIN UNION SCHOOL DISTRICT</b>	<b>UNIVERSITY OF SOUTHERN CALIFORNIA, ON BEHALF OF THE ROSSIER SCHOOL OF EDUCATION</b>
<b>Print Name:</b> _____	<b>Print Name:</b> _____
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Dated:</b> _____	<b>Dated:</b> _____

## Strategic Plan Draft

Situation: Over the years, GUSD has developed many strategies and documents such as the LCAP, Master Plan, and Reserve Strategy which have been mostly stand alone documents. We have also moved from the two program system to the Enrich for all program and started our DEI work within the Racial Justice Committee. All of this has been done in a year to year planning method without developing a long term strategy for the direction of the District.

Goal: To develop a multi year Strategic Plan to support long term financial stability of the district. This plan will incorporate input from the LCAP, Master Plan, Racial Justice Committee (DEI work), Board, Administration, Staff (Certificated and Classified), as well as the GUSD community. This Plan would outline our strategies and we recognize it could take multiple years for a major program change to be implemented.

Plan: Develop a "core group" made up of Board, Administration, and Staff to lead the development of the Strategic Plan. Hold Study Session to allow input from the full Board, all staff, and community stakeholders. No later than the April board meeting, set a deliverable date for the first Draft of the Strategic Plan.

### Suggested Strategic Plan outline

1. Define the length of the strategic plan
2. Define overarching goals (related to mission and goals)
3. Projected Resources
4. Planned reserves
5. District Office
  - a. Staffing
  - b. Facilities
  - c. ELA support
  - d. Student tiered support services
  - e. Meal Program
  - f. DEI Program (Racial Justice)
6. Gravenstein Elementary
  - a. Staffing
  - b. Facilities
  - c. Base Program (Enrich for all)
  - d. Enrichments offered
  - e. Additional student support services
7. Hillcrest Middle School
  - a. Staffing
  - b. Facilities
  - c. Base Program (Enrich for all)
  - d. Enrichments offered

- e. Additional student support services
  - f. Athletics
8. Other

## Hillcrest Heat Mitigation Roofing/HVAC Projects Budget Update & GMP Recommendation

### History:

The original budget for the current Hillcrest Heat Mitigation Project was created in October of 2020. The construction costs were estimated at \$700,127 for the Mechanical and \$1,030,600 for the roofing portion of the projected “All In Projects”. Unfortunately, all the currently completed and pending projects have been drastically affected by the COVID pandemic. Material costs/shortages and labor shortages have increased all project costs in unpredictable ways. The added material costs continue to fluctuate between minor escalation type increases and massive 200% type increases. Please see below for a summary of where things are at to date.

### Hillcrest Phase 1 HVAC

Original budget including 30% soft costs		\$910,165.10
Completed cost including soft costs		\$1,263,296.82

### Hillcrest Phase 2 Roofing

Original budget including 30% soft costs		\$1,339,780.00
GMP cost including 30% soft costs		\$1,761,726.52

### Total Costs for Phase 1 & 2

Total Original budget including 30% soft costs		\$2,249,945.10
Total Cost of the Phase 2 including GMP and 30% soft costs		\$3,025,023.34

Summary:

- Phase 1 includes the district requested change orders for \$41,187.38. (fire alarm conduits and added line boring)
- Phase 2 includes the district requested change orders for approximately \$153,216.00. (added downspouts with underground tie ins, moving the exterior lights)
- The requested additional items were board approved and beneficial to the campus.

The added scope of work to the projects totals \$194,403.38. If you take this away from the budget overage, (\$775,078.24) you end up with a net added cost above our original budget of \$580,674.86. This equates to a 19% increase in the overall cost.

**Recommendation:**

My recommendation is to approve FRC's GMP for \$1,355,174.25. They have the roofing material secured which is a huge issue in the current market. Some of the building materials are proving very hard to obtain. The addition cost above the original estimate is well under some of the other increases we have been seeing. Projections are not showing these current cost increase to subside for several months and are projected to not return to previous pricing. The data is showing that the project cost will not decrease in the near future and will most likely drastically increase.

**GUSD Hillcrest MS Heat**  
**PROJECT NAME: Mitigation - Re-Roof LLB**

**BID DATE: January 2022**

**DURATION: 90 day**

<b>SPEC</b>	<b>DESCRIPTION</b>	<b>Amount</b>	<b>Subs</b>
020000	Division 2 - Demolition/Site Work	\$ 8,720	
024119	Minor Demolition	\$ 8,720	FRC Inc.
050000	Division 5 - Metals	\$ 39,515	
055000	Metal Fabrications	\$ 26,871	Wellander
055100	Install Downspouts	\$ 12,644	FRC Inc.
060000	Division 6 - Wood & Plastics	\$ 42,406	
061053	Rough Carpentry	\$ 42,406	FRC Inc.
070000	Division 7 - Thermal & Moisture	\$ 830,050	
072216	Roof Insulation	in 075550	
075550	Modified Bitumen Roofing	\$ 817,750	Westech
076200	Sheet Metal Flashing & Trim	in 075550	
077100	Roof Specialties	in 075550	
077200	Roof Accessories	in 075550	
079200	Joint Sealants	\$ 1,500	FRC Inc.
079513	Expansion Joint Cover Assemblies	\$ 10,800	FRC Inc.
080000	Division 8 - Doors & Windows	\$ 8,625	
086200	Unit Skylights	\$ 8,625	
090000	Division 9 - Finishes	\$ 21,369	
092500	Plaster patch	\$ 7,500	FRC Inc.
099113	Exterior Painting	\$ 13,869	KBI
260000	Division 26 - Electrical	\$ 103,216	R McClure
330000	Division 33 - Utilities	\$ 50,000	
330500	ALLOWANCE - RWL Storm drain tie-ins	\$ 50,000	

<b>SUBTOTAL</b>	\$ 1,103,901
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<b>k</b>	<b>BUILDERS RISK INSURANCE</b>	\$ 12,906
1.20%	(percentage of total bid) <b>GL INSURANCE</b>	\$ 15,488
1.00%	(percentage of total bid) <b>BOND PREMIUM</b>	\$ 12,906

	(includes bond and insurance) <b>SUBTOTAL</b>	\$ 1,145,201
12.70%	<b>CONSTRUCTION FEE</b>	\$ 145,441
	<b>TOTAL BID</b>	\$ 1,290,642

5.00%	<b>Contingency</b>	\$ 64,532
	<b>Base Bid + Contingency</b>	\$ 1,355,174



*Resolution of the Board of Trustees of the Gravenstein Union School District Approving the Total Base Rent for the Lease-Leaseback Agreement with FRC, Inc. — Phase II*

*Resolution #220208-02*

WHEREAS, pursuant to Education Code 17406, the Gravenstein Union School District ("District") entered into a Lease-Leaseback Agreement with FRC, Inc. ("Contractor"), dated June 15, 2021 to undertake the development and construction of the Hillcrest Middle School Heat Mitigation Project (the "Work"); and

WHEREAS, on June 15, 2021, the District Board of Trustees adopted Resolution No. 210615-05 which moved the roofing portion of the Work from Phase I to Phase II; and

WHEREAS, all preconstruction services for Phase II of the Work has been completed by the Contractor and all subcontractors have been selected by Contractor in accordance with Education Code 17406(a)(4) and the Request for Sealed Proposals; and

WHEREAS, the District has obtained approval of the plans and specifications for Phase II of the Work by the Department of General Service' Division of the State Architect, if required; and

WHEREAS, pursuant to Education Code 17406 and the Lease-Leaseback Agreement, Contractor shall provide the District with written rationale detailing the "base construction cost" for Phase II of the Work, consisting of (a) all subcontracts to be awarded by Contractor for Phase II of the Work and (b) any separately awarded contracts for materials and supplies for Phase II of the Work; and

WHEREAS, the sum of the base construction cost, multiplied by the percentage that was offered by the Contractor in its response to the Request for Sealed Proposals, shall be set forth in Contractor's written rationale to the District and added to the base construction cost to determine the Total Base Rent; and

WHEREAS, Contractor has provided the District with objectively verifiable information of its costs to perform the Work and a written rationale for the Lease-Leaseback Total Base Rent, including documentation sufficient to support the calculation, which is attached hereto as Exhibit

NOW THEREFORE, BE IT RESOLVED that the Gravenstein Union School District:

1. Approves the Phase II Lease-Leaseback Total Base Rent based on the written rationale provided by the Contractor, as set forth in Exhibit A; and
2. Approves the Addendum to the Lease-Leaseback Agreement, attached hereto as Exhibit B; and
3. Directs the District Superintendent or designee to issue the Contractor a Notice to Proceed for modified Phase II of the Work.

PASSED AND ADOPTED by vote of the members of the Governing Board of the Gravenstein Union School District on Tuesday, February 8, 2022.

AYES:

NOES:

ABSENT:

ABSTAINED:

GRAVESNTEIN UNION SCHOOL DISTRICT

\_\_\_\_\_  
[Name], President  
Attest:

\_\_\_\_\_  
[Name], Clerk to the Board

EXHIBIT A

TOTAL BASE RENT  
WRITTEN RATIONALE

GUSD Hillcrest MS Heat  
PROJECT NAME: Mitigation - Re-Roof LLB  
BID DATE: January 2022  
DURATION: 90 day

SPEC	DESCRIPTION	Amount	Subs
020000	Division 2 - Demolition/Site Work	\$ 8,720	
024119	Minor Demolition	\$ 8,720	FRC Inc.
050000	Division 5 - Metals	\$ 39,915	
055000	Metal Fabrications	\$ 26,871	Wellander
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061053	Rough Carpentry	\$ 42,406	FRC Inc.
070000	Division 7 - Thermal & Moisture	\$ 830,050	
072216	Roof Insulation	in 075550	
075550	Modified Bitumen Roofing	\$ 817,750	Westech
076200	Sheet Metal Flashing & Trim	in 075550	
077100	Roof Specialties	in 075550	
077200	Roof Accessories	in 075550	
079200	Joint Sealants	\$ 1,500	FRC Inc.
079513	Expansion Joint Cover Assemblies	\$ 10,800	FRC Inc.
080000	Division 8 - Doors & Windows	\$ 8,625	
086200	Unit Skylights	\$ 8,625	
090000	Division 9 - Finishes	\$ 21,369	
092500	Plaster patch	\$ 7,500	FRC Inc.
099113	Exterior Painting	\$ 13,869	KBI
260000	Division 26 - Electrical	\$ 103,216	R McClure
330000	Division 33 - Utilities	\$ 50,000	
330500	ALLOWANCE - RWL Storm drain tie-ins	\$ 50,000	

<b>SUBTOTAL</b>	\$ 1,103,901
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	<b>BUILDERS RISK INSURANCE</b>	\$ 12,906
1.20%	(percentage of total bid) <b>GL INSURANCE</b>	\$ 15,488
1.00%	(percentage of total bid) <b>BOND PREMIUM</b>	\$ 12,906

	(includes bond and insurance) <b>SUBTOTAL</b>	\$ 1,145,201
12.70%	<b>CONSTRUCTION FEE</b>	\$ 145,441
	<b>TOTAL BID</b>	\$ 1,290,642

5.00%	<b>Contingency</b>	\$ 64,532
	<b>Base Bid + Contingency</b>	\$ 1,355,174

EXHIBIT B

ADDENDUM TO LEASE-LEASEBACK AGREEMENT

Gravenstein Union School District ("Owner") and FRC, Inc. ("Contractor") entered into a Lease-Leaseback Agreement, dated June 15, 2021 for certain tenant improvements to the Hillcrest Elementary School campus.

By this Addendum, Owner and Contractor mutually agree to modify the terms of the Lease-Leaseback Agreement as follows:

- Exhibit D: Schedule of Payments, attached hereto, shall be incorporated into and become a part of the Lease-Leaseback Agreement.

In all other respects, the provisions of the Lease-Leaseback Agreement not amended, not deleted, or not otherwise mentioned herein remain in full force and effect during the term of the Lease-Leaseback Agreement, unless otherwise amended in writing signed by both parties.

IN WITNESS WHEREOF, the Owner and Contractor have executed this Addendum as of Tuesday, February 8, 2022.

Gravenstein Union School District

FRC, Inc.



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

\_\_\_\_\_  
Title: *President*  
*Frank Ruggivello*

**Exhibit D**  
**Schedule of Payments**

PHASE II  
SCHEDULE OF LEASE PAYMENTS

The Gravenstein Union School District shall make payments to FRC, Inc. for Phase II of the Hillcrest Middle School Heat Mitigation Project totaling the amount of no more than: \$1,355,174 (“Total Base Rent”).

Included in the above is a District-controlled contingency of \$64,532 , which has been approved by the District for unforeseen conditions, design oversights, owner-added work and jurisdictional requests. Contractor shall use the Modifications of Contract process provided in the General Conditions to request contingency payments.

The Total Base Rent for all construction costs of the Project is based on the plans, specifications, drawings, and design packages prepared by Quattrocchi Kwok Architects dated May 20, 2021.

Upon approval of the Total Base Rent, ninety-five percent (95%) of the Total Base Rent shall be paid on the level of completion as shown in the monthly Applications for Payment. Commencing on the month immediately following Final Completion of the construction work, as defined in the General Conditions, the monthly rental payments shall equally divide the remaining amount of the Total Base Rent across a total of six (6) months plus 3.35% annual interest. Payments will be made to Contractor contingent upon timely receipt of all documents required as a condition precedent to payment of monthly lease amounts.

The District shall have the option to purchase not less than all of Phase I of the Project in its “as-is, where-is” condition and terminate the Facilities Lease and Site Lease by paying the balance of the Total Base Rent, which is exclusive of interest that would have otherwise been owed, as of the date the option is exercised (“Option Price”). Said payment shall be made on or before the date on which the District’s lease payment would otherwise be due for that month (“Option Date”).

The District shall provide to Contractor a written notice no less than ten (10) days prior to the Option Date. The notice will include that the District is exercising its option to purchase Phase II of the Project as set forth above on the Option Date. If the District exercises this option, the District shall pay directly to Contractor the Option Price on or prior to the Option Date and Contractor shall at that time deliver to the District an executed Termination Agreement and Quitclaim Deed in recordable form to terminate the Facilities Lease and the Site Lease.

Under no circumstances can the first Option Date be on or before ninety (90) days after Final Completion of the construction work, as defined in the General Conditions.

During the post-construction time period, the District shall have exclusive occupancy of the Premises. However, the Contractor is entitled to reasonable access to the Premises to resolve warranty and repair issues. The District’s insurance of the Premises shall be primary during this time period. The District shall be responsible for the cost of all utilities incurred during its use of the Premises. The District shall be liable for damages to the premises caused by its willful or reckless misconduct during the construction period and all damages to the Premises, other than warranty repairs, during the post-construction period.

Gravenstein Union School District

FRC, Inc.



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Frank Ruggirello

President 1/26/2022

Title

Date

Title

Date

RESOLUTION OF THE GOVERNING BOARD OF THE  
GRAVENSTEIN UNION SCHOOL DISTRICT

**RESOLUTION #220208-01**  
**Increase Revolving Cash**

WHEREAS, Education Code allows for Districts to have cash accounts outside of the County Treasury; and

WHEREAS, Gravenstein Union School District currently has Revolving Cash totaling \$1,000;

WHEREAS, the District has found a need to increase the District Revolving Account by \$4,000 for a total of \$5,000 because of the increasing need for immediate payments;

NOW, THEREFORE, BE IT RESOLVED the Gravenstein Union School District shall increase their Revolving Cash by \$4,000 for a total of \$5,000.

PASSED AND ADOPTED by the Governing Board of the Gravenstein Union School District this \_\_\_\_\_ day of \_\_\_\_\_ by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Secretary to Board

Date \_\_\_\_\_

**2021-22 Certification of Assurances**

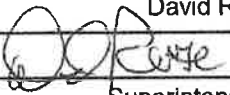
Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancesoc.asp>.

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Consolidated Application Certification Statement**

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

Authorized Representative's Full Name	David Rose
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	06/10/2021

**\*\*\*Warning\*\*\***

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### 2021-22 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

**CDE Program Contact:**

Carrie Lopes, Title I Policy, Program, and Support Office, [CLopes@cde.ca.gov](mailto:CLopes@cde.ca.gov), 916-319-0126

### Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Dave Rose
Authorized Representative's Title	Superintendent
Authorized Representative's Signature Date	06/11/2021
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

**\*\*\*Warning\*\*\***

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## 2021-22 LCAP Federal Addendum Certification

**CDE Program Contact:**

Local Agency Systems Support Office, [LCAPAddendum@cde.ca.gov](mailto:LCAPAddendum@cde.ca.gov), 916-323-5233

**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

**Returning Application**

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

<b>County Office of Education (COE) or District</b>	06/08/2021
For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
<b>Direct Funded Charter</b>	
Enter the adoption date of the current LCAP	
Authorized Representative's Full Name	Dave Rose
Authorized Representative's Title	Superintendent

**\*\*\*Warning\*\*\***

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**2021-22 Application for Funding**

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/15/2021
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**District English Learner Advisory Committee Review**

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

DELAC representative's full name (non-LEA employee)	
DELAC review date	
Meeting minutes web address Please enter the web address of DELAC review meeting minutes (format <a href="http://SomeWebsiteName.xxx">http://SomeWebsiteName.xxx</a> ). If a web address is not available, then the LEA must keep the minutes on file which indicate that the application was reviewed by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	Does not apply - 59 EL students in the district

**Application for Categorical Programs**

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

<b>Title I, Part A (Basic Grant)</b> ESSA Sec. 1111 et seq. SACS 3010	Yes
<b>Title II, Part A (Supporting Effective Instruction)</b> ESEA Sec. 2104 SACS 4035	Yes
<b>Title III English Learner</b> ESEA Sec. 3102 SACS 4203	Yes
<b>Title III Immigrant</b> ESEA Sec. 3102 SACS 4201	Yes

**\*\*\*Warning\*\*\***

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### 2021-22 Application for Funding

**CDE Program Contact:**

Consolidated Application Support Desk, Education Data Office, [ConAppSupport@cde.ca.gov](mailto:ConAppSupport@cde.ca.gov), 916-319-0297

<b>Title IV, Part A (Student and School Support)</b> ESSA Sec. 4101 SACS 4127	Yes
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**2021-22 Federal Transferability**

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

**Note:** Funds utilized under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.

**CDE Program Contact:**

Lisa Fassett, Professional Learning Support & Monitoring Office, [LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov), 916-323-4963  
 Kevin Donnelly, Rural Education and Student Support Office, [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), 916-319-0942

**Title II, Part A Transfers**

2021-22 Title II, Part A allocation	\$7,284
Transferred to Title I, Part A	
Transferred to Title I, Part C	
Transferred to Title I, Part D	
Transferred to Title III English Learner	
Transferred to Title III Immigrant	
Transferred to Title IV, Part A	
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	
Total amount of Title II, Part A funds transferred out	\$0
2021-22 Title II, Part A allocation after transfers out	\$7,284

**Title IV, Part A Transfers**

2021-22 Title IV, Part A allocation	\$10,000
Transferred to Title I, Part A	\$10,000
Transferred to Title I, Part C	
Transferred to Title I, Part D	
Transferred to Title II, Part A	
Transferred to Title III English Learner	
Transferred to Title III Immigrant	
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant	
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant	
Total amount of Title IV, Part A funds transferred out	\$10,000
2021-22 Title IV, Part A allocation after transfers out	\$0

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**2021-22 Title I, Part A LEA Allocation and Reservations**

To report LEA required and authorized reservations before distributing funds to schools.

**CDE Program Contact:**

Sylvia Hanna, Title I Policy, Program, and Support Office, [SHanna@cde.ca.gov](mailto:SHanna@cde.ca.gov), 916-319-0948

Rina DeRose, Title I Policy, Program, and Support Office, [RDeroser@cde.ca.gov](mailto:RDeroser@cde.ca.gov), 916-323-0472

2021-22 Title I, Part A LEA allocation (+)	\$40,654
Transferred-in amount (+)	\$10,000
Nonprofit private school equitable services proportional share amount (-)	\$0
2021-22 Title I, Part A LEA available allocation	\$50,654

**Required Reservations**

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$0
LEA parent and family engagement	\$0
Local neglected institutions Does the LEA have local institutions for neglected children?	No
Local neglected institutions reservation	\$0
Local delinquent institutions Does the LEA have local institutions for delinquent children?	No
Local delinquent institutions reservation	\$0
Direct or indirect services to homeless children, regardless of their school of attendance	\$1

**Authorized Reservations**

Public school Choice transportation	\$0
Other authorized activities	\$0
2021-22 Approved indirect cost rate	5.71%
Indirect cost reservation	\$0
Administrative reservation	\$0

**Reservation Summary**

Total LEA required and authorized reservations	\$1
School parent and family engagement reservation	\$0
Amount available for Title I, Part A school allocations	\$50,653

**\*\*\*Warning\*\*\***

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**2021-22 Title II, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

**CDE Program Contact:**

Alice Ng (Fiscal), Division Support Office, [ANg@cde.ca.gov](mailto:ANg@cde.ca.gov), 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, [LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov), 916-323-4963

2021-22 Title II, Part A allocation	\$7,284
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$7,284
Repayment of funds	\$0
2021-22 Total allocation	\$7,284
Administrative and indirect costs	\$0
Equitable services for nonprofit private schools	\$0
2021-22 Title II, Part A adjusted allocation	\$7,284

**\*\*\*Warning\*\*\***

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### 2021-22 Title III English Learner Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for 2021-22 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [GNdirang@cde.ca.gov](mailto:GNdirang@cde.ca.gov), 916-323-5831  
 Caroline Takahashi, Language Policy and Leadership Office, [CTakahashi@cde.ca.gov](mailto:CTakahashi@cde.ca.gov), 916-323-5739

#### Estimated Allocation Calculation

Estimated English learner per student allocation	\$126.25
Estimated English learner student count	59
Estimated English learner student program allocation	\$7,449

**Note: \$10,000 minimum program eligibility criteria**

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

#### Budget

Professional development activities	\$2,831
Program and other authorized activities	\$1,192
English Proficiency and Academic Achievement	\$3,278
Parent, family, and community engagement	\$0
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$148
Total budget	\$7,449

**\*\*\*Warning\*\*\***

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### 2021-22 Title III Immigrant Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for 2021-22 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

**CDE Program Contact:**

Geoffrey Ndirangu, Language Policy and Leadership Office, [GNdirang@cde.ca.gov](mailto:GNdirang@cde.ca.gov), 916-323-5831  
 Caroline Takahashi, Language Policy and Leadership Office, [CTakahashi@cde.ca.gov](mailto:CTakahashi@cde.ca.gov), 916-323-5739

**Estimated Allocation Calculation**

Estimated immigrant per student allocation	\$157.20
Estimated immigrant student count	1
Estimated immigrant student program allocation	\$157

**Note: Eligibility criteria**

A local educational agency which has 21 or more eligible immigrant students and has experienced a significant increase of one percent or more in eligible immigrant students enrollment in the current year, compared with the average of the two preceding fiscal years, is eligible to apply.

**Budget**

Authorized activities	\$157
Direct administrative costs (Amount should not exceed 2% of the estimated immigrant student program allocation)	\$0
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$157

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**2021-22 Title IV, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title IV, Part A and to report reservations.

**CDE Program Contact:**

Kevin Donnelly, Rural Education and Student Support Office , [TitleIV@cde.ca.gov](mailto:TitleIV@cde.ca.gov), 916-319-0942

2021-22 Title IV, Part A LEA allocation	\$10,000
Funds transferred-in amount	\$0
Funds transferred-out amount	\$10,000
2021-22 Title IV, Part A LEA available allocation	\$0
Indirect cost reservation	\$0
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2021-22 Title IV, Part A LEA adjusted allocation	\$0

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**2021-22 Substitute System for Time Accounting**

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

**CDE Program Contact:**

Hilary Thomson, Fiscal Oversight and Support Office, [HThomson@cde.ca.gov](mailto:HThomson@cde.ca.gov), 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2021-22 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies at this time.

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**2021-22 Consolidation of Administrative Funds**

A request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

**CDE Program Contact:**

Hilary Thomson, Fiscal Oversight and Support Office, [HThomson@cde.ca.gov](mailto:HThomson@cde.ca.gov), 916-323-0765

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

**\*\*\*Warning\*\*\***

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2021-22 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

CDE Program Contact:

Sylvia Hanna, Title I Policy, Program, and Support Office, [SHanna@cde.ca.gov](mailto:SHanna@cde.ca.gov), 916-319-0948  
Rina DeRose, Title I Policy, Program, and Support Office, [RDerose@cde.ca.gov](mailto:RDerose@cde.ca.gov), 916-323-0472

In accordance with the Every Student Succeeds Act (ESSA) sections 1117 and 8501, a local educational agency shall consult annually with appropriate private school officials and both shall have the goal of reaching agreement on how to provide equitable and effective programs for eligible private school children, teachers, and families. This applies to programs under Title I, Part A; Title I, Part C; Title II, Part A; Title III, Part A; Title IV, Part A; Title IV, Part B; and section 4631, with regard to the Project School Emergency Response to Violence Program (Project SERV).

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The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information in the Private School Affidavit is not verified, and the California Department of Education takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data and the tax exempt status if it is being used for the purpose of providing equitable services.

Private School's Believed Results of Consultation Allowable Codes

- Y1: meaningful consultation occurred
- Y2: timely and meaningful consultation did not occur
- Y3: the program design is not equitable with respect to eligible private school children

Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

Add non-attendance area school(s) No

The local educational agency is electing to add nonprofit private schools outside of the district's attendance area.

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2021-22 Nonprofit Private School Consultation

The local educational agency shall provide, on an equitable basis, special education services or other benefits to address the needs of eligible children and staff enrolled in nonprofit private elementary and secondary schools under the programs listed below.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added

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**2021-22 Title I, Part A School Student Counts**

This data collection contains school-level student data. The information in this data collection will be used by the local educational agency (LEA) to calculate eligibility and ranking for Title I, Part A school allocations.

**CDE Program Contact:**

Rina DeRose, Title I Policy, Program, and Support Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

School ranking options Within the LEA

Select the highest to lowest school ranking method

Select a low income measure FRPM

**Explanation of Pre-populated Student Counts**

The data fields in this form, containing total student enrollment counts and eligible low income students ages 5-17 counts, were pre-populated with PRIOR year (Fiscal Year 2020–21) certified data from CALPADS Fall 1 data submission.

**Note:** The LEA may use prior year data or current year data to calculate eligibility and ranking for Title I, Part A school allocations. The LEA may choose to manually enter current year data in place of prior year data.

School Name	School Code	Low Grade Offered	High Grade Offered	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17
Gravenstein Community Day	6119655	K	8	1	0	0
Gravenstein Elementary	6051742	K	5	1	437	118
Gravenstein First	0126888	1	1	1	35	12
Hillcrest Middle	6051759	6	8	2	289	82

**\*\*\*Warning\*\*\***

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**2021-22 Title I, Part A Notification of Authorization of Schoolwide Program**

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

**CDE Program Contact:**

Title I Policy, Program, and Support Office, [TitleI@cde.ca.gov](mailto:TitleI@cde.ca.gov), -  
 Rina DeRose, Title I Policy, Program, and Support Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)	SIG Approval Date (MM/DD/YYYY)
Gravenstein Community Day	6119655	N				
Gravenstein Elementary	6051742	N				
Gravenstein First	0126888	N				
Hillcrest Middle	6051759	N				

**\*\*\*Warning\*\*\***

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**2021-22 Title I, Part A School Allocations**

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

**CDE Program Contact:**

Title I Policy, Program, and Support Office, [TitleI@cde.ca.gov](mailto:TitleI@cde.ca.gov), -  
 Rina DeRose, Title I Policy, Program, and Support Office, [RDeRose@cde.ca.gov](mailto:RDeRose@cde.ca.gov), 916-323-0472

**LEA meets small LEA criteria.**

A local educational agency (LEA) is defined as a small LEA if, based on the school list and the data entered in Title I, Part A School Student Counts, the LEA meets one or both of the following:

- Is a single school LEA
- Has enrollment total for all schools less than 1,000

If applicable, enter a Discretion Code. Use lower case only.

**Allowable Discretion Codes**

- a - Below LEA average and at or above 35% student low income
- d - Waiver for a desegregation plan on file
- e - Grandfather provision
- f - Feeder pattern

Low income measure FRPM  
 Ranking Schools Highest to Lowest Within the LEA  
 LEA-wide low income % 27.86%  
 Available Title I, Part A school allocations \$50,653  
 Available parent and family engagement reservation \$0

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2020-21 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Gravenstein First	0126888	1	35	12	34.29	*	*	1	237.50	2850.00	\$0	\$0	2850.00	

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**2021-22 Title I, Part A School Allocations**

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2020-21 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Hillcrest Middle	6051759	2	289	82	28.37	*	*	2	239.00	19598.00	\$0	\$0	19598.00	
Gravenstein Elementary	6051742	1	437	118	27.00	*	*	3	239.00	28202.00	\$0	\$0	28202.00	
Gravenstein Community Day	6119655	1	0	0	0.00	*	*	4	0.00	0.00			0.00	

**\*\*\*Warning\*\*\***

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Gravenstein Union School District							2022-2023 School Year Calendar							DRAFT																																																
<b>JULY 2022</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24/31 25 26 27 28 29 30							<b>Legal/Local Holidays</b> July 4 Independence Day Sep. 5 Labor Day Nov. 11 Veterans Day Nov. 23,24,25 Thanksgiving Holiday Dec. 23, 26 Observe Christmas Eve/Day Dec. 30, Jan. 2 Observe New Year's Eve/Day Jan. 16 Martin Luther King Jr. Day Feb. 13 Observe Lincoln's Birthday Feb. 20 Presidents' Day May 29 Memorial Day June 19 Juneteenth							<b>JANUARY 2023</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																																																
<b>AUGUST 2022</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>Breaks</b> November 21-22 Thanksgiving Break Dec. 19 – Jan. 2 Winter Break March 20 – March 24 Spring Break							<b>FEBRUARY 2023</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28																																																
<b>SEPTEMBER 2022</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>Professional Development/Parent Conference Days – No School for Students</b> Professional Development: August 15, 16 Parent Conferences: September 30							<b>MARCH 2023</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																																																
<b>OCTOBER 2022</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>Beginning/End of Trimesters</b> First Day of School: August 17 Tri 1 Progress Repts. sent home: Sept. 28 End of Trimester 1: Nov. 14 Tri 1 Report Cards sent home: Nov. 30 Tri 2 Progress Repts. sent home: Jan. 18 100 <sup>th</sup> day of School: Feb. 1 End of Trimester 2: March 3 Tri 2 Report Cards sent home: March 14 Tri 3 Progress Repts. sent home: April 24 Last Day of School and Tri 3 Report Cards sent home: June 7							<b>APRIL 2023</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30																																																
<b>NOVEMBER 2022</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>Emergency Days</b> School will be in session on these days only if Emergency Closure Days are needed earlier in the year: <b>November 1, April 10, May 26</b>							<b>MAY 2023</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31																																																
<b>DECEMBER 2022</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>Number of Instruction Days, Work Days for Certificated and Classified Staff</b> <table border="1"> <thead> <tr> <th>Months</th> <th>Instruction</th> <th>Certificated</th> </tr> </thead> <tbody> <tr><td>July</td><td>0</td><td>0</td></tr> <tr><td>August</td><td>11</td><td>13</td></tr> <tr><td>September</td><td>20</td><td>21</td></tr> <tr><td>October</td><td>21</td><td>21</td></tr> <tr><td>November</td><td>15</td><td>15</td></tr> <tr><td>December</td><td>12</td><td>12</td></tr> <tr><td>January</td><td>20</td><td>20</td></tr> <tr><td>February</td><td>18</td><td>18</td></tr> <tr><td>March</td><td>18</td><td>18</td></tr> <tr><td>April</td><td>19</td><td>19</td></tr> <tr><td>May</td><td>21</td><td>21</td></tr> <tr><td>June</td><td>5</td><td>5</td></tr> <tr><td>Total</td><td>180</td><td>183</td></tr> </tbody> </table>							Months	Instruction	Certificated	July	0	0	August	11	13	September	20	21	October	21	21	November	15	15	December	12	12	January	20	20	February	18	18	March	18	18	April	19	19	May	21	21	June	5	5	Total	180	183	<b>JUNE 2023</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
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Total	180	183																																																												

Gravenstein Union School District

Basic Assumptions for 2022-2023 Calendar Draft Construction

1. Desire to approximate West County and Santa Rosa City schedules.
2. 180 school days, 183 certificated work days
3. Monday and Tuesday of Thanksgiving week are typically school days, however, GUSD was the only district holding school on those days in 21/22; our absence rate on those days was almost double a typical Monday/Tuesday. The recommendation for 22/23 is to have a full week break prior to Thanksgiving.
4. Halloween falls on a Monday, placement of first Emergency Day on November 1 as a likely non-school day
5. Easter is on April 9, an Emergency Day is scheduled for the next day, April 10
6. As recommended by CDE and SCOE, emergency days are built in, up to 3 days, that can become school days if it becomes necessary to close school for any fall/winter days:
  - November 1 was selected to have a non-school day after Halloween
  - We did not align our scheduled Emergency Days with West County
  - April 10 was selected as it would add an off day after Easter
  - May 26 was selected as it would create a 4-day Memorial Day Weekend if unused
7. Parent Conference Day is September 30, 31 days into the school year
8. -Trimester 1 Progress Report Day is on the 30th school day, September 28
  - End of Trimester 1 is on the 60th school day, November 14
  - Trimester 1 Report Cards are to be sent home 7 days after the end of trimester, November 30
  - Trimester 2 Progress Report Day is on the 90th school day, January 18
  - The 100th day of school is February 1
  - End of Trimester 2 is on the 120th school day, March 3
  - Trimester 2 Report Cards are to be sent home 7 days after the end of the trimester, March 14
  - Trimester 3 Progress Report Day is on the 150th school day, April 24
  - Trimester 3 Reports are to be sent home on the last day of school, June 7
9. [Religious Holidays](#)



**REQUIRES BOARD ACTION**

**Due: Tues. March 15—return ballot in enclosed envelope**

January 31, 2022

**MEMORANDUM**

To: All Board Presidents and Superintendents — CSBA Member Boards  
From: Dr. Susan Heredia, CSBA President  
Re: 2022 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Tues. March 15**

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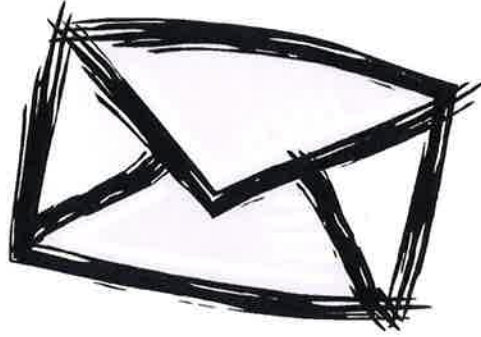
Enclosed is the ballot material for election to CSBA’s Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper) listing the candidates, the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Tuesday, March 15, 2022.**

Your Board may vote for up to the number of seats to be filled in the region or subregion as indicated on the ballot. For example, if there are three seats up for election, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot). If there is a tie vote, a run-off election will be held. Results will be published by May 11, 2022.

All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2022 – March 31, 2024. The next meeting of the Delegate Assembly takes place on Saturday, May 21 and Sunday, May 22, 2022. Please do not hesitate to contact the Executive Office at [nominations@csba.org](mailto:nominations@csba.org) should you have any questions.

Encs: Ballot on red paper and watermarked “copy” of ballot on white paper  
List of all current Delegates on reverse side of ballot  
Candidate(s)’ required Biographical Sketch Forms and optional resumes  
CSBA-addressed envelope to send back ballots



**BALLOTS SHOULD BE RETURNED IN THE  
ENCLOSED ENVELOPE; HOWEVER, SHOULD  
THE ENVELOPE BECOME MISPLACED; PLEASE  
USE YOUR STATIONERY AND RETURN TO:**

**CSBA  
DELEGATE ASSEMBLY ELECTIONS  
3251 BEACON BLVD.  
WEST SACRAMENTO, CA 95691**

**ON THE BOTTOM LEFT CORNER OF THE  
ENVELOPE, WRITE THE REGION OR  
SUBREGION NUMBER (THIS NUMBER APPEARS  
ON THE BALLOT AT THE TOP).**

**REQUIRES BOARD ACTION**

This complete, ORIGINAL Ballot must be SIGNED by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than TUESDAY, MARCH 15, 2022. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.

OFFICIAL 2022 DELEGATE ASSEMBLY BALLOT  
SUBREGION 3-A  
(Sonoma County)

Number of seats: 1 (Vote for no more than 1 candidate)

*Delegates will serve two-year terms beginning April 1, 2022 - March 31, 2024*

*\*denotes incumbent*

Jeremy Brutt (Bennett Valley Union SD)\*

Ever Flores (Santa Rosa City Schools)

\_\_\_\_\_  
*Provision for Write-in Candidate Name*

\_\_\_\_\_  
*School District*

\_\_\_\_\_  
*Signature of Superintendent or Board Clerk*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*School District Name*

\_\_\_\_\_  
*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

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**REGION 3 – 8 Delegates (8 elected)**

**Director: A.C. (Tony) Ubalde (Vallejo City USD)**

Below is a list of all elected or appointed Delegates from this Region.

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**Subregion 3-A (Sonoma)**

Jeremy Brott (Bennett Valley Union SD), term expires 2022

Omar Medina (Santa Rosa City SD), term expires 2023

**Subregion 3-B (Napa)**

David Gracia (Napa Valley USD), term expires 2023

**Subregion 3-C (Solano)**

Diane Ferrucci (Benicia USD), term expires 2023

Ralph Gross (Vallejo City USD), term expires 2022

David Isom (Fairfield-Suisun USD), term expires 2023

**Subregion 3-D (Marin)**

Gina Daly (San Rafael City Schools), term expires 2022

**County Delegate:**

Dana Dean (Solano COE), term expires 2023

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**Counties**

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Sonoma (Subregion A)

Napa (Subregion B)

Solano (Subregion C)

Marin (Subregion D)



# Delegate Assembly Biographical Sketch Form for 2022 Election



**Deadline: Friday, January 7, 2022 | No late submissions accepted**

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) by no later than 11:59 p.m. on January 7, 2022. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2022.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: 

Date: January 6, 2022

Name: Jeremy Brott

CSBA Region & subregion #: 3-A

District or COE: Bennett Valley Union School District

Years on board: 23

Profession: Retired Contact Number (  Cell  Home  Bus.): 707 548-4226

Primary E-mail: jeremy.brott@bvusd.org

Are you an incumbent Delegate?  Yes  No If yes, year you became Delegate: 2018

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am interested in serving as a CSBA Delegate because I believe my experience in, and passion for, public education makes me an excellent representative for local school boards. CSBA regularly demonstrates its value as an advocate, such as with the Full and Fair Funding initiative. Engaging in, and supporting, CSBA's efforts on our behalf is critical to our success as individual districts. I bring to the position my 23 years of service as a public school trustee, combined with the experience gained from a 30+ year career in municipal human resources. With this background I can listen to, synthesize, and articulate district concerns to CSBA.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have been a member of the Bennett Valley Union School District Board of Trustees for 23 years. I have served as Board President and as a member of the board Policy Committee and the Labor Negotiations team. I have served on the Sonoma County Committee on School Board Organization for 14 years. During my 4 years as a CSBA Delegate, I have attended all Delegate Assembly meetings, served as a validator for Golden Bell Award nominations and have volunteered to serve on the CSBA task force on climate change. My community service has included time as a board member of the Bennett Valley Education Foundation and the 4Cs.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The challenge facing Sonoma County schools today is meeting the educational needs of a community which has seen multiple traumatic events in recent four years. Our students and staff need resources to address losses from distance learning, adapt to teaching in the era of COVID, and provide emotional support in addressing the accumulating trauma from the past four years of fire, smoke, flood, and pandemic. CSBA is positioned to make the legislature aware of these issues. In the next year this will include responding to the enrollment cliff in many districts as well as on-going issues with funding for special ed and pensions.

# Delegate Assembly Biographical Sketch Form for 2022 Election

**Deadline: Friday, January 7, 2022 | No late submissions accepted**

This form is required. An optional, one-page, single-sided, résumé may also be submitted. Do not state "see résumé." Do not re-type this form. It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline. Please submit completed form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) by no later than 11:59 p.m. on January 7, 2022. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691, with a postmark of no later than January 7, 2022.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: *Ever Flores* Date: 12/21/21

Name: Ever Flores CSBA Region & subregion #: 30A  
 District or COE: Santa Rosa City Schools Years on board: 1  
 Profession: School Counselor Contact Number (  Cell  Home  Bus.): (707) 206-8051  
 Primary E-mail: efloresderas@srcs.k12.ca.us  
 Are you an incumbent Delegate?  Yes  No If yes, year you became Delegate: \_\_\_\_\_

Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.

I am interested in learning how to make our district boards more transparent and student centered. I bring the perspective of a Salvadoran immigrant who arrived as an English learner and completed my secondary education in California Public Schools.

Please describe your activities and involvement on your local board, community, and/or CSBA.

I have served on the Santa Rosa School Board as its clerk for the last year.

What do you see as the biggest challenge facing governing boards and how can CSBA help address it?

The biggest challenge facing governing boards is recruiting and retaining board members who actually represent the community our district represents.