

# Board of Education

## Regular Meeting Agenda

### Zoom Link

DATE: Tuesday, July 12, 2022

TIME: 5:00 PM

LOCATION: Gravenstein Elementary, Multipurpose Room

**Gregory Appling, President**

**Alexander Kahn, Trustee**

**Jennifer Koelemeijer, Trustee**

**Patrick Lei, Trustee**

**Jeri McNeill, Clerk**

### **I. CALL TO ORDER AT 5:00 PM**

### **II. ADOPTION AND APPROVAL OF THE AGENDA**

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

Action taken/comments:

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

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

### **III. REPORTS, AND ORAL COMMUNICATIONS**

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

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

**1. Agenda from June 16, 2022**

**2. Minutes from May 26, 2022**

**3. Financials from May**

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

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

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

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

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

**2. Master Plan Update**

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

**1. Jumpstart Meal Service Program Pilot and Grant Application**

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

**1. Questions from the June 14 Board Meeting**

**2. Summer Jumpstart Update**

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

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

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

- V. CONSENT AGENDA (2 min.) ACTION ITEM
- A. (p. 32) Warrants
  - B. (p. 36) Payroll
  - C. (p. 37) Minutes from the Regular Board Meetings of June 7, 2022
  - D. (p. 50) Williams Settlement Quarterly Report for April 1 - June 30, 2022

Action taken/comments:

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

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

VI. GENERAL ACTION ITEMS

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

**Situation:** As GUSD continues progress on our plan to create on-site preparation kitchen facilities at both sites, add hot breakfast service at both sites, and to increase student food service program participation, there is a need to increase the level of staffing at both sites. Staff is requesting an increase in funding to support the equivalent of an additional 1.0 FTE Nutritional Services Associate staffing, split between both sites. The cost of the additional staffing will range between \$50,648 and \$54,765 given our current salary schedule.

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

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

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

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

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

**Situation:** The additional staffing added due to the expansion of the Enrich! program, additions and expansions of other programs, the addition of a second employee bargaining group, ongoing changes in human resources and fiscal legislation, and the inclusion of the CBO as a member of the GUSD negotiating team have significantly increased the workload for our Business Services Office and for our CBO in particular. The addition of this part time position will provide support for the CBO and the Business Services Office, increasing timeliness and accuracy. The main functions for the Payroll Technician will be coordinating

and processing payroll, employee benefits, leaves and general clerical work. The cost of this added position will range from \$45,086 to \$48,349 annually.

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

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

Action taken/comments:

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

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

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

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

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

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

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

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

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

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

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

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

Action taken/comments

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

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

**E. Food Services Vehicle (5 min)**

**Situation:** With the planned expansion and upgrade of our Food Service Program, we will have a need to transport prepared meals from our prep kitchen to the other school site to serve to students. Our plan is to find a used vehicle that we can retrofit for food delivery pursuant to Health Department guidelines and regulations.

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

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

Action taken/comments :

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

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

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

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

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

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

Action taken/comments

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

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

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

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

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

**1.0 Student Discipline**

**2.0 Pending litigation**

**3.0 Administrator Performance Updates**

**a) Superintendent's Evaluation**

**4.0 Conference with Negotiations team:**

**a) GUTA/GUCE negotiations update**

**IX. RECONVENE TO OPEN SESSION**

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

**XI. FUTURE BOARD MEETINGS**

**A. August 9, 2022 at 5pm**

**B. September 13, 2022 at 5pm**

**C. October 11, 2022 at 5pm**

**XII. ADJOURNMENT**

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



**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**

**6/16/22 6:00 pm Meeting at Hillcrest Middle School STEM Room**

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

- Garden- Vanessa

**B. Secretary's Report**

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

**C. (Gravenstein) Mini Grant**

**D. July Meeting**

**E. Subcommittees reports**

- Special Events/Fundraising
  - 2022-23 Calendar
    - 1. HMS Skate Night review
  - Staff Appreciation- get receipts in
  - Passive Fundraising
- Finance
- Governance
- Communications
  - Pledge Packet
  - Display case for HMS
  - Community Building
  - Classroom/grade level representatives for next year
- School Liaison
  - Welcome Stephanie as HMS Liaison

**G. Principal's Reports**

**H. Superintendent's Report**

## Meeting Minutes

Thursday, May 26, 2022 GPA Special Meeting, 6pm via Zoom

Meeting Called to Order Approximately 6:05pm

Members Present: Amber Ray Hernandez, Anica Trutler, Vy Le Mose, Rachel Allen, Stephanie Stephens, Ashley Cochran, + ??

Members Absent: Ben Kaun, Bill Nolan+ ??

Agenda Item: Vote in Executive Board for 2022/2023 School Year

After an official vote, the results for 2022/2023 GPA Board are:

President: Amber Hernandez

Vice President: Anica Trutler

Treasurer: Ben Kaun

Secretary: Rachel Allen

Special Advisor to Executive Board: Fanny Lam

Meeting ended at approximately 6:40 pm

## Gravenstein Parent Association Profit & Loss Budget Performance May 2022

	May 22	Budget	\$ Over Budget	Jul '21 - May 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Parent Donations	6,253.50	12,000.00	-5,736.50	134,463.30	171,996.00	-37,532.70	172,996.00
Special Fundraising Inc							
EventBrite	0.00	0.00	0.00	3,130.00	3,000.00	130.00	3,000.00
AmazonSmile	204.82	150.00	54.82	1,173.14	1,650.00	-476.86	1,800.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	10,000.00
Color Run	5,437.00	8,000.00	-2,563.00	5,637.00	8,000.00	-2,363.00	8,000.00
Escrip	57.37	80.00	-22.63	1,168.92	880.00	288.92	960.00
Jog a Thon	0.00	0.00	0.00	63,489.46	25,000.00	38,489.46	25,000.00
Network for Good FB Fundraiser	0.00	0.00	0.00	0.00	170.00	-170.00	170.00
Read-a-Thon	17,061.41	0.00	17,061.41	21,062.61	16,471.00	4,591.61	16,471.00
Skate Night	2,144.00	800.00	1,344.00	3,476.00	4,500.00	-1,024.00	4,500.00
<b>Total Special Fundraising Inc</b>	<b>24,954.60</b>	<b>9,030.00</b>	<b>15,874.60</b>	<b>99,138.13</b>	<b>69,671.00</b>	<b>29,467.13</b>	<b>69,901.00</b>
Corporate Matching	0.00	200.00	-200.00	1,393.52	2,200.00	-806.48	2,400.00
Interest Income	6.55	8.00	-1.45	70.80	88.00	-17.20	96.00
Other Donations	6.00	0.00	6.00	0.00	0.00	6.00	0.00
<b>Total Income</b>	<b>31,174.65</b>	<b>21,238.00</b>	<b>9,936.65</b>	<b>235,065.75</b>	<b>243,955.00</b>	<b>-8,889.25</b>	<b>245,393.00</b>
<b>Gross Profit</b>	<b>31,174.65</b>	<b>21,238.00</b>	<b>9,936.65</b>	<b>235,065.75</b>	<b>243,955.00</b>	<b>-8,889.25</b>	<b>245,393.00</b>
Expense							
GUSD Enrich Non-Contractor Exp	0.00	10,000.00	-10,000.00	18,519.08	30,000.00	-11,480.92	30,000.00
General & Admin Expense							
Bank Fees	328.65	150.00	178.65	3,774.35	1,650.00	2,124.35	1,800.00
Bookkeeping	481.25	700.00	-218.75	6,440.35	6,300.00	140.35	7,000.00
General Liability	0.00	120.00	-120.00	2,347.00	1,320.00	1,027.00	1,440.00
Merchant Fees	-629.02	450.00	-1,079.02	3,071.32	4,950.00	-1,878.68	5,400.00
Misc. Expense	0.00	50.00	-50.00	0.00	550.00	-550.00	600.00
Office Supplies	0.00	50.00	-50.00	219.62	550.00	-330.38	600.00
Postage	0.00	10.00	-10.00	12.65	110.00	-97.35	120.00
Printing	0.00	50.00	-50.00	0.00	550.00	-550.00	600.00
Tax Return Preparation	0.00	0.00	0.00	700.00	0.00	700.00	0.00
Taxes	0.00	300.00	-300.00	50.00	3,300.00	-3,250.00	3,600.00
Website	503.64	0.00	503.64	0.00	219.00	284.64	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>	<b>654.72</b>	<b>1,880.00</b>	<b>-1,195.28</b>	<b>17,118.93</b>	<b>19,499.00</b>	<b>-2,380.07</b>	<b>21,379.00</b>
Independent Contractors							
Brandon Leung - Dance	540.00	200.00	340.00	1,690.00	1,800.00	-110.00	1,800.00
Sierra Lembke	550.00	220.00	330.00	1,656.00	1,980.00	-325.00	1,980.00
Jen Blancalana - D&D	500.00	200.00	300.00	1,600.00	1,800.00	-200.00	1,800.00
Natalie Collins - Set Design	0.00	0.00	0.00	495.00	1,000.00	-505.00	1,000.00
Jess Reynolds - Art	200.00	0.00	200.00	900.00	1,050.00	-150.00	1,050.00
Kasey Hillier - Art	0.00	0.00	0.00	4,750.00	0.00	4,750.00	0.00
Donna Matern - Art	1,400.00	1,400.00	0.00	7,800.00	12,600.00	-4,800.00	12,600.00
Paige Dumont - Athletics	4,400.00	3,800.00	600.00	36,250.00	35,200.00	1,050.00	35,200.00
Spencer Burrows - Chorus	2,750.00	3,600.00	-850.00	23,850.00	33,600.00	-9,750.00	33,600.00
Drama	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mark Bradski - Science	6,800.00	3,200.00	3,600.00	37,900.00	28,800.00	9,100.00	28,800.00
<b>Total Independent Contractors</b>	<b>17,140.00</b>	<b>12,620.00</b>	<b>4,520.00</b>	<b>116,890.00</b>	<b>117,830.00</b>	<b>-940.00</b>	<b>117,830.00</b>



## Gravenstein Parent Association Profit & Loss Budget Performance

May 2022

	May 22	Budget	\$ Over Budget	Jul '21 - May 22	YTD Budget	\$ Over Budget	Annual Budget
<b>School Support Expenses</b>							
Hilcrest African Drumming Clas	0.00	0.00	0.00	2,375.00	2,375.00	0.00	2,375.00
Zero Hour Enrichment - HMS	0.00	0.00	0.00	19,171.97	17,000.00	2,171.97	17,000.00
8th Grade Grad Support	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	5,000.00
Staff Water Delivery-Alhambra	398.97	90.00	308.97	2,835.19	990.00	1,845.19	1,090.00
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00	3,691.64	5,000.00	-1,308.36	5,000.00
Teacher Support \$350@48 Teacher	0.00	1,680.00	-1,680.00	17,250.00	16,800.00	450.00	16,800.00
Teacher/Staff Appreciation Week	1,565.24	3,500.00	-1,934.76	1,686.24	10,000.00	-8,314.76	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>1,964.21</b>	<b>5,270.00</b>	<b>-3,305.79</b>	<b>47,009.04</b>	<b>57,165.00</b>	<b>-10,155.96</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	0.00
Color Run Expense	2,602.12	1,000.00	1,602.12	2,602.12	1,000.00	1,602.12	1,000.00
eScript Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00	4,697.79	4,000.00	697.79	4,000.00
Read a Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Special Fundraising Exp</b>	<b>2,602.12</b>	<b>1,000.00</b>	<b>1,602.12</b>	<b>7,299.91</b>	<b>5,000.00</b>	<b>2,299.91</b>	<b>5,000.00</b>
<b>Total Expense</b>	<b>22,381.05</b>	<b>30,770.00</b>	<b>-8,378.95</b>	<b>206,836.96</b>	<b>229,494.00</b>	<b>-22,657.04</b>	<b>231,464.00</b>
<b>Net Ordinary Income</b>	<b>8,783.60</b>	<b>-9,532.00</b>	<b>18,315.60</b>	<b>28,228.79</b>	<b>14,461.00</b>	<b>13,767.79</b>	<b>13,929.00</b>
<b>Net Income</b>	<b>8,783.60</b>	<b>-9,532.00</b>	<b>18,315.60</b>	<b>28,228.79</b>	<b>14,461.00</b>	<b>13,767.79</b>	<b>13,929.00</b>

**Gravenstein Parent Association**  
**Profit & Loss Actual vs. Budget**  
**May 2022**

	May 22	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Parent Donations	6,263.50	12,000.00	-5,736.50
<b>Special Fundraising Inc</b>			
EventBrite	0.00	0.00	0.00
AmazonSmile	204.82	150.00	54.82
Boots, Beer and Bubbly Event	0.00	0.00	0.00
Color Run	5,437.00	8,000.00	-2,563.00
Escrip	57.37	80.00	-22.63
Jog a Thon	0.00	0.00	0.00
Network for Good FB Fundraiser	0.00	0.00	0.00
Read-a-Thon	17,061.41	0.00	17,061.41
Skate Night	2,144.00	800.00	1,344.00
<b>Total Special Fundraising Inc</b>	24,904.60	9,030.00	15,874.60
Corporate Matching	0.00	200.00	-200.00
Interest income	6.55	8.00	-1.45
Other Donations	0.00	0.00	0.00
<b>Total Income</b>	31,174.65	21,238.00	9,936.65
<b>Gross Profit</b>	31,174.65	21,238.00	9,936.65
<b>Expense</b>			
GUSD Enrich Non-Contractor Exp	0.00	10,000.00	-10,000.00
<b>General &amp; Admin Expense</b>			
Bank Fees	328.85	150.00	178.85
Bookkeeping	481.25	700.00	-218.75
General Liability	0.00	120.00	-120.00
Merchant Fees	-629.02	450.00	-1,079.02
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	503.64	0.00	503.64
General & Admin Expense - Other	0.00	0.00	0.00
<b>Total General &amp; Admin Expense</b>	684.72	1,880.00	-1,195.28
<b>Independent Contractors</b>			
Brandon Leung - Dance	540.00	200.00	340.00
Sierra Lembke	550.00	220.00	330.00
Jen Biancalana - D&D	500.00	200.00	300.00
Natalie Collins - Set Design	0.00	0.00	0.00
Jess Reynolds - Art	200.00	0.00	200.00
Donna Matern - Art	1,400.00	1,400.00	0.00
Paige Dumont - Athletics	4,400.00	3,800.00	600.00
Spencer Burrows - Chorus	2,750.00	3,600.00	-850.00
Mark Bradski - Science	6,800.00	3,200.00	3,600.00
<b>Total Independent Contractors</b>	17,140.00	12,620.00	4,520.00
<b>School Support Expenses</b>			
Hillcrest African Drumming Clas	0.00	0.00	0.00
Zero Hour Enrichment - HMS	0.00	0.00	0.00
8th Grade Grad Support	0.00	0.00	0.00
Staff Water Delivery-Alhambra	398.97	90.00	308.97
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00
Teacher Support \$350@48 Teacher	0.00	1,680.00	-1,680.00
Teacher/Staff Appreciation Week	1,565.24	3,500.00	-1,934.76
School Support Expenses - Other	0.00	0.00	0.00
<b>Total School Support Expenses</b>	1,964.21	5,270.00	-3,305.79

7:25 PM

06/13/22

Accrual Basis

**Gravenstein Parent Association**  
**Profit & Loss Actual vs. Budget**  
**May 2022**

	<u>May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<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	2,602.12	1,000.00	1,602.12
eScript Expense	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00
Read a Thon Expense	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00
<b>Total Special Fundraising Exp</b>	<u>2,602.12</u>	<u>1,000.00</u>	<u>1,602.12</u>
<b>Total Expense</b>	<u>22,391.05</u>	<u>30,770.00</u>	<u>-8,378.95</u>
<b>Net Ordinary Income</b>	<u>8,783.60</u>	<u>-9,532.00</u>	<u>18,315.60</u>
<b>Net Income</b>	<u><u>8,783.60</u></u>	<u><u>-9,532.00</u></u>	<u><u>18,315.60</u></u>

7:27 PM  
 06/13/22  
 Accrual Basis

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

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Parent Donations	134,463.30	171,996.00	-37,532.70	78.2%
<b>Special Fundraising Inc</b>				
EventBrite	3,130.00	3,000.00	130.00	104.3%
AmazonSmile	1,173.14	1,650.00	-476.86	71.1%
Boots, Beer and Bubbly Event	0.00	10,000.00	-10,000.00	0.0%
Color Run	5,637.00	8,000.00	-2,363.00	70.5%
Escrip	1,169.92	880.00	289.92	132.9%
Jog a Thon	63,489.46	25,000.00	38,489.46	254.0%
Network for Good FB Fundraiser	0.00	170.00	-170.00	0.0%
Read-a-Thon	21,062.61	16,471.00	4,591.61	127.9%
Skate Night	3,476.00	4,500.00	-1,024.00	77.2%
<b>Total Special Fundraising Inc</b>	99,138.13	69,671.00	29,467.13	142.3%
Corporate Matching	1,393.52	2,200.00	-806.48	63.3%
Interest income	70.80	88.00	-17.20	80.5%
<b>Total Income</b>	235,065.75	243,955.00	-8,889.25	96.4%
<b>Gross Profit</b>	235,065.75	243,955.00	-8,889.25	96.4%
<b>Expense</b>				
<b>GUSD Enrich Non-Contractor Exp</b>	18,519.08	30,000.00	-11,480.92	61.7%
<b>General &amp; Admin Expense</b>				
Bank Fees	3,774.35	1,650.00	2,124.35	228.7%
Bookkeeping	6,440.35	6,300.00	140.35	102.2%
General Liability	2,347.00	1,320.00	1,027.00	177.8%
Merchant Fees	3,071.32	4,950.00	-1,878.68	62.0%
Misc. Expense	0.00	550.00	-550.00	0.0%
Office Supplies	219.62	550.00	-330.38	39.9%
Postage	12.65	110.00	-97.35	11.5%
Printing	0.00	550.00	-550.00	0.0%
Tax Return Preparation	700.00	0.00	700.00	100.0%
Taxes	50.00	3,300.00	-3,250.00	1.5%
Website	503.64	219.00	284.64	230.0%
<b>Total General &amp; Admin Expense</b>	17,118.93	19,499.00	-2,380.07	87.8%
<b>Independent Contractors</b>				
Brandon Leung - Dance	1,690.00	1,800.00	-110.00	93.9%
Sierra Lembke	1,655.00	1,980.00	-325.00	83.6%
Jen Biancalana - D&D	1,600.00	1,800.00	-200.00	88.9%
Natalie Collins - Set Design	495.00	1,000.00	-505.00	49.5%
Jess Reynolds - Art	900.00	1,050.00	-150.00	85.7%
Kasey Hillier - Art	4,750.00			
Donna Matern - Art	7,800.00	12,600.00	-4,800.00	61.9%
Paige Dumont - Athletics	36,250.00	35,200.00	1,050.00	103.0%
Spencer Burrows - Chorus	23,850.00	33,600.00	-9,750.00	71.0%
Mark Bradski - Science	37,900.00	28,800.00	9,100.00	131.6%
<b>Total Independent Contractors</b>	116,890.00	117,830.00	-940.00	99.2%
<b>School Support Expenses</b>				
Hilicrest African Drumming Clas	2,375.00	2,375.00	0.00	100.0%
Zero Hour Enrichment - HMS	19,171.97	17,000.00	2,171.97	112.8%
8th Grade Grad Support	0.00	5,000.00	-5,000.00	0.0%
Staff Water Delivery-Alhambra	2,835.19	990.00	1,845.19	286.4%
Teacher Mini Grants-\$500 Max	3,691.64	5,000.00	-1,308.36	73.8%
Teacher Support \$350@48 Teacher	17,250.00	16,800.00	450.00	102.7%
Teacher/Staff Appreciation Week	1,685.24	10,000.00	-8,314.76	16.9%
<b>Total School Support Expenses</b>	47,009.04	57,165.00	-10,155.96	82.2%

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 06/13/22  
 Accrual Basis

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

	<u>Jul '21 - May 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Special Fundraising Exp				
Color Run Expense	2,602.12	1,000.00	1,602.12	260.2%
Jog-a-Thon Expense	4,697.79	4,000.00	697.79	117.4%
<b>Total Special Fundraising Exp</b>	<b>7,299.91</b>	<b>5,000.00</b>	<b>2,299.91</b>	<b>146.0%</b>
<b>Total Expense</b>	<b>206,836.96</b>	<b>229,494.00</b>	<b>-22,657.04</b>	<b>90.1%</b>
<b>Net Ordinary Income</b>	<b>28,228.79</b>	<b>14,461.00</b>	<b>13,767.79</b>	<b>195.2%</b>
<b>Net Income</b>	<b>28,228.79</b>	<b>14,461.00</b>	<b>13,767.79</b>	<b>195.2%</b>

**Gravenstein Parent Association**  
**Balance Sheet**  
**As of May 31, 2022**

	<u>May 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
First Republic Checking 7187	104,747.92
Exchange Bank Checking	190,200.15
Exchange Bank Savings	257,188.91
Paypal	2,846.07
<b>Total Checking/Savings</b>	<u>554,983.05</u>
<b>Other Current Assets</b>	
Prepaid expenses	1,246.00
12000 - Undeposited Funds	1,071.00
<b>Total Other Current Assets</b>	<u>2,317.00</u>
<b>Total Current Assets</b>	<u>557,300.05</u>
<b>TOTAL ASSETS</b>	<u><u>557,300.05</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	22,594.72
<b>Total Accounts Payable</b>	<u>22,594.72</u>
<b>Total Current Liabilities</b>	<u>22,594.72</u>
<b>Total Liabilities</b>	22,594.72
<b>Equity</b>	
GSF Reserve Transfer	95,504.87
32000 - Retained Earnings	415,320.32
Net Income	23,880.14
<b>Total Equity</b>	<u>534,705.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>557,300.05</u></u>

## Gravenstein Union School District

### Facilities Report

July 2022

Prepared by Brian Sposato

**Hillcrest Admin Modular Project:** The admin modular is progressing since being assembled on the foundation in the first week of June. Rough framing has been completed with all the individual offices framed, sheetrocked and currently getting tackwall installed. Rough plumbing has been completed to connect the tie in to the existing sewer line. Rough electrical has been installed, the underground utility pathways have been trenched and conduit pathways have been placed. The existing parts of the damaged siding have been replaced. The entry concrete ramps are in the process of being formed up to get ready for concrete pouring for next week. Also, coming in the next week is the construction of the t-bar ceiling which then will lead to the lighting fixtures being installed. We did have some elective changes with installing a sink in the district office restroom that did not have an existing sink previously. Also, we have chosen to repair parts of the exterior siding that were showing rot or damage due to exposure and age. We also had to trench further than expected for the water line tie-in due to the size line not found where we had anticipated.

**Hillcrest Roofing Project:** The roofing project has made a lot of progress in the month of June. The existing roof was removed down to the roof deck. The roof has the 3.5 inch insulation installed, dens deck, a fiberglass board for fire resistance and protection of the roof, and a series of rolled roofing membranes installed. The roof is white for maximum reflection of the sun's rays. We are waiting on the installation of the metal fascia, gutters and downspouts, but the roof is watertight should it rain! Additionally, the electrical and data pathways have been rerouted off the roof for better long term weather protection and to clean up the pathways.

**Gravenstein Restrooms:** The Gravenstein Restroom project has recently started and already the walls are framed and tackwall has been installed. The rough electrical has been installed to accommodate receptacles and fire alarm tie-in. The rough plumbing is in progress to connect sewer, vents, and water lines. Next week, the inside walls will be getting sheetrocked and the ceiling grid should be getting reinstalled. Then would come FRP walls, sheet vinyl flooring, then plumbing fixtures and accessories.

**Other Gravenstein Work:** Carpeting has been replaced in rooms 6 and 15, and the small section in room K. Also, VCT entryways have been replaced in rooms 2, 3, 4, and 7, to replace the aging existing VCT. We are getting ready for the resealing of the primary playground to help preserve the play surface and restripe the playground markings. This is scheduled to happen the week of July 11th.

**Paving at Intermediate Playground at Gravenstein:** Observed at the intermediate playground with the daily traffic of cars driving on it, the pavement is showing wear and deterioration as a result. The wear is exasperated by a combination of the age weather exposure, and the original design was not designed to handle regular traffic of vehicles. As a result I got some pricing to repair the rectangular area of approximately 6200 sq ft. Our best price is from Siri Grading and Paving at \$44,275.00 to remove the existing asphalt and place a new 3 inch layer and re-stripe the playground lines. It is my recommendation that we do this work as the continued traffic will further damage the highly used playground area as it is.

**Pictures**

**Admin Modular Craning**



**Electrical Utility trenching for modular**



**Admin Modular Framing**





**Admin Modular from afar 7/7/22**



**Admin Modular Tackwall install in progress**

## Hillcrest Roofing Project

### Roof Before Project



Installation of 3.5 inch foam insulation to roof decking

Installation of 3.5 inch foam



**DensDeck installation Old  
Skylights Pictured... Have been replaced since the photo was taken.**





**Roof view looking towards Building B as of 7/7/22 with Reflective cap sheet.**



**Another View of Building A Roof with modified base sheet.**

**Gravenstein Restroom Additions**



**Restroom Framing at Rm 24 Gravenstein**



**Restroom with Tackwall at Rm 22 Gravenstein**

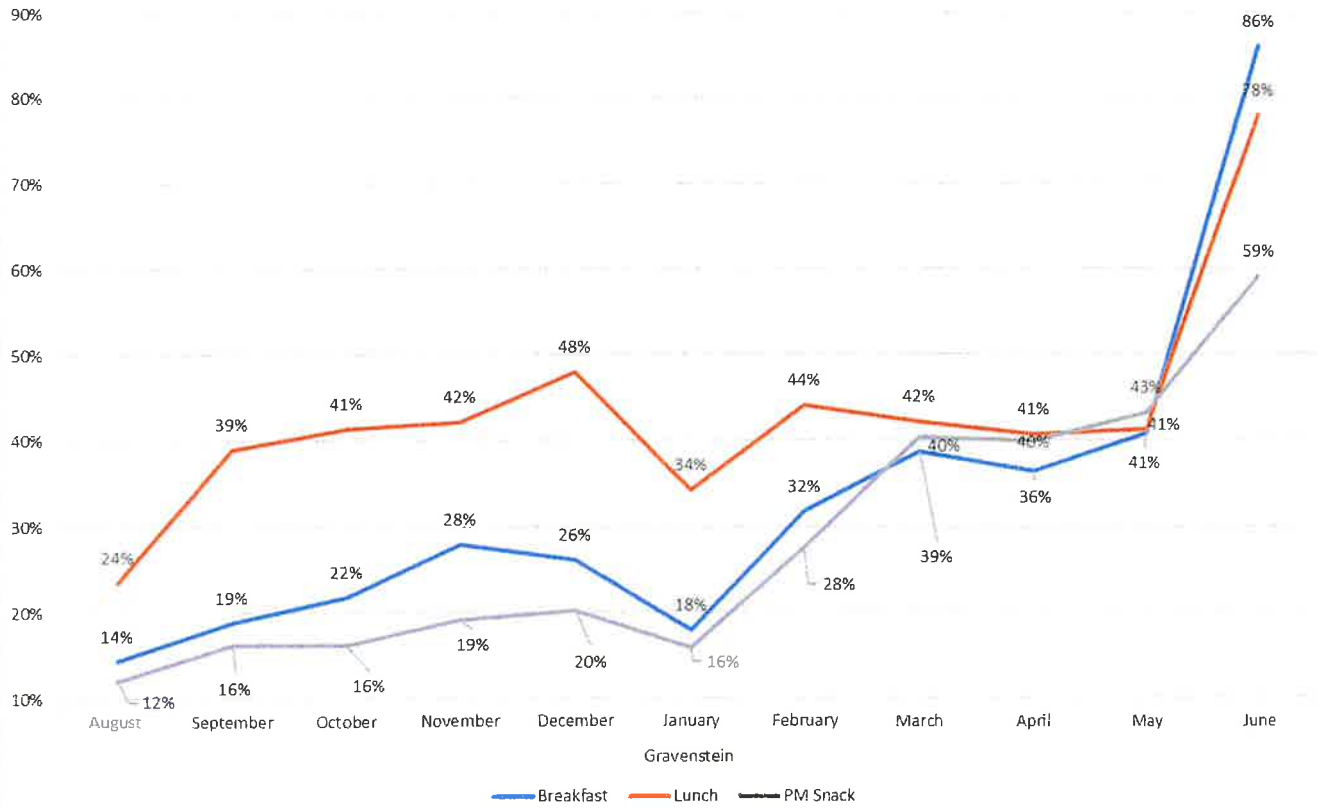
# GRAVENSTEIN UNION SCHOOL DISTRICT

## CBO Report: July 12th Regular Board Meeting

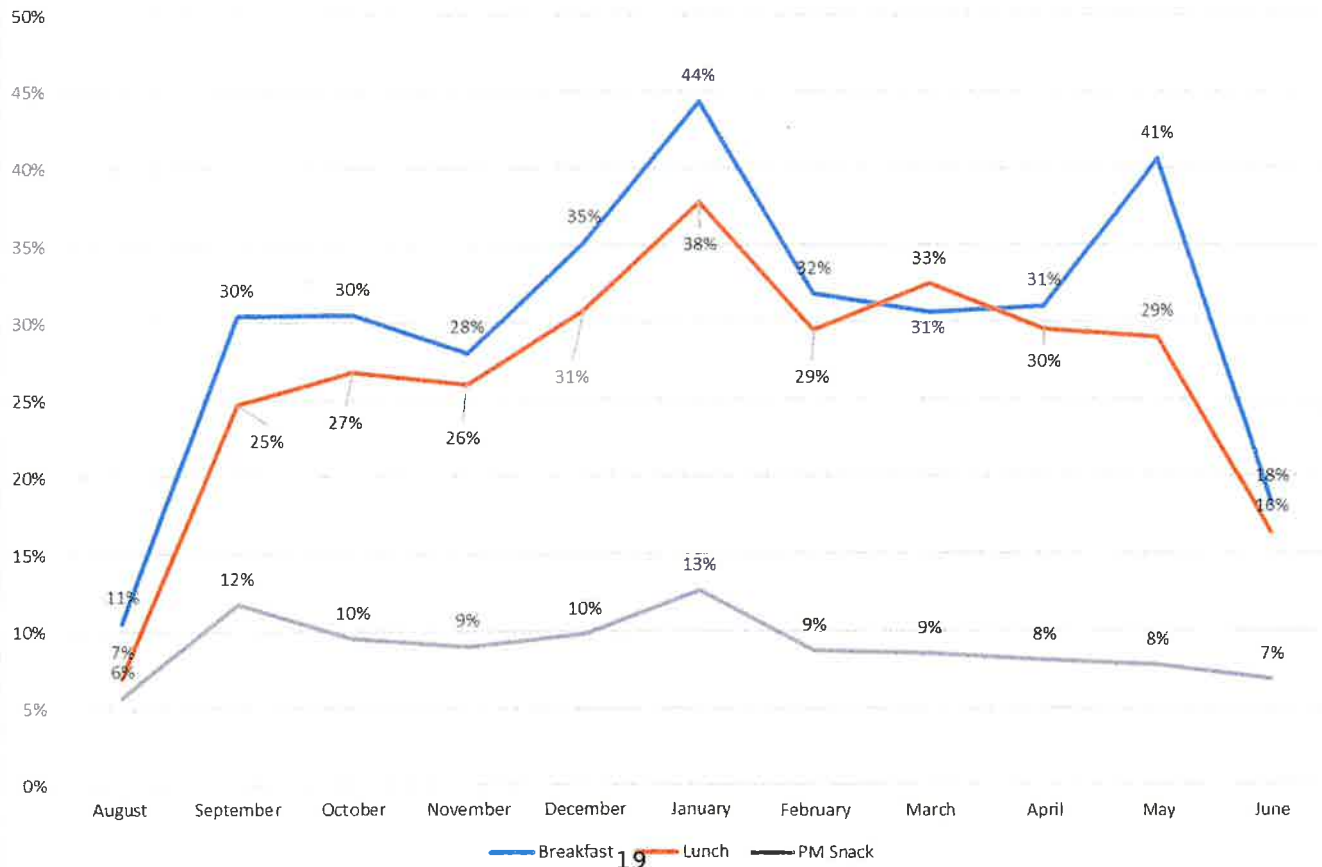
- Hiring/Onboarding New Gravenstein Teaching Staff
- Close of the Fiscal Year 2021-22 (Welcome 2022-23!)
  - Preliminary Cash Roll to 2022-23
  - Beginning work on closing the books for 2021-22 -Unaudited Actuals
- 2022-23 Nutritional Services Account Review (Audit)
  - Working with site staff to prepare for our CDE Audit of the 2022-23 food program
- Ongoing Activities:
  - Payroll
  - Negotiations Classified Labor Union
  - Workshops
    - SCOE: Year-End Close Workshop
    - SCOE: District Business User's Group
    - ESCAPE: Accounts Receivable End-of-Year
    - ESCAPE: Accounts Payable End-of-Year
    - CDE: School Nutrition Program Meal Pattern Training
- Update on Summer Jumpstart Food Program: Queti Gomez



Gravenstein Meal Participation Rates



Hillcrest Meal Participatuion Rates







# GRAVENSTEIN UNION SCHOOL DISTRICT

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**Dave 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  
Alexander Kahn, Member  
Jennifer Koelemeijer, Member  
Patrick Lei, Member  
Jeri McNeill, Clerk

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July 12, 2022

Memo To: Gravenstein Union School District Board of Trustees

From: David Rose, Superintendent

Subject: 2021/2022 Annual Report

Despite multiple challenges, we were able to complete an entire 180 school year schedule with full day in-person operations for the first time since the 2015/16 school year! In a year that started with multiple restrictions, modifications, and adjustments, we are so excited that we were able to end the year with the restoration of the majority of the components of our full instructional program in place. The combined efforts of our staff, students, and families produced multiple memories, highlights, smiles, and a tremendous amount of enrichments, rigorous instruction, and special events. Below is a brief summary of staff activities during the school year: some routine requirements, and many new undertakings designed and implemented to ensure the best learning opportunities possible for our students.

**Enrollment** - We finished the school year with an enrollment of 759; 11 more students than at the close of the 20/21 school year. At this time, we have an enrollment increase of 13 additional students for 22/23, with 772 students enrolled.

**Attendance** - Due to heightened COVID precautions, we have a much higher than usual rate of students that are deemed *chronically absent* (missing more than 10% of direct instruction). Historically, we average about 37 chronically absent students a year; 111 students were chronically absent in 21/22. However, because we are allowed to offer independent study agreements for even one day absences, we are able to claim ADA for many of the students that are not present in person. In order for GUSD to claim this attendance, a great deal of effort was required from our teachers, parents, clerical staff and Business Services Office, and they were up to the challenge (however, we lost our ability to claim ADA for HMS long-term Independent Study students due to a clerical error). Attendance for the 21/22 school year was 94.45%, yielding a 708.9 ADA. For any student facing barriers to daily attendance, our teachers, support staff, and administrators implemented Tier I and Tier II interventions to address and remove challenges, which resulted in improvements in attendance and engagement.

**Discipline** - There were a total of 7 suspensions and 0 expulsions during the school year. The totals for the last full year of in-person attendance, 18/19, were 54 suspensions and 6 expulsions. Staff feels strongly that this can be attributed to campus-wide prevention efforts (Tier I) and our teachers planning and implementing engaging lessons, as well as implementation of individualized Tier II strategies to prevent recidivism.

**Academic Progress** - The challenge of gathering valid and comparable assessment data continued throughout the 21/22 school year. CAASPP testing did not take place during the 19/20 or 20/21 school years and student assessments and work are impacted by varying degrees of parent support and other factors. We are expecting

21/22 CAASPP results later this summer. Classroom teachers continued to use local assessments in addition to their typical annual assessment to ensure that any student impacted by suspension of in-person instruction and the shelter in place orders was identified as early as possible, with intervention plans created and implemented. Due to concerns expressed primarily by our primary elementary teachers, we implemented a certificated reading intervention support specialist for the remainder of the year to support intervention plans. The academic progress data that we did collect reveals a mix of growth as well as some opportunities for improvement; this data is available in our 22/23 LCAP.

## Specific Activities and Accomplishments

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

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

#### Annual Activities:

- 1) Annual Board Organizational Meeting held, successful election of President and Clerk, Board Member Negotiating Team members appointed, adoption of 2022 Board Meeting Calendar (MS: 3)
- 2) Draft the document and conduct Public Hearing on the 21/22 LCAP (Local Control Accountability Plan) (MS: 1,2,3,4)
- 3) 2021/2022 LCAP (Local Control Accountability Plan) approved by Board and SCOE (MS: 3,4)
- 4) School Accountability Report Cards (SARCs) drafted, submitted to and approved by the Board (MS:1,2,3,4)
- 5) Drafted and received approval for 22/23 school year calendar (MS: 3,4)
- 6) Collected and submitted 2022 Ballot for CSBA Delegate Assembly (MS: 1,2,3,4)

#### New or Additional Activities for 21/22:

- 7) Superintendent Goals and action items to support mission/vision statements updated (MS: 3)
- 8) SCOE Emergency Preparedness Training (MS: 3)
- 9) One-on-one Board Agenda Review Sessions (MS :3,4)
- 10) Submit Bi-weekly State Data Reports on enrollment and program participation (MS: 1,3)
- 11) Continuance of Return to In-person Instruction Committee and Subcommittees work (MS: 3)
- 12) Board Bylaw BB9121 revisions (Duties of the Board President) (MS: 3)
- 13) Board Study Session (October 5, Annual Goals and Budget Reserves) (MS: 1,2,3,4)
- 14) Appointment of Trustee to fill one vacancy (MS: 3)
- 15) Superintendent participates in weekly COVID Liaison Meetings with SCDHS (MS: 1,2,3)
- 16) Draft multiple COVID-19 and Return to In-Person Instruction compliance and planning documents including: GUSD Reopening Checklist, Surveillance Testing Q&A, Reopening MOU's with GUTA and GUCE, 21/22 COVID-19 Safety Plan, Elementary and Secondary School Emergency Relief III (ESSER III) Fund Assurances, Updated Cal/OSHA COVID Prevention Plan (MS: 1,2,3,4)
- 17) The Superintendent attended multiple trainings to support the development of Return to In-Person Instruction, Annual Review, and LCAP planning including: SCOE LCAP Workshop (3 part series), School Reopening Dashboard Training for School Districts, School Reopening Update for Educational Leaders (MS: 1,2,3,4)

- 18) Superintendent participates in Sonoma County Legislators Education Roundtable (MS: 1,2,3,4)
- 19) Administration Team participates in TK Expansion Implementation Training (MS: 1,2,3,4)
- 20) CBO participates in School Nutrition Training to implement meals for all (MS: 1,3,4)
- 21) Superintendent is selected to serve on Sonoma County Measure O (Mental Health) implementation advisory team (MS: 1,3,4)
- 22) Drafted and received Board approval for Enrollment Capacity Resolution (MS: 1,2,3,4)
- 23) Monthly confirmation of Board Meeting format per health precautions and Brown Act guidance (MS: 3)
- 24) Submitted and received Board and SELPA approval of the 22/23 LCAP (MS: 1,2,3,4)

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

Annual Activities:

- 1) Adoption of Special Education Local Area Plan for 21/22 (MS: 1,2)
- 2) Adoption of 21/22 Sufficiency of Textbooks/Materials Resolution (MS: 1,2)
- 3) Adoption of 21/22 Certification of Compliance with Standards Aligned Materials Resolution (MS: 1,2)
- 4) Completion of English Language Proficiency Assessments for California (ELPAC, in-person) **and the California Assessment of Student Performance and Progress (CAASPP) Testing** (MS: 1,2)
- 5) Ongoing in-person assessment of students for Special Education Needs (MS: 1,2)
- 6) Ongoing in-person vision/hearing screenings (MS: 1,2)
- 7) Approval of Special Education Monitoring Activities Plan (MS: 1,2)
- 8) Transition and annual IEPs for district resident preschool students and resident non-district placements (MS: 1,2)
- 9) Attend weekly Special Education Director (SELPA) meetings for guidance on legal updates and best practice (MS: 1,2)
- 10) Drafted and received Board approval for Title III MOU with Sonoma County EL Consortium (MS: 1,2,4)
- 11) Revised and updated registration forms, on-line and hard copy access (MS: 4)
- 12) Superintendent attends ongoing SCOE C&I meetings to stay informed on current legislation, program and reporting requirements, and best practices throughout the county (MS: 1,2,3,4)
- 13) Continued development of a system for monitoring student engagement, work completion, and application of Tier I and Tier II student support interventions (MS: 1,2,3,4)
- 14) Provided on-site support for highest need students as a Tier III intervention (MS: 1,2,3,4)
- 15) Provided an MTSS mental health program with a menu of Tier I and Tier II interventions, assessment, signs and indicators of anxiety/trauma/depression/ACEs, case management use and development of Tier III referral resources in the district and in the community (MS: 1,2,3,4)
- 16) Ongoing participation in the Title III Consortium that allows for maximizing federal funding as well as identifying and implementing best practices for serving English Language Learners (MS: 1,2,3,4)
- 17) Leadership Team, Academic Counselor, and School Secretaries continue to train on effective use of SchoolWise, and continue adjustments to maximize student data collection for GUSD (MS: 1,3,4)

- 18) Ongoing support and intervention for high needs students including: EL Support (Translation and Family Outreach), operating ELD support classes, Academic Intervention through SIPPS Reading Intervention Program, Learning Lab 1 :1 or small group support in afternoons, daily live instruction from Special Education Team, Speech Services provided on-site and OT Services provided through Redwood Pediatrics (MS: 1,2)

New or Additional Activities for 21/22:

- 19) Resumption of many co-curricular and extra-curricular activities with COVID precautions including field trips, clubs, special events, **fund-raisers** and athletics (MS: 1,2,3,4)
- 20) Establish relationship with new SELPA Parent Advocate (MS: 1,2,4)
- 21) Summer Jumpstart, funded with Extended Learning Opportunity (ELO) Funds, operated from 7/21-8/3. Students identified by staff as needing intervention/support were invited, 116 attended focusing on ELA/Math and transition back to full-day instruction skills (MS: 1,2,3,4)
- 22) Teachers and administrators spent tremendous amounts of time over the summer creating a independent study program, short term and long term, pursuant to new state regulations that minimizes reliance on parent oversight and maximizes focus on student learning in the four core subjects (MS: 1,2,3,4)
- 23) Maintain access for all long term IS students to Enrich!, elective, and physical education instruction and activities (MS: 1,2)
- 24) Superintendent attends MTSS conference to stay informed on current programs and best practices throughout the country (MS: 1,2,3,4)
- 25) Staff continues local academic assessments to monitor for potential learning loss due to distance learning and to identify students performing below grade level (MS: 1,2)
- 26) Staff identifies need for Reading Intervention Specialist support and Board approves temporary position funded through ELO (MS: 1,2,3,4)
- 27) Review and revise Field Trip protocols, permission slips, and volunteer applications to conform with COVID regulations and guidelines (MS: 1,2,3,4)
- 28) Modify select special events and activities to be implemented virtually (MS: 1,2,4)
- 29) Developed and implemented COVID-19 safety compliant instructional schedules for both sites (MS: 1,3)
- 30) Continued partnership with SOCE for implementation of Project SERV and used their trauma screening tool (PSYStart) for students at the beginning of the 21/22 school year. Project SERV provided a licensed mental health professional to GUSD one day per week beginning January of 2022 (MS: 1,2,3,4)
- 31) **Drafted, submitted, and received approval for the Expanded Learning Opportunities Program (ELOP) (MS: 1,2,3,4)**
- 32) **Implemented Reading Intervention Program (MS: 1,2)**
- 33) **Requested and received Board approval for expansion of Special Education programming including the addition of 1.0 FTE Instructional Assistant, 0.5 FTE Program Manager, 0.5 FTE Resource Specialist Teacher, and 0.15 FTE School Psychologist (MS: 1,2,3,4)**
- 34) **Initiated our District English Learners Advisory Committee (DELAC) to support classroom and targeted instruction and EL Master Plan development (MS: 1,2,3)**
- 35) **Drafted, submitted and received Board approval on the 2021 Universal Pre-Kindergarten Planning and Implementation Grant (MS: 1,2,3,4)**
- 36) **Created a program plan for the 21/22 Summer Jumpstart Program (MS: 1,2,3,4)**
- 37) **Based on teacher assessments and program participation, developed a list of students in need of targeted Summer Jumpstart participation (MS: 1,2)**
- 38) **Implemented Session 1 of Summer Jumpstart, June 13 - July 1, 2022 (MS: 1,2)**

- 39) **Submission and Board approval of the 22/23 Local Control and Accountability Plan (LCAP) Title III Federal Addendum (MS: 1,2)**
- 40) **Received Board approval for the purchase of 60 new Chromebooks (MS: 1,2,4)**
- 41) **Received Board approval for the Hillcrest Math Textbook Adoption (MS: 1,2,4)**
- 42) **Completed California Healthy Kids Survey (MS: 1,2,3)**

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

Annual Activities:

- 1) **State Controller approval of 20/21 Audit (MS: 4)**
- 2) **Budget development with alignment to the LCAPs (MS: 4)**
- 3) **Public Hearing on the 22/23 Budget (MS: 3,4)**
- 4) **Adoption of 22/23 Budget (MS: 4)**
- 5) **Adoption of 22/23 Education Protection Account Resolution (MS: 4)**
- 6) **Approval and submission of the 2021/22 Consolidated Application and Reporting System report (MS: 1,4)**
- 7) **Approval of the 45-day revised 21/22 budget (MS: 4)**
- 8) **Submission and approval of the 21/22 LCAP Federal Addendum (MS: 1,4)**
- 9) **Approval of 20/21 Unaudited Actuals (MS: 4)**
- 10) **2020-21 Audit Report (MS: 4)**
- 11) **Established a revised Gann Limit for the 2021/2022 school year and adopted a Gann Limit for the 2022/2023 school year (MS: 4)**
- 12) **SCOE approval of 21/22 Budget (MS: 4)**
- 13) **Submission of 21/22 Mandate Block Grant Applications (MS: 4)**
- 14) **CBEDS staff reporting certified (MS: 2,4)**
- 15) **LCAP Overview for Parents drafted, adopted, approved by SCOE and posted on GUSD website (MS: 3,4)**
- 16) **Approval of Acceptance and Certification of Governmental Accounting Standards Board (GASB) Number 75 for 21/22 (MS: 4)**
- 17) **Approval of First Interim Report for 21/22 (MS: 4)**
- 18) **Approval of Resolution for Accounting of Development Fees for 21/22 for fund 25, Capital Facilities Fund (MS: 4)**
- 19) **Service Contracts: WCTA, SRCS Food Services, SCOE Nurse, School Psychologist, Speech and Language, SELPA, Title III Consortium (MS: 1,2,3,4)**
- 20) **Safety and compliance approval for on-site food services operations (MS: 1,4)**
- 21) **Ongoing public information requests (MS: 3)**
- 22) **Food Service monthly claims, weekly orders, revenue & expense reconciliation, staff training (MS: 1,4)**
- 23) **Period Attendance Reporting to CDE: P-1, P-2, Annual (MS: 4)**
- 24) **Special Education Maintenance of Effort and Subsequent Year Tracking Report (MS: 1,4)**
- 25) **Special Education Excess Cost Calculation Reporting (MS: 4)**
- 26) **Annual 1099 reporting (MS: 4)**
- 27) **Annual W2 filing (MS:4)**
- 28) **Ongoing accounts payable/receivable & bank reconciliations (MS: 4)**

- 29) Submission and approval of the 2021/22 Winter Consolidated Application for Funding Categorical Aid Programs (MS:1,3,4)
- 30) Submission and Board approval of Second Interim Report for 21/22 (MS:4)
- 31) Submission and Board adoption of the 22/23 Budget (MS:1,2,3,4)
- 32) Submission and approval of contract with accountancy firm for audit services (MS: 1,2,3,4)
- 33) Employment Layoff/Non-reelect Notices submitted, approved, and implemented for 22/23 (MS: 1,2,3,4)

New or Additional Activities for 21/22:

- 34) Participation by the CBO and Superintendent in multiple trainings through CASBO, CSC, CDE and SCOE related to: availability and application processes for COVID-related funding sources including: Implications for Public Education and School Reopening, CASH Webinar, CSBA Budget Workshop, Capitol Advisors Budget Perspectives Workshop, Accounts Payable, FEMA Funds Webinar, Unaudited Actuals Workshop, Open Enrollment Webinar, Operating Expenses Training, Budget and Interim Report Training, Site Development Training, Collective Bargaining Training, First Interim Training, District Business Users Group (DBUG) Training, CalPADS Training, Principal Apportionment Data Collection (PADC) Training, and 2021 Budget Act Training (MS: 4)
- 35) Participation in ongoing negotiations with GUTA, including preparation of supporting documents and financial analysis of offers (MS: 1,2,3,4)
- 36) Participation in ongoing negotiations with GUCE, including preparation of supporting documents, financial analysis of offers, and CBA review and editing (MS: 1,2,3,4)
- 37) Secured \$54,000 in grant funding through UCLA MTSS Project (MS: 4)
- 38) Received Board approval to establish Fund 08 to comply with GASB 84 requirements surrounding Student Fund transactions (2,4)
- 39) CARES Act expenditure reporting submitted quarterly (MS: 4)
- 40) ESSER funding quarterly reporting; Q3 & Q4 reporting (MS:4)
- 41) FEMA Grant Application totalling \$128,500
- 42) Second FEMA Grant Application totalling \$127,800
- 43) CalRecycle Grant Application totalling \$193,750 (MS:3, 4)
- 44) National School Lunch Program Equipment Grant Application totalling \$150,000 (MS:4)
- 45) Kitchen Infrastructure Grant Application totalling \$50,000 (MS:4)
- 46) Board Approval for increase of Revolving Cash Account (MS: 1,2,4)
- 47) Participated in the Impasse Mediation process with GUTA (MS: 1,2,3,4)
- 48) Participated in the Fact Finding process with GUTA (MS: 1,2,3,4)
- 49) Completed Public Disclosure Hearings for certificated, confidential, and management salary schedule increases (MS: 1,2,3,4)
- 50) Received Board approval of three-year CBA agreement reached with GUTA (MS: 1,2,3,4)
- 51) Prepared multiple offers and participated in multiple negotiation sessions with GUCE (MS: 1,2,3,4)
- 52) Student Breakfast Program initiated at Gravenstein Elementary (MS: 1,3,4)
- 53) Student meals for all program initiated (MS: 1,3,4)

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

Annual Activities:

- 1) Adoption of 22/23 Ongoing Major Maintenance Plan (MS: 3)
- 2) Ongoing maintenance, repairs, cleaning (MS: 3)

- 3) Inspections, upkeep, and on call 24 hours for alarm systems, water systems, solar panel monitoring (MS: 3)
- 4) Inventory, monitor, distribute, and maintain stock of disinfecting and cleaning products, PPE, and all associated COVID-19 safety products (MS: 3)
- 5) Continue to install COVID-19 facility safety measures and actions including portable air purifiers, maximizing ventilation, hand washing and hand sanitizer stations, touchless paper towel dispensers, signage, and work space disinfection protocols (MS: 3)
- 6) Continue access for second student drop-off and pick-up location and staggered scheduling resulting in mitigated traffic congestion at Gravenstein Elementary (MS: 3)
- 7) **Completion of FIT (Facilities Inspection Tool) reports for both sites (MS:3,4)**

New or Additional Activities for 21/22:

- 8) Phase I of Hillcrest Heat Mitigation Project completed prior to the beginning of instruction (MS: 1,3)
- 9) Damaged/unsafe concrete removal and replacement at Hillcrest completed prior to the beginning of instruction (MS: 1,3)
- 10) Draft and File Williams Settlement Complaint Response (MS: 3)
- 11) Superintendent and Director of Maintenance travel to Healdsburg to inspect portable prior to district agreeing to purchase the building for \$1 (MS: 1,3,4)
- 12) Director of Maintenance, HMS Principal, Business Services staff and Superintendent work with Project Manager on office space design and location details for Administration portable project (MS: 1,3,4)
- 13) Construction plans for additional office space for Superintendent and Business Services offices forwarded to DSA for review; this action will result in creating confidential/support student services space by moving (MS: 1,3)
- 14) Project Manager and staff complete Facilities Assessment and plan for soliciting community input as work to generate a draft Facilities Master Plan continues (MS: 1,2,3,4)
- 15) Project Manager and staff host community input sessions and implement an on-line survey to collect community input for draft Facilities Master Plan continues (MS: 1,2,3,4)
- 16) Project Manager and staff present draft Facilities Master Plan for public review and Board comment (MS: 1,2,3,4)
- 17) Setup classroom spaces for return to full day instruction, with temporary removal of excess furniture and arrangement of desks and tables to maintain appropriate social distancing protocols (MS: 1,3)
- 18) Creation of shade structure at Gravenstein for outside music instruction (MS: 1,3)
- 19) Chromebook maintenance and inventory completed prior to start of school for student/classroom distribution (MS: 1)
- 20) Continued use of classroom/restroom cleaning logs to record disinfection/housekeeping activities (MS: 3)
- 21) **CalRecycle Grants and Payment Program Resolution and participation (MS: 2,3,4)**
- 22) **Facilities Master Plan Adoption (MS: 1,2,3,4)**
- 23) **Guaranteed Maximum Price and Lease-Leaseback documents executed, work plan developed, and work in progress for Hillcrest Heat Mitigation Phase 2 (MS: 3,4)**
- 24) **Inspection agreements, CEQA Notice of Exemption for the refurbished administration portable (MS: 1,2,3,4)**
- 25) **Reallocation of classroom spaces to house Universal TK Program (MS: 1,3,4)**
- 26) **Issued Notice of Award and Contract for administration portable installation project (MS: 1,3,4)**
- 27) **Received Board approval for the addition of two classroom bathrooms for Universal TK Program (MS: 1,3,4)**

- 28) Received Board approval for renewal of consulting services from Counterpoint to support the Facilities Master Plan and district construction projects (MS: 1,2,3,4)
- 29) Received Board approval for Inspection Services to support restroom additions for Universal TK (MS: 1,3,4)
- 30) Received Board approval to purchase a District Maintenance Vehicle (MS: 3,4)
- 31) Issued Notice Of Award and Contract for the Addition of Two Restrooms on the Gravenstein Elementary Campus for Universal TK expansion (MS: 1,3,4)

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

Annual Activities:

- 1) Ongoing review and application of BP and AR (MS: 3)
- 2) Parent/Student/Staff Handbook update and distribution (MS: 3)
- 3) Superintendent represents GUSD on Sonoma County TUPE/AOD Collaborative and participates in letter writing campaigns to City Councils in support of local youth access and use prevention measures (MS: 1,3)
- 4) Superintendent represents GUSD on West County Transportation Authority (WCTA) Board to propose and determine transportation policy/practice (MS: 1,3,4)
- 5) Ongoing meetings and activities for the GUSD Governance Committee to review and edit BP and AR for Board Consideration (MS: 3)
- 6) Ongoing meetings and activities for the GUSD Climate Committee to formulate policy and activity recommendations for Board Consideration as well as leading recycling/composting campaigns for both campuses (MS: 2,3)
- 7) Superintendent represents GUSD on Sonoma County Homeless and Foster Youth Collaborative to inform GUSD policy/practice formulation (MS: 1,3)
- 8) Superintendent represents GUSD on Redwood Empire Schools Insurance Group (RESIG) Joint Powers Board to propose and determine policy/practice and to inform GUSD policy/practice formulation (MS: 1,3,4)
- 9) Admin Team partners with Equity First to conduct ongoing Racial Justice Committee Meetings (MS: 1,3)
- 10) Truancy Prevention Team implements truancy notification letters, protocols, and Site Attendance Review Team (SART) meetings (MS: 1,4)
- 11) Received Board approval for retainer continuation services with School and College Legal (MS: 3,4)

New or Additional Activities for 21/22:

- 12) Superintendent participates in AB 86 training regarding COVID Reporting and Public Health Requirements to inform GUSD policy/practice formulation (MS: 3)
- 13) Superintendent participates in AB 130 training regarding new Independent Study legislation to inform GUSD policy/practice formulation (MS: 3)
- 14) CBO participates in RESIG Plan Education Training to inform GUSD policy/practice formulation regarding facility safety and loss prevention (MS: 3)
- 15) CBO participates in Prop 39 Clean Energy Jobs Act Training to inform GUSD policy/practice formulation (MS: 3)
- 16) Equity First and Racial Justice Committee conduct a series of public feedback sessions to gather information to inform recommendations to the Board (MS: 1,3)



- 17) Draft and adoption of BP 3541.2 - Transportation for Students with Disabilities (MS: 1,2)
- 18) Draft and adoption of AR 3541 - School Trip Transportation (MS: 1,2,3,4)
- 19) Revision and adoption of BP/AR 6158 - Independent Study (MS: 1,2)
- 20) Revision and adoption of BP3540 - Transportation (MS: 1,2,3)
- 21) Revision and adoption of BB 9100 - Organizational Meeting (MS: 4)
- 22) Two revisions and adoptions of BB 9121 - Board President (MS: 4)
- 23) Expansion of the TK birthdate enrollment window (MS: 1,3,4)

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

Annual Activities:

- 1) Collective Bargaining Agreement Negotiations and contract language updates (MS: 1,2,3,4)
- 2) Initial conferences and observations for certificated evaluations (MS: 2,3)
- 3) Ongoing staff demographic updates, health benefits, employment verifications, retirement, payroll, continuing education unit tracking for salary schedule placements (MS: 2,3)
- 4) Ongoing new hire HR setup, employment documentation, payroll, retirement, fingerprinting, TB (MS: 2,3)
- 5) Ongoing credential monitoring, reporting and updates (MS: 2,3)
- 6) Annual benefits payroll system updates, open enrollment process (MS: 2,3)
- 7) Annual W2 reporting (MS: 4)
- 8) J-90 Reporting (MS: 2,3)
- 9) Special Education Personnel Data Collection (MS: 1,2,3)
- 10) Quarterly payroll tax reporting (MS: 4)
- 11) Quarterly multiple worksite reporting (MS: 4)
- 12) Annual Governmental Compensation in California reporting (MS: 4)
- 13) CALSAAS reporting (MS: 2,3,4)
- 14) Summer and Fall Staff Needs Assessment Surveys (MS: 1,2,3)
- 15) Injury and Illness Prevention Plan (IIPP) updated, including current COVID-19 awareness and prevention section (MS: 3)
- 16) Plan, develop, and implement Summer and Fall Professional Development (PD) activities including current safety measures and protocols, academic assessment updates, MTSS, and trauma awareness training (MS: 1,2,3)
- 17) Drafted and received Board approval for Teacher Induction Program MOU with North Coast School of Education (MS: 2,3)
- 18) Drafted and received Board approval for Food Services MOU with Santa Rosa City Schools (MS: 4)
- 19) Drafted and received Board approval for Nurse Services with West County Union High School District (MS: 3,4)
- 20) Drafted and received Board approval for the 21/22 School Safety Plan (1,3,4)
- 21) All Management Team employee evaluations completed (MS:1,2,3,4)
- 22) All Certificated employee evaluations completed (MS:1,2,3)
- 23) All Classified Employee evaluations completed (MS:1,2,3)

New or Additional Activities for 21/22:

- 24) Draft, distribute, and collect consent forms for participation in COVID-19 PCR Surveillance and follow-up Rapid Antigen Testing (MS: 1,3,)

- 25) School schedules adjusted to include Early Release Day (ERD) every Wednesday to support ongoing PD, teacher collaboration, increased academic assessment, and parent engagement opportunities (MS: 1,2,3)
- 26) GUTA Return to Full Day Instruction MOU (MS: 1,2,3,4)
- 27) GUCE Return to Full Day Instruction MOU (MS: 1,2,3,4)
- 28) Establish and implement system of free weekly COVID-19 Polymerase Chain Reaction (PCR) Surveillance Testing for all staff and students (with parent consent) on both campuses as well as follow-up free Rapid Antigen Testing as needed (MS: 1,3,4)
- 29) Principals, CBO, and Superintendent lead follow-up Rapid Antigen Testing activities, perform contact tracing, and consult with Sonoma County Department of Health Services (SCDHS) for quarantine protocols (MS: 1,3,4)
- 30) Draft and secure approval of position descriptions for: Instructional Assistant, Noon/Yard duty Aide, Daycare Aide, School Office Clerk, Custodian, Lead Custodian, Day Care Director, Account Clerk, Human Resources Clerk/District Secretary, Nutritional Services Lead, and Nutritional Services Associate positions (MS: 1,2,3)
- 31) Recruit, hire and train School Secretary, Human Resources Clerk/District Secretary, IS Teacher, Nutritional Services Lead, Temporary Custodian, 6 new IAs (MS: 1,2,3)
- 32) Draft and secure approval of new salary schedule and expanded position description for Director of Maintenance and Operations (MS: 1,2,3,4)
- 33) Five SSU Student Teacher placements; ELA, Social Studies, Music, Physical Education, and Art (MS: 3)
- 34) Recruit, hire and train Mental Health Intern (MFT) (MS: 1,3,4)
- 35) Recruit and train Administrative Intern (MFT) (MS: 1,2,3,4)
- 36) Superintendent, Principals, CBO, Director of Maintenance, and site staff participate in a variety of COVID-19 training and certification programs including: California Department of Health Services (CDPH) COVID-19 Testing, SCOE/SCDHS Back to School Preparation, COVID-related work accommodations, SCDHS COVID Liaison Training, Concentric Surveillance and Rapid Antigen Test Training, SCOE/SCDHS COVID Prevention, SCOE/SCDHS Health Guidance, SCDHS COVID prevention and reporting, Worker's Compensation Training (MS: 1,2,3,4)
- 37) CBO participated in a variety of trainings including: Frontline Staff Attendance, Credentials, Local Assignments, and SCOE Payroll Workshop (MS: 2,3,4)
- 38) SCOE Superintendents Training/Retreat (MS: 1,2,3,4)
- 39) Submitted and secured Board approval for Core Subject Area Teacher Authorizations for 5 Hillcrest Teachers for the 22/23 school year (MS: 1,2,3)
- 40) COVID-19 Hazards Inspection Team at each site with administration, maintenance, certified and classified representatives (MS: 3)
- 41) Continue workplace accommodations/modifications for all employee/assignment groups (MS: 2,3)
- 42) Work with individual employees on accommodations/modifications based on unique needs/circumstances (MS: 2,3)
- 43) Completed 17 COVID-19 Contact Tracing procedures, results reported to Sonoma County Health Department (and RESIG when staff is identified as positive) (MS: 3)
- 44) Applied for and received \$190,244 Educator Effectiveness Block Grant (MS: 1,2,3,4)
- 45) Received Board approval for temporary increase in Substitute Pay Rate for 21/22 allowing GUSD to remain competitive in attracting subs (MS: 3,4)
- 46) Received Board approval to provide CPR/First Aid/AED training for all staff (MS: 3)
- 47) Received Board approval to recruit part-time temporary Reading Intervention Specialist using ELO grant funds (MS: 1,2,3,4)
- 48) Review and implement new guidelines for employee leaves (MS: 2,3)
- 49) Payroll adjustments and tracking of CARES Act leaves for several employees (MS: 4)

- 50) Initiated relationship and placement agreement with USC School of Counseling, intern academic counselor placements slated for 22/23 (MS: 1,2,3,4)
- 51) Initiated and received Board approval for an Employee Reassignment Process (MS: 1,2,3,4)
- 52) Received Board approval for a 3-year MOU for employee and volunteer fingerprint services with SCOE (MS: 1,2,3,4)
- 53) Recruited, hired, and oriented certificated and classified staff to implement Session 1 of Summer Jumpstart (MS: 1,2,3,4)
- 54) Submitted and received Board approval for new Substitute Teacher compensation schedule (MS: 1,2,3,4)
- 55) Mid-year replacements for two certificated resignations and coverage for two long-term absences (MS: 1,2,3,4)
- 56) Recruitment, hiring, and on-boarding of four new certificated staff members (MS: 1,2,3,4)
- 57) Adoption and implementation of new Frontline "subfinder" system connected to SCOE and with access to a much larger pool of subs (MS: 1,2,3,4)

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

#### Annual Activities:

- 1) Canned Food Drive at Hillcrest Middle (MS: 2)
- 2) Continue consultation and connection with community partner organizations including: SELPA, WCTA, West County Sups, Leadership 40, SSDA, ACSA, CSBA, CASBO, Sonoma County TUPE/AOD Advisory, Title III Consortium, GHAC (MS: 1,2,3,4)
- 3) Regular attendance for Principals and Superintendent at monthly GPA meetings (MS: 2,3,4)
- 4) Draft and approval of 22/23 MOU with GPA (MS:1,2,3,4)
- 5) Held LCAP and LCAP Annual Review Stakeholder Feedback Sessions with parents of EL, RSP, Title I, Site Council, and any students, Staff, and, and the GUSD Site Council (MS:1,2,3,4)
- 6) Open House Events and Campus Tours (MS: 1,2,3,4)

#### New or Additional Activities for 21/22:

- 7) Inform Board and community that both GUSD schools were named by US News and World Reports as top California schools (MS: 3)
- 8) Summer and Fall Parent Surveys including survey of families prior to school opening to determine program preference (MS: 1,2,3)
- 9) Implemented new COVID-compliant drop-off and pick-up protocols at both sites that also resulted in easing traffic congestion (MS: 3)
- 10) Provide COVID-19 tab on the GUSD Website with current information on safety plans, school site protocols, and a COVID-19 Dashboard with current reporting on surveillance testing results and campus-related cases (MS: 3)
- 11) District Secretary and tech stipend teacher perform needed work for the integration of Parent Square with our current systems and implemented the use of this system to upgrade our parent communication (MS: 1,3)
- 12) Continued use of guidance from previous marketing work, staff, survey, Board, and Leadership team to revise and update district and school websites and expand social media presence (MS:1,3,4)
- 13) Conducted socially distanced/masked Meet the Teacher Events (MS: 1,2,3)
- 14) Virtual Back-To-School Nights (MS: 1,2,3)
- 15) Hybrid Parent/Teacher Conferences with parent choice of a virtual or in-person conference

(MS: 1,2,3)

- 16) Revised and updated registration application, on-line and hard copy access (MS: 3)
- 17) Halloween Costume Events (MS: 1,3)
- 18) Conducted monthly School Site Council Meetings (MS: 1,2,3,4)
- 19) Production and distribution of Hillcrest Welcome Back Video (MS: 1,3)
- 20) Virtual Back-To-School Nights (MS: 1,2,3)
- 21) Hybrid Parent/Teacher Conferences (MS: 1,2,3)
- 22) Revised and updated registration application, on-line and hard copy access (MS: 3)
- 23) Alexis Grimm and Megan Gorman secure donations from Sebastopol Rotary to purchase Night Vision Video Camera to observe Steelhead hatching activity (MS: 1,2,3,4)
- 24) Jackie Jex-Lewis and Colleen Clements secure grants from Sebastopol Rotary for classroom mathematics supplies and digital pens (MS: 1,2,3,4)
- 25) "Parenting Through COVID" parent education presentation (MS: 1,3)
- 26) Suicide Prevention presentations for students and parents from Sage Casey Foundation (MS: 1,3)
- 27) Two expansions of the Equity First Contract (MS: 1,2,3)
- 28) Conduct and participate in Racial Justice Committee Meetings and support the work of Equity First through the process of gathering community input (MS: 1,2,3)
- 29) Drafted and submitted Tobacco Retail License support letter for partner agency (MS: 3)
- 30) Completed Public Hearings for 22/23 GUSD Budget, Review of Reserves, and LCAP (MS: 1,2,3,4)

#### 2021/2022 Committee Activities

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

<u>Committee</u>	<u>Meeting Dates</u>
Climate Committee**	10/25, 11/22, 12/15, 1/31, 4/13
Site Council	8/25, 9/22, 10/27, 11/16, 1/26, 2/23, 3/30, 5/25
Negotiations*	8/11, 8/13, 9/14, 9/27, 10/6, 10/7, 10/8, 10/11, 10/18, 10/21, 10/26, 11/2, 11/8, 11/16, 12/3, 1/7, 2/2, 2/15, 3/10, 3/30, 4/8, 4/15, 4/18, 5/16, 5/19, 6/23, 6/28
SEL Planning & Presentations	8/10, 8/16, 11/17
Racial Justice*	8/3, 9/2, 10/20, 11/4, 11/15, 11/22, 12/13, 2/7, 2/28, 3/7, 3/28, 4/25, 5/2, 5/3, 5/16, 5/23, 7/1
Hillcrest Heat Mitigation*	7/1, 7/8, 7/22, 7/29, 8/12, 8/13
Governance*	8/4
Facilities Masterplan*	7/22, 9/21, 10/26, 11/30
Portable Inspection**	6/14
ELAC**	1/26, 2/23, 4/20
LCAP**	4/19, 4/20, 4/21, 5/3

Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1900794	06/08/2022	Benz, Lisa	04-4390	Plaques for Students 2022	7.37	939.51
1900795	06/08/2022	McDowell, Tiara	01-4310	Reimb. Pre-K Supplies	88.39	
			03-4310	Reimb. Pre-K Supplies	51.56	147.32
1900796	06/08/2022	O'Brien, Kathleen	12-4390	Reimb.BTB Reward	11.97	11.97
1900797	06/08/2022	All-Guard Alarm Systems, Inc	04-5830	Alarm HMS-Rm 18	19.11	1,097.72
1900798	06/08/2022	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	224.89	
			03-5830	Water testing for Gravenstein	224.89	
			04-5830	Water testing for Hillcrest	32.00	276.00
1900799	06/08/2022	American Storage LLC	01-5830	Storage Container for Gravenstein USD		150.00
1900800	06/08/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		273.50
1900801	06/08/2022	Fort Ross Conservancy (FRC)	03-5826	Fort Ross Conservancy FT 2021-22		3,125.00
1900802	06/08/2022	New Horizon School	03-5810	Summer Educational Therapy- New Horizon School		900.00
1900803	06/08/2022	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2021-22	1.48	
			03-5520	Light Poles at Grav Elem 2021-22	17.04	18.52
1900804	06/08/2022	Verizon	12-4440	Verizon-BTB Phones		83.24
1902309	06/15/2022	Jex-Lewis, Jacqueline	04-4310	Reimb. Supply for Geometry		32.82
1902310	06/15/2022	Sotiras, Giorgis P	04-4310	Reimb. House Rewards	375.51	
			04-4390	Reimb. Field Day	82.33	
				Reimb. Field Day Supplies	61.98	
				Reimb.House Trip	135.00	654.82
1902311	06/15/2022	Grimm, Alexis	03-4310	Reimb. -Books JumpStart		189.50
1902312	06/15/2022	Parks, Jerie L	04-5830	Reimb. Grad Breakfast		162.10
1902313	06/15/2022	Colley, Chandra K	01-4310	Reimb. Jumpstart Bundle	35.14	
			03-4310	Reimb. Jumpstart Bundle	1.85	36.99
1902314	06/15/2022	Office Depot	04-4310	Office Supplies	28.20	
			12-4440	BTB Wireless Mice for Laptops	14.49-	13.71
1902315	06/15/2022	Redwood Pediatric Therapy Asso	03-5811	OT/Consult Svcs for Students-Grav		2,160.72
1902316	06/15/2022	West County Transportation	04-5826	Bus Transportation -Ragle Park		492.22
1902317	06/15/2022	Collins, John I	04-4310	Reimb. Maker Class	218.38	
				Reimb. Maker Lab Supplies	92.92	
				Reimb. Musical Supplies	54.68	
				Reimb.Maker Lab	138.34	504.32
1902318	06/15/2022	Crandall, Sara K	03-5826	Reimb. EOY Celebration		74.89
1902319	06/15/2022	Deeths, William H	04-4355	Reimb.Food Staff Development	28.90	
			04-5826	Reimb. 6th Grade FT	135.38	
				Reimb.Food for Student FT	186.82	351.10

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.

E S C A P E ONLINE

ReqPay12d

Board Report

Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1902320	06/15/2022	ACSIG	01-9573	Employee's Dental Plan Coverage 2021-22	162.50	9,637.50
1902321	06/15/2022	Ally Technology Consulting LLC	01-5840	IT Consultant 2021-22	1,950.00	
			03-5840	IT Consultant 2021-22	1,137.50	
			04-5840	IT Consultant 2021-22	43.00	3,250.00
1902322	06/15/2022	Carolyn Bischof	01-5830	Contractor Providing Training for CBO	516.00	
			03-5830	Contractor Providing Training for CBO	301.00	
			04-5830	Contractor Providing Training for CBO	47.66	860.00
1902323	06/15/2022	Fishman Supply Company	01-4351	Copy/Printer Paper	571.91	
			03-4351	Copy/Printer Paper	333.60	
			04-4351	Copy/Printer Paper	7.60	953.17
1902324	06/15/2022	myDevices, Inc.	01-5830	CO2 Sensors Maintenance-District	91.20	
			03-5830	CO2 Sensors Maintenance-District	53.20	152.00
1902325	06/15/2022	ODS Business Solutions	01-4400	Printer for Staff Workroom	32.03	
			03-4400	Printer for Staff Workroom	368.34	400.37
1902326	06/15/2022	Office Depot	01-4350	District Office Supplies	229.29	
			03-4350	District Office Supplies	384.41	632.91
1902327	06/15/2022	Pacific Gas & Electric	01-5520	Electric and Gas for 2021-22 @ Gravenstein	178.42	
			03-5520	Electric and Gas for 2021-22 @ Gravenstein	1,011.04	
1903358	06/17/2022	Dexter, Daniel A	04-5520	Electric and Gas for 2021-22 @ Hillcrest	2,006.67	3,196.13
1903359	06/17/2022	Bianco Navarro, Sergio	04-4310	Reimb. Gardening Enrichment	16.76	223.21
			04-4310	Reimb. Egg Drop Competition	30.55	47.31
				Reimb. Pork Heart	2.69	
1903360	06/17/2022	Carey, Paul R	01-4310	Reimb. Field Day 2022	30.97	
			03-4310	Reimb. Field Day 2022	144.99	33.66
1903361	06/17/2022	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	821.58	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	75.76	1,042.33
1903362	06/17/2022	Counterpoint Construction Services, Inc.	40-5830	Admrln Portable	71.24	5,128.26
1903363	06/17/2022	Recology Sonoma Marin	01-5560	Recology-Gravenstein 2021-22	867.39	
			03-5560	Recology-Gravenstein 2021-22	660.67	1,599.30
			04-5560	Recology-Hillcrest 2021-22	13.77	
1903364	06/17/2022	SyTech Solutions	01-5830	Document Management Services 2021-22		

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.

020 - Gravenstein Union School District

Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1903364	06/17/2022	SyTech Solutions	03-5830	Document Management Services 2021-22	96.43	275.50
1903365	06/17/2022	U.S. Bank Equipment Finance	04-5830	Document Management Services 2021-22	165.30	2,184.12
1904031	06/22/2022	Angela Lowenberg	04-5826	Copier Lease for Schools and DO for 2021-22		
1904032	06/22/2022	Brett Petro	03-5826	Reimb. Westinster Woods	440.00	
1904033	06/22/2022	Crystal Ftisca	04-5830	Reimb. Plano Movers	100.00	
1904034	06/22/2022	Collins, John I	01-5862	Reimb. Fingerprinting	1.25	
1904035	06/22/2022	McDowell, Matthew M	03-5862	Reimb. Fingerprinting	15.00	
			04-5862	Reimb. Fingerprinting	8.75	25.00
			01-4310	Reimb. JumpStart Maker	4.04	
			03-4310	Reimb. JumpStart Maker	56.58	
			04-4310	Reimb. JumpStart Maker	20.21	
			01-4310	Reimb. JumpStart Supplies	29.18	80.83
				Reimb. JPST Supplies	.81	
			03-4310	Reimb. JumpStart Supplies	408.45	
				Reimb. JPST Supplies	9.68	
			04-4310	Reimb. JumpStart Supplies	145.88	
				Reimb. JPST Supplies	5.65	599.65
1904036	06/22/2022	Benz, Lisa	04-5830	Reimb. HMS Plaques	275.00	457.16
1904037	06/22/2022	Anderson, Jessica K	01-5200	Reimb. Business Executives Leadership	3,300.00	
1904038	06/22/2022	All County Flooring	03-5200	Reimb. Business Executives Leadership	1,925.00	5,500.00
1904039	06/22/2022	Alpha Analytical Laboratories,	14-5830	Flooring for Gravenstein	13,041.17	
1904040	06/22/2022	AT&T-Elevator	04-5830	Water testing for Hillcrest	8.28	36.00
1904041	06/22/2022	Blakeslee Electric Inc	01-5911	Elevator Phone Line	95.22	103.50
			01-5830	Gravenstein-Electrical Receptical	95.38	
				Instalation		
			03-5830	Gravenstein-Electrical Receptical	1,096.82	1,192.20
				Instalation		
1904042	06/22/2022	LACO Associates	40-6230	Inspection & Testing Admin Portable Building	4,563.25	
1904043	06/22/2022	Pro-Ed, Inc.	01-4310	Special Ed Testing- Materials	4.68	
			03-4310	Special Ed Testing- Materials	56.17	
			04-4310	Special Ed Testing- Materials	32.77	93.62
1904044	06/22/2022	Quattrochi Kwok Architects	40-6210	Student Services building #1965.00	753.17	
			40-6215	Student Services building #1965.00	25.44	778.61
1904045	06/22/2022	Santa Rosa City Schools	13-4710	Food Program for 2021-22	23,359.50	

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

ESCAPE ONLINE

Checks Dated 06/01/2022 through 06/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1904046	06/22/2022	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2021-22	42.00	
			03-5530	Gravenstein Elem Water Service for 2021-22	483.00	
			04-5530	Hillcrest Water Service for 2021-22	525.00	1,050.00
1904047	06/22/2022	West County Transportation	04-5826	Transportation for Rewards Trip-Scandia	430.26	
				Wes County Transportation-8th Grade FT	986.63	1,416.89
<b>Total Number of Checks</b>					<b>55</b>	<b>93,733.82</b>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	25	11,034.03
03	Gravenstein Elementary Chartr	29	19,297.35
04	Hillcrest Middle Charter	33	16,177.43
12	Child Development Fund	3	80.72
13	Cafeteria Fund	2	23,633.00
14	Deferred Maintenance Fund	1	13,041.17
40	Special Reserve-capital Proj	3	10,470.12
Total Number of Checks			55
Less Unpaid Tax Liability			.00
<b>Net (Check Amount)</b>			<b>93,733.82</b>

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

020 - Gravenstein Union School District





**Gravenstein Union School District**

**June Payroll Report**

**July 2022 Regular Board Meeting**

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**Certificated Salary with Mandated Costs and Benefits**

Regular Payroll	\$ 433,066
Benefits	\$ 133,597
Supplemental Payroll	\$ 19,276

**Certificated Salary with Mandated Costs and Benefits**

Regular Payroll	\$ 142,390
Benefits	\$ 72,131
Supplemental Payroll	\$ 33,398

**Total June Salary & Benefits \$ 833,858**

# Board of Education

## Regular Meeting Minutes

### Zoom Link

DATE: Tuesday, June 7, 2022

TIME: 5:00 PM

LOCATION: Gravenstein Elementary, Multipurpose Room

**Gregory Appling, President**

**Alexander Kahn, Trustee**

**Jennifer Koelemeijer, Trustee**

**Patrick Lei, Trustee**

**Jeri McNeill, Clerk**

### I. CALL TO ORDER AT 5:00 PM

Meeting called to order at 5:02 pm. All trustees were in attendance except trustee Jennifer Koelemeijer who joined at 5:28pm.

### II. ADOPTION AND APPROVAL OF THE AGENDA

**Approval of the agenda for June 7, 2022 (2 min.)**

Action taken/comments:

No Change to the Agenda

### III. REPORTS, AND ORAL COMMUNICATIONS

#### A. (p. 1) Gravenstein Principal (10 min.)

Keri Pugno (KP) - Report included in the packet. Projection numbers do reflect families leaving the district. Quite a few families are moving out of state. There are some going to other districts. Not leaving because they are dissatisfied with Gravenstein.

CAASPP testing was unique this year. Not one student at Grav had ever done this testing this way. It made it a unique and teachable moment. Oakley and Byrne were huge in making this happen.

Huge thank you to Brian Sposato and his team for all the work they did to make promotion ceremonies happen. Brian's crew set up the stage 3 times for two promotions at Grav and one at Hillcrest in between.

Also want to thank Will Deeths for the 8th Grade "Walk Through the Halls". It was amazing. Now that they know what to expect, teachers are already coming up with plans and ideas for next year.

Have to sing the praises of the office staff Kari K, Gail and Eva...we are roll-over ready. This is the first year we have been ready this early at the end of the year.

#### B. (p. 2) Hillcrest Principal (10 min.)

Will Deeths (WD) - Report in packet. As students arrived back on campus the Tuesday after Memorial Day weekend the 8th graders headed to Six Flags. Next day we had our Color Run awards and a rally to celebrate the girls football team. We had 5 championships this year, I'm calling it 6 cause I am claiming Cross Country as well.

That night we had 8th grade graduation. We chose to do it on the black top this year in the evening and it was magical. Parents started coming at 4:30pm and by 6pm the black top and grassy areas were full of parents and family. We had some incredible speakers. It was a truly magical send off and we had many compliments from parents. The next morning the 8th graders went to Gravenstein. Friday morning we had our first ever 8th grader graduation breakfast. Thank you to all the volunteers who helped and brought a mountain of food.

Gregory Appling (GA) - I want to thank you both for the attendance, but could we get an end of year enrollment report. Would like to see the last eight years.

Jerie McNeill (JM) - I wanted to offer a huge thank you to Will, Keri and their staff for all their hard work in bringing everyone back from COVID. Very grateful for the hard work.

WD - I want to give a huge thank you to all the Grav teachers for all they did for the 8th graders when they walked through the halls. It was so much more than what we expected. Thank you!!

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

Kadie Clement - Short and sweet - members have finished their year end duties and are looking forward to a restful summer.

**D. (p. 4) District Site Council (3 min.)**

DR - brief overview - this was a really important meeting - reviewing everything they are responsible for, getting feedback, etc. Really important was a reminder of our crisis response. My wish is that we will never have to use it, but we do have the plan in place. Our students know what to do, but we hope to never use it. Reaction is not a great strategy, prevention is the best strategy.

- 1. Minutes from February 23, 2022**
- 2. Agenda from May 25, 2022**

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

DR - ELAC did not meet this month, but our plans are still moving forward.

WD - in my four years at Hillcrest we have only had one student leave without being reclassified. That is unheard of, we should have books written about our work. If a student isn't reclassified by high school, 40% of them will fail and not complete high school.

DR - really want to point out the hard work of Will and Kathleen.

**F. (p. 7) Gravenstein Parent Association, GPA (5 min.)**

Amber Hernandez (newly elected GPA President) - we voted in our new board and have 6 new members. We did switch banks so now we can offer direct deposit to our contractors in the fall. It was a pleasure to partner with Lori and Will for the Color Run. Looking forward to getting ready for Fall.

- 1. Announcement of New Officers for 22/23**
- 2. Agenda from May 19, 2022**
- 3. Minutes from April 21, 2022**
- 4. Financials from March and April**

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

JM - Attended the 8th grade promotion ceremony and it was an amazing event. You would have thought it was a high school graduation ceremony. I have also begun the evaluation of Mr. Rose. Just trying to keep everything up to date.

GA - I also was able to attend the promotion ceremony and breakfast at Hillcrest. I have been supporting the Negotiating team with Classified. Also been reading up on the construction projects and hope to make a visit over the summer.

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

WD - this month we were able to hold our focus groups. We did a huge reachout to people for the groups. Unfortunately one of the groups had no attendees, but the second group had quite a few participants.

**I. (p. 26) Facilities Report (5 min.)**

Brian Sposato (BS) - Report included in the packet. The HMS admin modular pieces have all been landed on their foundations and bolted together. So far we are on track for it being completed on time. We also had the roofing construction start on Monday. It is moving along as well. Materials are showing up on site. We had the Gravenstein restroom bid results come in. One from the roof construction company and one from the modular construction company (which had the winning bid). In house we are doing our typical summer maintenance work. Tearing out some carpets, getting teachers moved and relocated. Just trying to accomplish as much as possible this summer.

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

DR - I set this up so Brian could say everything that needed to be said. New State budget is being worked on and it includes facilities funds and a lot of our work will hinge on the results of this budget.

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

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

Tabled for later

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

DR - there is some information in the packet regarding Summer Jumpstart. (All questions from the May Board Meeting have already been answered or will be answered later in the meeting). We sent out emails, but also did phone calls to reach out to parents regarding the program and we are very pleased with our numbers (around 140).

- 1. Questions from the May Board Meeting**
- 2. (p. 27) Summer Jumpstart Update**
- 3. (p. 28) Mental Health Counseling**

There is an overview in the packet. Our partnership with SCOE brought us another counselor to help and we had an intern. Really providing great levels of support. They had recommendations from staff and teachers to be in the program.

**4. (p. 32) Reading Intervention Results**

Report from Kasey Hillier in the packet. Thank you for supporting the hiring of a reading intervention specialist. It really helped the students that received the extra help.

Kasey Hillier, who designed the program, provided a report for you and for the JumpStart staff so they know where these students need help. Really appreciate Kasey and Keri for making this program work.

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

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

No public comments

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

**ACTION ITEM**

- A. (p. 35) Warrants**
- B. (p. 42) Minutes from the Regular Board Meeting of May 10, 2022**
- C. (p. 55) Student/Parent Handbook**
- D. (p. 69) Memorandum of Understanding with the Sonoma County Office of Education for English Learner Program Services for the 2022/23 School Year**
- E. (p. 73) Local Control and Accountability Plan (LCAP) Title III Federal Addendum**

Action taken/comments:

Motion     PL     Second     AK

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

## VI. PUBLIC HEARING

- A. Public Hearing on the District's 2022-23 Budget (30 min.) (Copies of this document will be available to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/1/22.)**

**Situation:** CBO Katie Anderson will present the proposed 2022-23 budget.

**Plan:** The Budget will be considered for approval at the June 14, 2022 meeting.

Hearing opened at 5:45pm

KA - Going over her Adopted Budget presentation in packet

GA - We are now budgeting a portion of the Basic Aid Supplement, historically we have not done this. Can you tell me how you came up with your number?

KA - I took an estimate of previous years. I anticipate that our Basic Aid Supplemental will be less than last year's.

JM - On the COLA, I have one request and one clarification question. Is there a way to include our historical cola from previous years?

KA - yes and I gave the last 4 years of COLA.

JM - Thank you. Can you clarify what it means to be applied to Special Ed, Child Nutrition and will it continue this way?

KA - It is not guaranteed to continue this way. We received money in a calculated formula for these programs. This year they decided to give a COLA for each of these programs.

GA - I have a couple of questions on the deficit slide (slide 8). This projection of deficit spending is still based on conservative Basic Aid Supplemental. Even if we had the full Basic Aid Supplemental we are going to be deficit spending in the future. So we need to change something.

KA - Yes I would agree. Even if I estimate a higher amount we would still be deficit spending.

Jennifer Koelemeijer (JK) - You used 94% attendance as opposed to the historical 97%. Wondering why?

KA - Last year we saw a lot of uncertainty around Covid and losing attendance. and so I based it on this year's 94% attendance.

JK - Projected 80% ADA for TK and I am assuming that is because we can't claim until a child reaches a certain age and wondering if anything has been heard about changing that law due to the required TK?

KA - That is a great question, but so far we have not seen anything coming.

JK - So we have been mandated to provide TK, but we aren't going to get paid for them?

KA - We will receive state funds for those students with birthdates in state range, but not for students that are younger until they turn 5.

DR - Other districts have extended to three months instead of one month and we are concerned that we will lose students in the long run if they are enrolled in those other schools for TK.

JK - I wonder if there has been discussion or consideration of changing our extension to a later date like the other districts?

JM - Very much in the same vein, are they going to do away with basing it on attendance?

KA - I couldn't tell you the likelihood. The governor's plan to move to enrollment would only be for public schools so would affect Grav 1st, but not our other schools.

More discussion about ADA vs Enrollment funds.

JM - Another shout out to the staff for keeping our students healthy and keeping them coming to school. Thank you!!

GA - I would like to request historical ADA as well. Our numbers seem so low, I think this would be good information.

## **B. Review of Reserves (5 min.)**

**Situation:** Annually, as part of the budget adoption process, district reserves are reported and discussed.

**Plan:** The Board will review and discuss the combined assigned and unassigned ending fund balance above the minimum recommended Reserve for Economic Uncertainty, as necessary when reserve amounts exceed recommended reserve requirements.

KA - Going over Reserve Assignments for Fiscal Stability Slide. Brought onto screen her own excel document that explains the reserves. We will not be able to meet the full \$4.1 million in all three years. We will go from an ending balance this year of \$8.2 million to \$1.8 million in 2024-25.

JK - So what happens when we run out of reserves?

DR - That is what Katie and I have been grappling with. If the state doesn't come through with funding we may have to consider increasing class sizes. If we don't build those reserves, the state will come in and take over. Jennifer, your question is exactly on point. It is something that Katie and I lose sleep over every night and we can't charge our clients more money.

GA - Part of this is we are not putting our complete Basic Aid Supplement in here. There is also the behind the scenes work that Katie and Dave have been doing working on grants. We are also looking at areas where we can change our spending. We are hoping to build our attendance. There are a lot of options and opportunities that we have. This is showing us that we need to continue working on these areas.

JK - Thank you Dave and Gregory. I think we need to put together a committee that draws on the community of parents and teachers and everyone that is impacted by this to work together to solve this.

GA - That is 100% correct which is why we have been moving towards Strategic Planning.

JK - That is great. I just want to be sure that all parts of our community are included.

GA - Yes that is part of the process that Jeri and I have come up with. There are a lot of plans that we are working on and putting into place to look at this issue.

JM - The reserves that you showed us do not include classified projections for increased staffing costs?

KA - That is correct, thank you for reminding everyone of that.

**C. Annual Updates for the 2022-23 Local Control and Accountability Plan (LCAP) (15 min) (Copies of this document will be available to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/1/22.)**

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

**Plan:** For staff to present the Annual Update, solicit public and Board Member feedback, answer any questions, make any needed changes, and bring updated plans back to the Board for consideration.

DR - We are working really hard to make this a valuable document. Working really hard to make it one document instead of three. We want to make sure we are focusing those supplemental dollars to get the most bang for our buck. The things that we have written into the LCAP are showing positive



results. We are not done, there is still work that needs to be done, but it is a process. As we were assessing the students at the beginning of the year we saw some significant gaps in the primary levels. Not surprising after a year of COVID. Continued to go over the LCAP report in the packet.

GA - The year one outcome is what we are really looking at as the updated information from previous, correct?

DR - Yes. I am so happy the state has recognized we have a 3 year budget planning. We now have a 3 year LCAP planning cycle. We are getting community feedback for both the budget and LCAP.

6:44pm closed public hearing

**VII. GENERAL ACTION ITEMS**

**A. (p. 75) Notice Of Award and Contract for the Addition of Two Restrooms on the Gravenstein Elementary Campus (10 min)**

**Situation:** Our Construction Project Manager, Counterpoint, has conducted a bid process to identify a contractor to install restrooms in two classrooms to support the expansion of our TK program.

**Plan:** Pending Board approval, Ridgeview Builder Incorporated will begin work this spring so that the restrooms are operational for the beginning of the 22/23 school year.

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

Action taken/comments:

DR - With the support of Counterpoint we got a bid right around the amount we estimated. We now just need board approval.

Motion to approve the Notice of Award and Contract for Ridgeview Builder Incorporated to complete the Restroom Installation Project.

Motion        AK        Second        JM       

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

**B. (p. 80) Exhibit 4121, Substitute Teacher Pay Rate (10 min.)**

**Situation:** Last November, the Board approved a temporary increase in the rate of compensation that the district would pay for substitute teacher services in order to stay competitive with the rates in the rest of Sonoma County. At that time, school districts throughout the county and state were having a difficult time locating and engaging substitute teachers. Staff has collected substitute pay rates that other districts are slated to

pay in 22/23. Additionally, the last adjustment to the rate of compensation for substitute teachers was during the 18/19 school year.

**Plan:** To decrease the half-day, full day, and long term substitute rates that GUSD paid for the majority of the 21/22 school year, but establish new rates that are higher than the rates paid previous to the November increase.

**Recommended motion:** For the Board to approve the adjusted substitute pay rate schedule that will become effective for the 22/23 school year.

DR - We want to move to \$185 per day, \$100 for Half Days, \$200 for full days after 10 consecutive days in the same class, \$220 after 20 consecutive days in the same class and \$240 after 30 consecutive days in the same class. It is middle of the pack, but we believe that when we get a sub to work here they would rather come back here than go somewhere else to earn \$10 or \$15 more.

GA - Wants to be sure we are raising the rates enough from before this year.

DR - We believe this is enough to attract and retain subs.

GA - Are we at the front of the pack or middle back?

DR - We are middle front of the pack.

Motion to approve the adjusted substitute pay rate schedule that will become effective for the 22/23 school year.

Motion \_\_\_\_\_ PL \_\_\_\_\_ Second \_\_\_\_\_ AK \_\_\_\_\_

JM - Can we revisit this in the fall to make sure the admin is getting the subs they need.

DR - We will absolutely be monitoring this and if it becomes an issue we will have to come back to you.

JK - I agree with JM, I think it should be on the agenda.

JM - If you will keep us posted then we can be proactive instead of reactive.

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

**C. (p. 84) Resolution #220607-01 Education Protection Account (EPA) (2 min.)**

**Situation:** Resulting from the passage of Prop 30, each district goes through a process to designate EPA funds that are to be used to support General Education salaries and benefits.

**Plan:** To designate \$422,409 in EPA funds to support teacher salaries and benefits.

**Recommended motion:** For the Board to approve Resolution #220607-1.

Action taken/comments

Motion to approve Resolution #220607-

Motion \_\_\_\_\_ JM \_\_\_\_\_ Second \_\_\_\_\_ PL \_\_\_\_\_ Vote \_\_\_ 5-0 \_\_\_

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

**D. (p. 86) Resolution #220607-02, Ongoing Major Maintenance Plan (2 min.)**

**Situation:** For our district facilities, ongoing maintenance activities are required to keep our schools safe, inviting and an environment in which teachers can teach and students can learn. Additionally, sections of the California Education require that districts, as part of the annual budget process, show compliance with completing ongoing and major maintenance plan requirements in order to apply for the State's Facility Bond Program.

**Plan:** As part of our ongoing maintenance work, our plan is to solicit bids and quotes for the work described in this plan, select the best option and facilitate the completion of the projects.

**Recommended motion:** For the Board to approve Resolution #220607-02.

Action taken/comments

Motion to approve Resolution #220607-02.

Motion \_\_\_\_\_ JM \_\_\_\_\_ Second \_\_\_\_\_ PL \_\_\_\_\_ Vote \_\_\_ 5-0 \_\_\_

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

**E. (p. 88) Memorandum of Understanding (MOU) with the Gravenstein Parent Association (GPA) for the 22/23 School Year (10 min.)**

**Situation:** Each year, GUSD and GPA agree to an MOU that provides guidance for our relationship throughout the school year. After three years of Enrich! for all and with the election of several new GPA Board Members and Officers, staff and representatives from GPA have drafted an MOU with some additional language to clarify each parties role and to help in processing some of the fiscal transaction between the two agencies.

**Plan:** Pending Board approval, GUSD staff will continue our partnership with GPA in the continued support of enrichment activities for our students.

**Recommended motion:** For the Board to approve the 22/23 MOU with GPA.

Action taken/comments

Motion to approve the 22/23 MOU with GPA

Motion \_\_\_\_\_ JM \_\_\_\_\_ Second \_\_\_\_\_ AK \_\_\_\_\_ Vote \_\_\_\_\_

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

**F. (p. 91) Enrollment Capacity for GUSD, Resolution #220607-03 (5 min)**

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

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

**Recommended Motion:** For the Board to adopt Resolution #220607-03

Action taken/comments

Motion to adopt Resolution #220607-03

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

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

**G. (p. 93) Resolution #220607-04 Core Subject Teacher Authorization for the 2022/2023 School Year (2 min.)**

**Situation:** For Hillcrest Middle School, we have a need for flexibility in teacher scheduling due to the size of our school and number of teachers. Education Code 44258.2 authorizes the Governing Board to assign an employee holding a Single Subject or a Standard Secondary teaching credential to teach with his or her consent, any class in grades 5 to 8 inclusive, in a middle school, provided that the teacher has completed at least 12 semester units or 6 upper division or graduate units of coursework in that subject. The teacher mentioned in the resolution has had this authorization previously and continues to qualify for this assignment.

**Plan:** For the Board to consider approval of this resolution that will allow the Hillcrest Principal flexibility in the creation of the master schedule.

**Recommended Motion:** For the Board to Resolution #220607-04.

Action taken/comments

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

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

**H. (p. 94) Resolution #220607-05 Core Subject Teacher Authorization for the 2022/2023 School Year (2 min.)**

**Situation:** For Hillcrest Middle School, we have a need for flexibility in teacher scheduling due to the size of our school and number of teachers. Education Code Section 44258.3 authorizes the Governing Board to allow the holder of a teaching credential, with the consent of the teacher, to teach any subjects in departmentalized classes provided verification is made that the teacher has adequate knowledge of each subject to be taught and the teacher consents to the assignment. The teachers mentioned in the resolution have had this authorization previously and continue to qualify for this assignment.

**Plan:** For the Board to consider approval of this resolution that will allow the Hillcrest Principal flexibility in the creation of the master schedule.

**Recommended Motion:** For the Board to Resolution #220607-05.

Action taken/comments

Motion to approve Resolution #220607-04

Motion \_\_\_\_\_ JM \_\_\_\_\_ Second \_\_\_\_\_ PL \_\_\_\_\_ Vote   5-0  

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

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

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

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

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

Action taken/comments

Motion to continue distance format

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

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

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

No Comment for items in closed session.

7:11pm adjourned to closed session.

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

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

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

**X. RECONVENE TO OPEN SESSION**

Returned to Open session at 7:53pm

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

No action taken during closed session.

**XII. FUTURE BOARD MEETINGS**

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


**XIII. ADJOURNMENT**

Meeting adjourned at 7:54pm

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 - April 1, 2022 - June 30, 2022

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

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

 Draft saved

\* Required

Name of District \*

Gravenstein Union School District

Name and Title of Person Reporting \*

David Rose, Superintendent

Phone Number \*

7078237008

## 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





# Gravenstein Union School District Position Description

DRAFT

Job Title: Payroll Technician  
Reports To: Chief Business Official  
Type: Classified Confidential  
Prepared Date: June 2022  
Approved Date:

## **SUMMARY**

Under the general supervision of the Chief Business Officer, coordinates and processes payroll, employee benefits, leaves and general clerical work receiving only occasional instruction or assistance as new or unusual situations arise. The Payroll Technician is a member of the district team and will assist with the fiscal management of the district with duties as listed below.

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

- Performs all duties relative to the District's monthly regular, supplemental and manual payrolls
- Researches discrepancies in and routinely audits payroll information and/or documentation (e.g. time sheets, leave time, unemployment eligibility, direct deposit requirements, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing
- Maintains a variety of payroll information, files and records (e.g. labor contracts, eligibility policies, time cards, deduction cards, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance
- Works under pressure to complete a variety of written reports within specific timelines
- Works with 3rd Party Administrator for Health & Welfare benefits/open enrollment for all employees
- Processes monthly voluntary deductions and oversees 125 plan changes
- Processes Workers Compensation payments and reports
- Performs complex calculations, generate documents and reports for collective bargaining as directed by CBO or Superintendent
- Files monthly, quarterly or annual records
- Prepares and collects records for and coordinate with external auditors
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions
- Maintains positive public and employee relations, using telephone, email, and direct communications
- Manages emotional and confrontational interactions calmly and professionally
- Other duties as assigned

may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.



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

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

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

Board Approved:  
 Effective:

**RESOLUTION**  
School District

On motion by \_\_\_\_\_, seconded \_\_\_\_\_, the resolution set forth below was adopted by the following vote:  
 AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

**SPECIFICATIONS OF THE ELECTION ORDER**

**RESOLVED**, that pursuant to Education Code Sections 5304 and 5322 – the authority for the specifications of the election order – I hereby specify the following with respect to the governing board member election in the \_\_\_\_\_ School District.

**Date of Election:** November 8, 2022  
**Purpose of Election:** To elect  member(s) to serve the 2022-2026 full term (term ending 2026)  
 \_\_\_\_\_ member(s) to serve the 2022-2024 short term (term ending 2024)

**\*Term of Office to be Filled (Check One)**

Name of <i>Current Incumbent</i>	2-Year (To complete the 2020-2024 term)	4-Year (2022-2026)
Gregory Appling	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jennifer Koelmeijer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Patrick Lei	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

\*Four-year terms on the governing board are staggered. The November 8, 2022 election will fill regular openings on the governing board for the 2022-2026 term as well as filling current 2020-2024 term vacancies, or those previously filled by appointment. If a vacancy has been filled during the first 2 years of a term, candidates must file for election to complete that term. If a vacancy has been filled during the last 2 years of a term, candidates will file for the new 4-year term.

**IT IS HEREBY RESOLVED**, that the <sup>Gravensden Union</sup> \_\_\_\_\_ School District will hold an election on November 8, 2022 to elect member(s) to the governing board as listed in the **Specifications of the Election Order**.

**STATEMENT OF QUALIFICATIONS/TIE VOTE**

**THAT** the \* ( candidate  district) is responsible for cost incurred in publishing a Statement of Qualifications if such a statement is desired. If payment is the responsibility of the candidate, each candidate will pay the cost of publication \*( before  after) the statement is printed in the voter pamphlet portion of the sample ballot. Payments for statements are to be made to the district. Following the election, the district will be billed for all costs incurred in conducting the district's election. Statements shall not exceed \*( 200  400) words, based on standard word count.

**THAT** any tie vote which results in said election will be resolved by \*( run off  drawing lots).  
 \* Select one option

**CLERK'S CERTIFICATE**

I hereby certify that the foregoing is a full, true and correct excerpt from the minutes of the governing board of said school district, pertaining to the adoption of the above resolution, at a meeting held on \_\_\_\_\_, 2022.

\_\_\_\_\_  
 Clerk, Governing Board  
 School District

# Proposal

CONT LIC #325681  
DIR# 1000001441



PAGE NO. 1  
OF 1 PAGES  
SINCE 1976

POST OFFICE BOX 3638, SANTA ROSA, CA 95402 ♦ (707) 579-2141 ♦ FAX (707) 569-1418

**PROPOSAL SUBMITTED TO:**

**NAME:** Gravenstein Union School District  
**STREET:** 3840 Twig Avenue  
**CITY:** Sebastopol  
**STATE:** CA                      **ZIP:** 95472  
**DATE OF BID:** June 30, 2022

**PHONE:** 548-4333 **E-Mail:** bsposnto@grav.k12.ca.us  
**JOB NAME:** Gravenstein Elementary School  
**STREET:** 3812 Twig Ave  
**CITY:** Sebastopol                      **STATE:** CA  
**ENGINEER:** None  
**DATE OF PLANS:** N/A

**We hereby submit specifications and estimates for:**

Paving repairs at playground to include:

- Mobilization and supervision
- Remove and dispose of existing asphalt
- Regrade and compact existing base rock
- Repave with 3"
- Restripe BB courts, 4 square and red line

Bid based on 67' x 92' – 6,164 sf

We hereby propose to furnish labor and materials complete in accordance with the above specifications, for the sum of:

----- Forty Three Thousand Seven Hundred Fifty & 00/100 ----- dollars (\$ 43,750.00) -----

With payment to be made as follows: 10th of month following invoicing

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. In the event payment is not made within the terms specified herein, it is understood interest will be charged at the rate of 1 1/2% per month on the unpaid amount. In the event legal action must be taken to enforce collection of any part of the amount due including extras, owner agrees to pay reasonable attorney fees in addition to all sums due hereunder. It is further understood that the court of venue is Sonoma County.

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature

Richard J. Owens

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, and P.O. Box 26000, Sacramento, California 95826.

### ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted.  
You are authorized to do the work as specified. Payments will be made as outlined above.

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

56      Signature: \_\_\_\_\_

# Gravenstein Union School District

3840 Twig Ave,  
Sebastopol, CA 95472  
(707) 823-7008  
www.grav.k12.ca.us

## CONTRACTOR'S REGISTRATION APPLICATION

CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING INFORMAL BIDDING PROCESS  
The Contractor listed below requests to be included on the Gravenstein Union School District List of Qualified Contractors to receive Notices Inviting Informal Bids for CUPCCAA Projects under \$200,000.

Name of Company: SIRI GRADING + PAVING, INC.  
Contact Name: RICHARD OWENS Title: VP  
Address: PO BOX 368 City: SAUTTEROSA State: CA Zip Code: 95402  
Telephone: 707-579-2141 Fax: 707-569-1418 E-mail: SIRI6PMLC@AOL.COM

Contractor shall disclose all licenses held by the company and its current DIR registration number:

CA Contractor's License No(s): 325681 Date of Issue: '76 Date of Expiration: 1/23  
Dept. of Ind. Relations (DIR) No.: 11000001471 Date of Expiration: 6/23  
All License(s) Held (A, B and/or specialty licenses) A

### Specialty Licenses

- |                                                                                  |                                                                        |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <input type="checkbox"/> C-2 Insulation and Acoustical                           | <input type="checkbox"/> C-32 Parking and Highway Improvement          |
| <input type="checkbox"/> C-4 Boiler, Hot Water heating and Steam Fitting         | <input type="checkbox"/> C-33 Painting and Decorating                  |
| <input type="checkbox"/> C-5 Framing and Rough Carpentry                         | <input type="checkbox"/> C-34 Pipeline                                 |
| <input type="checkbox"/> C-6 Cabinet, Millwork and Finish Carpentry              | <input type="checkbox"/> C-35 Lathing and Plastering                   |
| <input type="checkbox"/> C-7 Low Voltage Systems                                 | <input type="checkbox"/> C-36 Plumbing                                 |
| <input type="checkbox"/> C-8 Concrete                                            | <input type="checkbox"/> C-38 Refrigeration                            |
| <input type="checkbox"/> C-9 Drywall                                             | <input type="checkbox"/> C-39 Roofing                                  |
| <input type="checkbox"/> C-10 Electrical                                         | <input type="checkbox"/> C-43 Sanitation System                        |
| <input type="checkbox"/> C-11 Elevator                                           | <input type="checkbox"/> C-45 Electrical Sign                          |
| <input type="checkbox"/> C-12 Earthwork and Paving                               | <input type="checkbox"/> C-46 Solar                                    |
| <input type="checkbox"/> C-13 Fencing                                            | <input type="checkbox"/> C-47 General Manufactured Housing             |
| <input type="checkbox"/> C-15 Flooring and Floor Covering                        | <input type="checkbox"/> C-50 Reinforcing Steel                        |
| <input type="checkbox"/> C-16 Fire Protection                                    | <input type="checkbox"/> C-51 Structural Steel                         |
| <input type="checkbox"/> C-17 Glazing                                            | <input type="checkbox"/> C-53 Swimming Pool                            |
| <input type="checkbox"/> C-20 Warm-Air Heating, Ventilation and Air Conditioning | <input type="checkbox"/> C-54 Ceramic and Mosaic Tile                  |
| <input type="checkbox"/> C-21 Building Moving/Demolition                         | <input type="checkbox"/> C-55 Water Conditioning                       |
| <input type="checkbox"/> C-23 Ornamental Metal                                   | <input type="checkbox"/> C-57 Water Well Drilling                      |
| <input type="checkbox"/> C-27 Landscaping                                        | <input type="checkbox"/> C-60 Welding                                  |
| <input type="checkbox"/> C-28 Lock and Security Equipment                        | <input type="checkbox"/> C-61 Limited Specialty                        |
| <input type="checkbox"/> C-29 Masonry                                            | <input type="checkbox"/> ASB Asbestos Certification                    |
| <input type="checkbox"/> C-31 Construction Zone Traffic Control                  | <input type="checkbox"/> HAZ Hazardous Substance Removal Certification |

I certify to the best of my knowledge that the information provided above is true and complete as of this date. I further certify that my firm is properly licensed and skilled to perform the above described classes of work and is able to provide the required payment and performance bonds and insurance to perform the work. My company shall comply with all city, state, and federal requirements.

Submitted by: [Signature] Title: VP Date: 6/23/22

Email Completed Form To: Counterpoint Construction Services  
Attn: Bryan Valdez, Project Engineer  
Email: [bvaldez@counterpointcs.com](mailto:bvaldez@counterpointcs.com)  
On behalf of the:  
Gravenstein Union School District