

Board of Education

Regular Meeting Agenda

Zoom Link

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

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

I. CALL TO ORDER AT 5:00 PM

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

Action taken/comments:

Motion _____ Second _____

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

III. REPORTS, AND ORAL COMMUNICATIONS

- A. (p. 1) Gravenstein Principal (10 min.)**
- B. (p. 3) Hillcrest Principal (10 min.)**
- C. Gravenstein Union Teachers' Association (5 min.)**
- D. (p. 5) District Site Council (3 min.)**
 - 1. Minutes from January 26, 2022**
 - 2. Agenda from February 23, 2022**
- E. (p. 8) English Language Advisory Committee, ELAC (10 min)**
- F. (p. 15) Gravenstein Parent Association, GPA (5 min.)**
 - 1. Agenda from February 17, 2022**
 - 2. January Financials**
 - 3. Minutes from January 20, 2022**
- G. Trustee Reports (10 min.)**
- H. Racial Justice Committee (5min.)**
- I. (p. 26) Facilities Report (5 min.)**
- J. Master Plan Committee (available on the GUSD website) (5 min.)**
 - 1. Facilities Assessment (available on GUSD website)**
 - 2. Master Plan Update**
- K. (p. 27) CBO Report (5 min.)**
- L. Superintendent Report/District Correspondence (10 min.)**
 - 1. Questions from the February Board Meeting**

2. (p. 28) Mask Mandate Update

IV. PUBLIC COMMENT (15 min.)

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

V. CONSENT AGENDA (2 min.)

ACTION ITEM

- A. (p. 29) Warrants
- B. (p. 36) Payroll
- C. (p. 37) Minutes from the Regular Board Meeting of February 8, 2022 and the Emergency Board Meeting of February 16, 2022
- D. (p. 52) Year 1 of 3-Year Contract with Stephen Roatch Accountancy Corporation
- E. (p. 60) Memorandum of Understanding with Sonoma County Office of Education for Credentialed School Nurse Services
- F. (p. 62) Services Agreement for Inspector Of Record Ryan Henderson regarding For the Gravenstein Union School District Administration Modular
- G. (p. 77) LACO Proposal for Special Inspections For the Gravenstein Union School District Administration Modular
- H. (p. 87) California Environmental Quality Act (CEQA) Notice of Exemption For the Gravenstein Union School District Administration Modular

Action taken/comments:

Motion _____ Second _____

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

VI. GENERAL ACTION ITEMS

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

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

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

projections, program changes, and staff attrition, our current plan is to send lay-off notices equivalent to 3.0 FTE certificated and 2.0 FTE classified.

Recommended Motion: To approve layoff notices for 3.0 FTE certificated and 2.0 FTE classified..

Action taken/comments

Motion _____ Second _____

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

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

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

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

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

Action taken/comments

Motion _____ Second _____

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

C. (p. 88) Expansion of Birthdate Window for 22/23 TK Students (5 min.)

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

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

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

Action taken/comments:

Motion _____ Second _____ (15 min.)

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

D. 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: _____

E. (p. 89) Expanded Learning Opportunities Program (ELO-P) (5 min)

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

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

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

Action taken/comments:

Motion _____ Second _____

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

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

1.0 Student Discipline

2.0 Pending litigation

3.0 Administrator Performance Updates

**4.0 Conference with Negotiations team:
a) GUTA/GUCE negotiations update**

IX. RECONVENE TO OPEN SESSION

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

Action taken/comments

Motion _____ Second _____

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

XI. FUTURE BOARD MEETINGS

A. April 12, 2022 at 5pm

B. May 10, 2022 at 5pm

C. June 7, 2022 at 5pm

D. June 14, 2022 at 5pm

XII. ADJOURNMENT

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



Gravenstein Elementary School Principal's Report March 2022

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
Enrollment for 2021-2022 (as of 3/4/22)	18	80	77	72	83	73	69	472
<i>Early Projections for 2022-2023</i> (Rolls over current grade and adds applications; does not include retentions)	20 (*26)	18+27 45	80+1 81	77+0 77	72+1 73	83+1 84	73+1 74	

*This number reflects the projected enrollment for TK with the birthdate window extended through February 28.

Gravenstein Attendance

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

Gravenstein Updates:

- **TK/K Open House was held on Saturday, 2/26/22**
 - Great turnout! Planned for 50 folders and we had to quickly make more while families were on campus tour.
 - Thanks to Stephanie Tomsy, Kate Crandall, Sally Redfern, and Kory Van Dyke for opening their classrooms and answering questions about



their grade level. Thanks to Elise Antolik for helping with set-up, clean-up, and answering questions throughout the event.

- Thanks to Amber Hernandez and Vy Le-Morse for representing GPA and reinforcing the important role parents play in the success of this program.

- **Progress on Universal TK and Plan for 2022-2023**

- Plan calls for TK to include all 4-year-olds by 2025-2026 school year
- For 2022-2023, age eligibility is for children with their 5th birthday between September 2 - February 2, 2023.

- **Reading Specialist**


- Attended and shared Information from “Planning and Implementing Effective Reading Intervention” workshop on 2/24/22
- Kasey Hillier jumped in!

- **Field Trips Continue!**

- First overnight trip for many!
- Grade 5 Outdoor Ed trip to Westminster Woods (4-days, 3-nights)
- Grade 4 Day-Trip to Petaluma Adobe
- Grade 4 Day-Trip to Sonoma Mission and General Viejo’s home
- Grade 4 Prepares for Outdoor Education overnight

- **Recent Grant Recipients**

- WellKind Garden Grant: Kathleen Byrne applied for and received a \$750 school garden grant
- GPA Teacher Mini-Grant
 - Stevens, grade 4: \$300 for new pulldown maps
 - Martinez, grade 4: \$460 for new pulldown maps and comprehensive set of maps to share with grade level
 - Brown, grade 4: \$198 for Math and Grammar supplemental materials
 - Otterson, grade 2: \$275 for Writer’s Workshop supplemental materials



Universal TK Rollout

Expands TK to *all* four-year-olds by 2025-26 school year

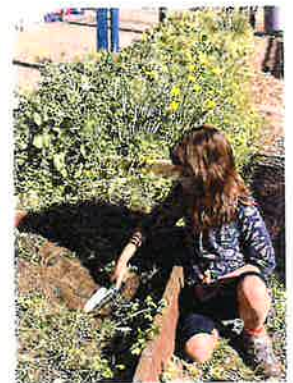
The phase-in model begins in the 2022-23 school year with the following age eligibility for children enrolling in Transitional Kindergarten.

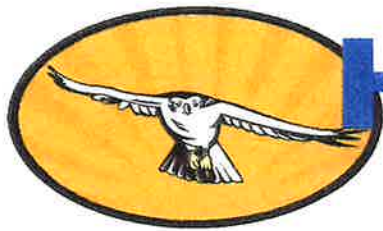
- 2022-23: 5th birthday between September 2 - February 2
- 2023-24: 5th birthday between September 2 - April 2
- 2024-25: 5th birthday between September 2 - June 2
- 2025-26: 4th birthday by September 1st



Mark Your Calendar

- Read-a-thon
- Saturday, April 2- Community Garden Work Day
- Open House
- Promotion Ceremonies





HILLCREST Middle School

GUSD March Board Report

Enrollment- as of 03/01/2022:

	6th	7th	8th	Total
2020/2021	93	112	81	286
2021/2022	76	99	104	278
Long Term IS	0	3	5	8

Attendance Rate from February 3rd until March 1st- 95%

At Risk Students-

Utilizing student data from the Trimester 2 progress report as well as looking at students struggling with attendance and being disruptive on campus, the administration of HMS has identified a group of “at risk” students. Administration and Counselors began to meet with these students at the end of January to look at what issues these students were experiencing and what could be done to create a plan for success.

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

As grades are due in on Monday, March 7th, more details of the results for these students from Trimester 2 will be shared at the Board Meeting

Wizard of Oz-

This year's Spring Musical The Wizard of OZ is this week!! Mark your calendars and don't miss a performance!
Thursday and Friday March 10th & 11th - 6:00 pm
Saturday March 12th- 2:00 pm

Spelling Bee-

6th Grade- The 6th grade ELA teachers held the preliminary Spelling Bee's during class. The finalists from each class met in a Spelling Bee at lunch on February 28th. The 6th graders moving forward to the Regional Spelling Bee are Newen Eliscu-Saraza and Kayani Torres.
7th & 8th Grade-The Ms. Johnson held the preliminary Spelling Bee in room 9 on February 28th at lunch time. The students moving on to the County Spelling Bee are Austin Abeles and River Oandasan .

Backpack Clean Out-

In order to give our students a fresh start to the Third Trimester, on Monday March 7th, all students will spend one period cleaning out and organizing their backpacks. The teachers will have extra supplies, trash and recycling bins ready to help our students clean, organize and kick off their last 12 weeks of school!

Trimester 2 Enrichments-

During their Social Studies classes this Thursday, Friday and next Monday, HMS students will be signing up for their Trimester 3 Wednesday Enrichment classes! Trimester 3 Wednesday Enrichments will begin on March 9th. And a huge THANK YOU to the GPA for their fundraising efforts and support of Wednesday Enrichments at Hillcrest!

Basketball Uniforms-

Thanks to an anonymous donation Hillcrest was able to purchase new boys basketball uniforms!

Valentines Grams-

As a fundraiser, the Hillcrest Student Body and Leadership Class sold Valentine's Grams that were delivered to students to celebrate February 14th.

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

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

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

Member(s) Absent: Brian Sposato

Guest: Tessa Hill (voted in as a member at 4:19)

I. Call to Order

TIME: 3:42 MOTION: Jessica Rasmussen SECOND: Dan Dexter VOTE: 7-0

II. Approval of Minutes

MOTION: Dan Dexter SECOND: Stephanie Tomsy VOTE: 7-0

Minutes approved with the correction below:

*A correction to the 11/16/21 minutes was made to state that a motion to adjourn the meeting was made at 4:30 by Stephanie Tomsy and seconded by Jessica Rasmussen. The vote was unanimous.

[Minutes GUSD Site Council 11/16/21](#)

III. Approval of Agenda

MOTION: Jessica Rasmussen SECOND: Cat Peirano VOTE: 7-0

IV. Approval of New Members

Keri Pugno made the motion for Tessa Hill, Gravenstein Parent, to become a member of the GUSD Site Council.

MOTION: Keri Pugno SECOND: Dave Rose VOTE: 7-0

V. Discussion or Action Items

A. Site Council Officer Elections

i. Dave Rose nominated Keri Pugno as co-president of Site Council (to join Jessica Rasmussen and share leadership responsibilities).

MOTION: Dave Rose SECOND: Will Deeths VOTE: 8-0

B. Master Plan Update

Dave Rose provided an update. The Board has approved the current Master Plan, and it will serve as a guiding document to determine priority for upcoming projects. Currently, heat mitigation at Gravenstein, adding TK space, the completion of the Hillcrest Heat Mitigation Project, and the restoration of the used portable at Hillcrest for admin. space are the first four projects that will be addressed.

C. School Safety Plan Review

1) [Current Plan](#) on which Site Council members originally suggested edits

2) Draft of 21-22 School Safety Plan with Edits: [GUSD Draft 21-22 School Safety Plan](#)

language. Will Deeths shared that there has been review of the dress code with the understanding that in the past, there may have been an unbalanced approach in regards to gender. He added that one dress code rule that is strictly enforced is not allowing hoods up on campus as it can be a safety issue, making a student potentially indistinguishable from an unknown adult/person. Keri Pugno added that dress code violations are uncommon on the elementary scampus, but students wearing shirts/sweatshirts with gun/violent pictures has occurred and students are given the option to reverse their clothing or take an item from the office. Parents are notified. Students must wear clothing and shoes that are safe and allow for participation in recess and PE.

In response to the question about the relevance of dress code to address gang concerns, Dave Rose pointed out that the first section is language taken directly from EdCode. Keri Pugno shared the historical perspective of former Sebastopol Police Chief Jeffrey Weaver in the development and consultation of the Safety Plan. It was acknowledged that times may be different, although it was noted that both Cali Calmecac (Windsor) and Sonoma Valley do not allow the colors blue and red to be worn.

Jessica Rasmussen added to the dress code discussion by sharing that she is so grateful for the work and approach that Gravenstien has always taken with making sure kids are safe and feel comfortable with their clothes.

Tessa Hill asked about parent communication and recommended that a flow chart or communication chart/plan be shared with parents. She added that she felt we could learn from the high school's experiences this year. Dave Rose offered that he could write up a paragraph to let parents know the goal of communication in emergency situations.

- 3) Discussion was held on the Safety Plan and Possible Revisions were suggested. Site Council agreed upon five revisions to be completed prior to submitting to the GUSD Board. The five revisions include:
 - a) add area codes
 - b) add a Crisis Response statement
 - c) remove Cristine Connelly as a member and add Tessa Hill as a member
 - d) ask Brian to review contact phone numbers
 - e) add a crisis response communication summary
- 4) Dave Rose made a motion for the Site Council to approve the safety plan with the 5 revisions discussed above.

MOTION: Dave Rose SECOND: Jessica Rasmussen VOTE: 8-0

D. **Next Meeting Date and Time: 3:30 on February 23, 2022**

IV. Items from the Public Not Listed On the Agenda

These items may be heard by the council but not discussed in full nor acted upon.¹
There were no items from the public.

V. Adjournment

TIME: 4:22 MOTION: Keri Pugno SECOND: Will Deeths VOTE: 8-0

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

February 23, 2022

also accessible via Zoom:

<https://us02web.zoom.us/j/84260378173?pwd=SINIWDdCZ2h4NitxbytERURuV3RuZz09>

3:30pm-4:30pm

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

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

I. Call to Order

TIME: MOTION: SECOND: VOTE:

II. Approval of Minutes

MOTION: SECOND: VOTE:

☑ Minutes GUSD School Site Council 1/26/22

III. Approval of Agenda

MOTION: SECOND: VOTE:

IV. Approval of New Members

MOTION: SECOND: VOTE:

V. Discussion or Action Items

A. District Strategy Committee

B. LCAP

C. ELAC

D. Flea Market Property

E. Next Meeting Date and Time: **TBD- fourth Wed. in March 2022 is on Spring Break**

IV. Items from the Public Not Listed On the Agenda

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

V. Adjournment

TIME: MOTION: SECOND: VOTE:

English Learner Advisory Committee Vision and Mission Statement

- Create a safe space for multilingual families, parents of English Learners and and community allies to share ideas and feel supported
- Community building, connecting families to resources in the community, networking and sharing information
- Gathering ideas and input from families on how to better serve our multilingual students and improve our English Learner Program. This information will be shared with our leadership team and School Board to help guide our planning for the Gravenstein Union School District LCAP and Master Plan.

ELAC Meeting Minutes 2/23/2022

In attendance

GUSD employees:

Kathleen Byrne

Lynn Martinez

Dave Rose

Queti Gomez

Santiago Onefri

Parents present:

Laura Van Hoorn (Finn Olive K)

Yuko Asahi (Kohki Asahi 4th, Yuna 1st, Mieu entering TK next year)

Mitzi Guido (Zoe Valenzuela 4th)

Elizeth Guerrero (Juan Pablo 1st, Daniel Martinez 5)

Rafael Marin and Margarita Marin (Dante 1st and Amber entering TK next year)

Students Present:

Finn Olive and his younger brother and cousin

Khoki, Yuna and Mieu

Zoe and Mirea

Daniel and his older sister Paula

Dante and Amber

Avalea Gomez and younger sister

Isaak Martinez



Agenda

1. Introductions

-Kathleen Byrne, English Learner Support Teacher and the role within the district as community liaison, interpreter and teaching English Language Development classes to TK-8th grade.

-Dave Rose, Superintendent welcomed families and thanked them for coming. What makes Gravenstein a phenomenal district: small class sizes, instructional aides in each class, and enrichment classes. Three tiers of support and interventions, seeking ideas and input for the Master Plan and LCAP, and how can we improve our EL program.

-Queti Gomez- amazing lady, runs food services, her mother in law made the tamales by hand, she has a great vision for improving our food program to provide in-house meals and nutritional food for students.

- Lynn Martinez, an amazing fourth grade teacher, experience leading the Multicultural Committee at her last school, made 2 types of delicious salsa for the ELAC event.

2. What is ELAC? What are the goals and vision of this committee?

English Learner Advisory Committee- to advise and give feedback, share ideas about how to strengthen our English Language Program for multilingual students.

We will meet once a month on the third Wednesday from 4:30-5:30. Next meeting we will look at developing our vision/ mission statement together to brainstorm, get feedback and project our goals.

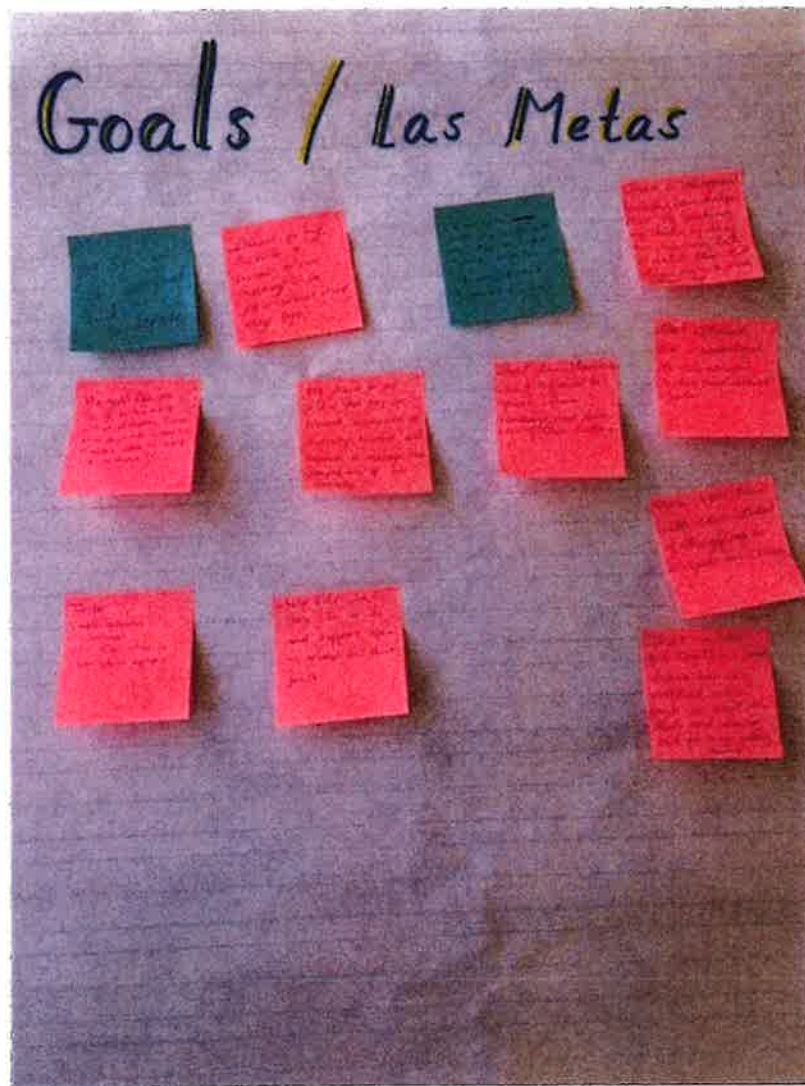
3. Activity:

What are your goals/ dreams for your child or children?

-Parents wrote on sticky notes and placed them on the poster board

Kathleen shared out everyone's goals:

1. That my child grows up bilingual and bicultural
2. My children will be bilingual, bicultural, biliterate
3. Networking to have playgroups and fostering the sense of community
4. More 1-1 time with each student if struggling in subjects in class
5. That we can get together and have family potluck at the park so that kids hang out more
6. To be: multicultural, bilingual, bi-educated in both school systems
7. Help kids with what they'd like to do and support them to accomplish their goals

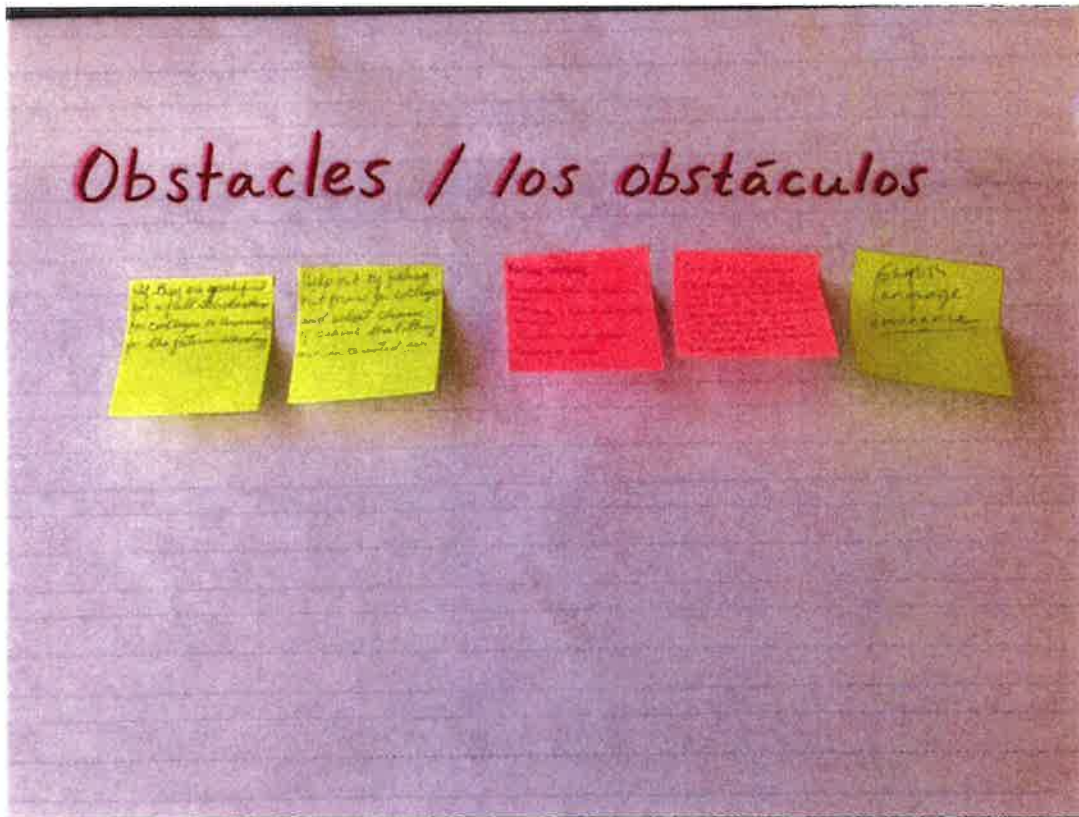


Activity Cont...

What are the obstacles or challenges for reaching those goals?

1. Living in an culture where English is the dominant language can present a challenge as there may be a value perception
2. Children choosing to not speak their primary language because they have a perception of English being better or the "common currency". One mother shared that her son will not speak to her in Spanish, whereas before starting school he did. Another mom shared that her children understand Khmer but choose not to speak it. Her fear is that they will lose their language and connection to their grandparents and their ability to speak with their families.
3. If they are qualified for a full scholarship for colleges or university for the future schooling
4. How to help out my child in filling out forms for college and what choices of school that they are interested in

5. Acceptance from peers, support out of school or ways to encourage him
6. One of the challenges for my son is having patience and to perform tasks like practicing Spanish



4. Announcements

- Summer school program, 2 sessions of a 3 week program. All EL students are invited to participate. There will be Beyond the Bell for extended day and breakfast and lunch provided for students.
- Upcoming SCOE Leadership Institute for Parents of English Learners and Migrant Families via zoom February 28th and March 1st- flyers passed out
- Beyond the Bell extended day, sharing of information about 4 C's and financial support for eligible families
- Racial Justice Committee upcoming meeting
- Information about Baile Folklorico classes/ flier shared by Queti
- Scheduling the next ELAC meeting so that it doesn't fall during Spring Break

5. Closing

Thank you everyone for your time and participation in our first ELAC meeting!
Most families lingered another hour to talk, enjoy the food and good company.



English Learner 2021–22 Program Instrument

California Department of Education
May 2021

I. Involvement

EL 01: English Learner Advisory Committee (ELAC)

1.0 A school site with 21 or more English learners (ELs) must have a functioning ELAC that meets the following requirements:

- (a) Parent members are elected by parents or guardians of ELs.
- (b) Parents of ELs constitute at least the same percentage of the committee membership as their children represent of the student body.
- (c) The ELAC shall be responsible for assisting in the development of the schoolwide needs assessment and ways to make parents aware of the importance of regular school attendance.
- (d) The ELAC shall advise the principal and staff in the development of a site plan for ELs and submit the plan to the school site council for consideration for inclusion in the School Plan for Student Achievement (SPSA).
- (e) The ELAC receives training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal responsibilities.

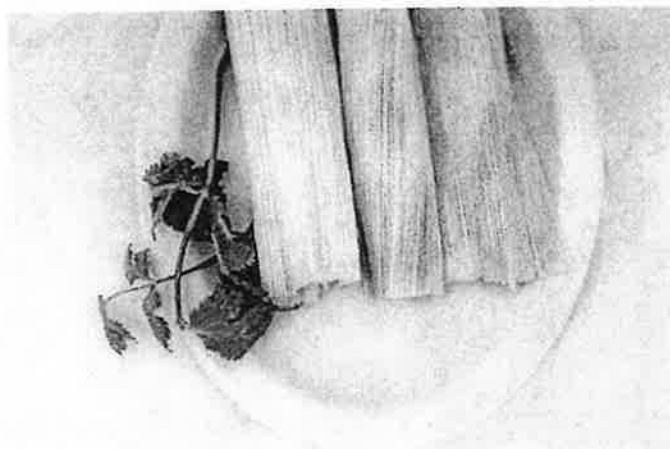
(California *Education Code* [EC] sections 52176[b], 62002.5; Title 5, California Code of Regulations [5 CCR] Section 11308)

- 1.1 A school may designate an existing school-level advisory committee, or subcommittee of such advisory committee, to fulfill the legal responsibilities of ELAC, if the advisory body meets the criteria in paragraph “b”, above. (EC Section 52176[b]; 5 CCR Section 11308[d])
- 1.2 Each ELAC has the opportunity to elect at least one member to the District English Learner Advisory Committee (DELAC) or participants in a

Noche de Tamales / Tamale Night

I hope you can come join us for a family night at Gravenstein Elementary this Wednesday, February 23rd at 4:30

Espero que puedan participar en nuestra noche familiar en la escuela de Gravenstein el miércoles 23 de febrero a las 4:30-5:30



Come participate in our English Learner Advisory Committee (ELAC). This newly formed committee will meet monthly to discuss how we can improve our English Learner program and better serve our multilingual students and families.

Ven participar en el Comité Asesor de Aprendices de Inglés (ELAC por sus siglas en inglés). Este comité recién formado se reunirá mensualmente para analizar la promoción de nuestro programa para aprendices de inglés y discutir cómo podemos servir mejor a nuestros estudiantes y familias multilingües

If you have any questions, please contact Kathleen Byrne, kbyrne@grav.k12.ca.us

Si tengan preguntas pueden contactar a Kathleen Byrne, kbyrne@grav.k12.ca.us



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

2/10/22 6:30 pm Online Zoom Meeting

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A. Public Comment on Non-Agenda Matters

B. Secretary's Report

- Approval of board minutes from January 20, 2022

C. Teacher / Staff / Administration Appreciation

D. Subcommittees reports

Special Events/Fundraising / Maggie Z

- Rescheduled Events (need GPA representation)
 - Kinder/TK Kickoff 2/26 - sign up sheet
 - Skate Night
- March Book Fair & Read a Thon
- Passive Fundraising Coordinator position filled
- Hillcrest Color Run- Vy
- See's Candy- Vy

Finance / Ben K

- Get Amber on bank account - next steps

Governance / Erin H

- In-person meetings

Communications / Amber H

- Spotlight on Enrich teachers

School Liaison

G. Principal's Reports

H. Superintendent's Report

Gravenstein Parent Association Profit & Loss Budget Performance

January 2022

1:41 PM

02/14/22

Accrual Basis

	Jan 22	Budget	\$ Over Budget	Jul '21 - Jan 22	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income							
Parent Donations	7,443.50	15,000.00	-7,556.50	105,434.30	120,996.00	-15,561.70	172,996.00
Special Fundraising Inc							
EventBrite	0.00	150.00	-150.00	3,130.00	3,000.00	130.00	3,000.00
AmazonSmile	0.00	0.00	0.00	717.45	1,050.00	-332.55	1,800.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Color Run	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00
Escrip	0.00	80.00	-80.00	937.33	560.00	377.33	960.00
Jog a Thon	149.00	0.00	0.00	63,240.46	25,000.00	38,240.46	25,000.00
Network for Good FB Fundraiser	0.00	0.00	0.00	0.00	170.00	-170.00	170.00
Read-a-Thon	0.00	0.00	0.00	2,971.20	2,971.00	0.20	16,471.00
Skate Night	1,332.00	0.00	1,332.00	1,332.00	2,100.00	-768.00	4,500.00
Total Special Fundraising Inc	1,481.00	230.00	1,251.00	72,328.44	34,851.00	37,477.44	69,901.00
Corporate Matching	1.20	200.00	-198.80	716.62	1,400.00	-683.38	2,400.00
Interest Income	6.55	8.00	-1.45	45.44	55.00	-10.56	96.00
Other Donations	335.00	0.00	335.00	335.00	0.00	335.00	0.00
Total Income	9,257.25	15,438.00	-6,170.75	178,859.80	157,303.00	21,556.80	245,393.00
Gross Profit	9,257.25	15,438.00	-6,170.75	178,859.80	157,303.00	21,556.80	245,393.00
Expense							
GUSD Enrich Non-Contractor Exp	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	30,000.00
General & Admin Expense							
Bank Fees	298.85	150.00	148.85	2,399.95	1,050.00	1,349.95	1,800.00
Bookkeeping	660.00	700.00	-40.00	3,560.00	3,500.00	60.00	7,000.00
General Liability	1,444.77	120.00	1,324.77	2,154.45	840.00	1,314.45	1,440.00
Merchant Fees	386.56	450.00	-63.44	3,157.26	3,150.00	7.26	5,400.00
Misc. Expense	0.00	50.00	-50.00	0.00	350.00	-350.00	600.00
Office Supplies	35.10	50.00	-14.90	219.62	350.00	-130.38	600.00
Postage	12.65	10.00	2.65	12.65	70.00	-57.35	120.00
Printing	0.00	50.00	-50.00	0.00	350.00	-350.00	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	2,100.00	-2,050.00	3,600.00
Website	0.00	0.00	0.00	0.00	219.00	-219.00	219.00
General & Admin Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total General & Admin Expense	2,837.93	1,880.00	957.93	12,253.93	11,979.00	274.93	21,379.00
Independent Contractors							
Brandon Leung - Dance	0.00	200.00	-200.00	1,150.00	1,000.00	150.00	1,800.00
Sierra Lembke	0.00	220.00	-220.00	1,165.00	1,100.00	5.00	1,880.00
Jen Biancalana - D&D	0.00	200.00	-200.00	1,100.00	1,000.00	100.00	1,800.00
Natalie Collins - Set Design	0.00	0.00	0.00	495.00	500.00	-5.00	1,000.00
Jess Reynolds - Art	0.00	0.00	0.00	700.00	700.00	0.00	1,050.00
Kasey Hillier - Art	1,600.00	0.00	3,200.00	3,200.00	7,000.00	-3,400.00	12,600.00
Donna Matern - Art	0.00	1,400.00	-1,400.00	3,600.00	20,000.00	-900.00	35,200.00
Paige Dumont - Athletics	4,000.00	3,800.00	200.00	19,100.00	19,200.00	-5,600.00	33,600.00
Spencer Burrows - Chorus	3,200.00	3,600.00	-400.00	13,600.00	19,200.00	0.00	0.00
Drama	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mark Bradski - Science	3,200.00	3,200.00	0.00	16,000.00	16,000.00	0.00	28,800.00
Total Independent Contractors	12,000.00	12,620.00	-620.00	60,050.00	66,500.00	-6,450.00	117,830.00

Gravenstein Parent Association Profit & Loss Budget Performance

January 2022

	Jan 22	Budget	\$ Over Budget	Jul '21 - Jan 22	YTD Budget	\$ Over Budget	Annual Budget
School Support Expenses							
Hilcrest African Drumming	0.00	0.00	0.00	2,375.00	2,375.00	0.00	2,375.00
Hilcrest Zero Hour PE	0.00	0.00	0.00	1,036.66	17,000.00	-15,963.34	17,000.00
8th Grade Grad Support	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Staff Water Delivery-Alhambra	328.63	90.00	238.63	1,165.16	630.00	535.16	1,080.00
Teacher Mini Grants-\$500 Max	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	5,000.00
Teacher Support \$350@48 Teacher	18,519.08	1,660.00	16,859.08	19,256.58	10,080.00	9,176.58	16,800.00
Teacher/Staff Appreciation Week	0.00	0.00	0.00	0.00	10,080.00	-9,176.58	10,000.00
School Support Expenses - Other	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	10,000.00
Total School Support Expenses	18,647.71	1,770.00	17,077.71	23,833.40	38,585.00	-14,751.60	57,255.00
Special Fundraising Exp							
Amazon Smile Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Boots, Beer and Bubbly Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
eScript Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00	4,697.79	4,000.00	697.79	4,000.00
Read a Thon Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Special Fundraising Exp	0.00	0.00	0.00	4,697.79	4,000.00	697.79	5,000.00
Total Expense	39,665.64	16,270.00	17,415.64	100,835.12	131,064.00	-30,228.88	231,464.00
Net Ordinary Income	-24,418.39	-832.00	-23,586.39	78,024.68	26,239.00	51,785.68	13,929.00
Net Income	-24,418.39	-832.00	-23,586.39	78,024.68	26,239.00	51,785.68	13,929.00

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

	Jan 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Parent Donations	7,443.50	15,000.00	-7,556.50
Special Fundraising Inc			
AmazonSmile	0.00	150.00	-150.00
Boots, Beer and Bubbly Event	0.00	0.00	0.00
Color Run	0.00	0.00	0.00
Escrip	0.00	80.00	-80.00
Jog a Thon	149.00		
Read-a-Thon	0.00	0.00	0.00
Skate Night	1,332.00	0.00	1,332.00
Total Special Fundraising Inc	1,481.00	230.00	1,251.00
Corporate Matching	1.20	200.00	-198.80
Interest income	6.55	8.00	-1.45
Other Donations	335.00		
Total Income	9,267.25	15,438.00	-6,170.75
Gross Profit	9,267.25	15,438.00	-6,170.75
Expense			
GUSD Enrich Non-Contractor Exp	0.00	0.00	0.00
General & Admin Expense			
Bank Fees	298.85	150.00	148.85
Bookkeeping	660.00	700.00	-40.00
General Liability	1,444.77	120.00	1,324.77
Merchant Fees	386.56	450.00	-63.44
Misc. Expense	0.00	50.00	-50.00
Office Supplies	35.10	50.00	-14.90
Postage	12.65	10.00	2.65
Printing	0.00	50.00	-50.00
Tax Return Preparation	0.00	0.00	0.00
Taxes	0.00	300.00	-300.00
General & Admin Expense - Other	0.00	0.00	0.00
Total General & Admin Expense	2,837.93	1,880.00	957.93
Independent Contractors			
Brandon Leung - Dance	0.00	200.00	-200.00
Sierra Lombke	0.00	220.00	-220.00
Jen Biancalana - D&D	0.00	200.00	-200.00
Natalie Collins - Set Design	0.00	0.00	0.00
Jess Reynolds - Art	0.00	0.00	0.00
Kasey Hillier - Art	1,600.00		
Donna Matern - Art	0.00	1,400.00	-1,400.00
Paige Dumont - Athletics	4,000.00	3,800.00	200.00
Spencer Burrows - Chorus	3,200.00	3,600.00	-400.00
Mark Bradski - Science	3,200.00	3,200.00	0.00
Total Independent Contractors	12,000.00	12,620.00	-620.00
School Support Expenses			
Hillcrest Zero Hour PE	0.00	0.00	0.00
8th Grade Grad Support	0.00	0.00	0.00
Staff Water Delivery-Alhambra	328.63	90.00	238.63
Teacher Support \$350@48 Teacher	18,519.08	1,680.00	16,839.08
Teacher/Staff Appreciation Week	0.00	0.00	0.00
School Support Expenses - Other	0.00	0.00	0.00
Total School Support Expenses	18,847.71	1,770.00	17,077.71

1:34 PM

02/14/22

Accrual Basis

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

	<u>Jan 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Special Fundraising Exp			
Amazon Smile Expense	0.00	0.00	0.00
Color Run Expense	0.00	0.00	0.00
eScript Expense	0.00	0.00	0.00
Jog-a-Thon Expense	0.00	0.00	0.00
Read a Thon Expense	0.00	0.00	0.00
Skate Night Expense	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Special Fundraising Exp	0.00	0.00	0.00
Total Expense	<u>33,685.64</u>	<u>16,270.00</u>	<u>17,415.64</u>
Net Ordinary Income	<u>-24,418.39</u>	<u>-832.00</u>	<u>-23,586.39</u>
Net Income	<u><u>-24,418.39</u></u>	<u><u>-832.00</u></u>	<u><u>-23,586.39</u></u>

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

	Jul '21 - Jan 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Parent Donations	105,434.30	120,996.00	-15,561.70	87.1%
Special Fundraising Inc				
EventBrite	3,130.00	3,000.00	130.00	104.3%
AmazonSmile	717.45	1,050.00	-332.55	68.3%
Escrip	937.33	560.00	377.33	167.4%
Jog a Thon	63,240.46	25,000.00	38,240.46	253.0%
Network for Good FB Fundraiser	0.00	170.00	-170.00	0.0%
Read-a-Thon	2,971.20	2,971.00	0.20	100.0%
Skate Night	1,332.00	2,100.00	-768.00	63.4%
Total Special Fundraising Inc	72,328.44	34,851.00	37,477.44	207.5%
Corporate Matching	716.62	1,400.00	-683.38	51.2%
Interest income	45.44	56.00	-10.56	81.1%
Other Donations <i>Sports Basement</i>	335.00	0.00	335.00	100.0%
Total Income	178,859.80	157,303.00	21,556.80	113.7%
Gross Profit	178,859.80	157,303.00	21,556.80	113.7%
Expense				
GUSD Enrich Non-Contractor Exp	0.00	10,000.00	-10,000.00	0.0%
General & Admin Expense				
Bank Fees	2,399.95	1,050.00	1,349.95	228.6%
Bookkeeping	3,560.00	3,500.00	60.00	101.7%
General Liability	2,154.45	840.00	1,314.45	256.5%
Merchant Fees	3,157.26	3,150.00	7.26	100.2%
Misc. Expense	0.00	350.00	-350.00	0.0%
Office Supplies	219.62	350.00	-130.38	62.7%
Postage	12.65	70.00	-57.35	18.1%
Printing	0.00	350.00	-350.00	0.0%
Tax Return Preparation	700.00	0.00	700.00	100.0%
Taxes	50.00	2,100.00	-2,050.00	2.4%
Website	0.00	219.00	-219.00	0.0%
Total General & Admin Expense	12,253.93	11,979.00	274.93	102.3%
Independent Contractors				
Brandon Leung - Dance	1,150.00	1,000.00	150.00	115.0%
Sierra Lembke	1,105.00	1,100.00	5.00	100.5%
Jen Biancalana - D&D	1,100.00	1,000.00	100.00	110.0%
Natalie Collins - Set Design	495.00	500.00	-5.00	99.0%
Jess Reynolds - Art	700.00	700.00	0.00	100.0%
Kasey Hillier - Art	3,200.00			
Donna Matern - Art	3,600.00	7,000.00	-3,400.00	51.4%
Paige Dumont - Athletics	19,100.00	20,000.00	-900.00	95.5%
Spencer Burrows - Chorus	13,600.00	19,200.00	-5,600.00	70.8%
Mark Bradski - Science	16,000.00	16,000.00	0.00	100.0%
Total Independent Contractors	60,050.00	66,500.00	-6,450.00	90.3%
School Support Expenses				
Hillcrest African Drumming	2,375.00	2,375.00	0.00	100.0%
Hillcrest Zero Hour PE	1,036.66	17,000.00	-15,963.34	6.1%
Staff Water Delivery-Alhambra	1,165.16	630.00	535.16	184.9%
Teacher Mini Grants-\$500 Max	0.00	5,000.00	-5,000.00	0.0%
Teacher Support \$350@48 Teacher	19,256.58	10,080.00	9,176.58	191.0%
Teacher/Staff Appreciation Week	0.00	3,500.00	-3,500.00	0.0%
Total School Support Expenses	23,833.40	38,585.00	-14,751.60	61.8%

1:38 PM

02/14/22

Accrual Basis

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

	<u>Jul '21 - Jan 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Special Fundraising Exp				
Jog-a-Thon Expense	4,697.79	4,000.00	697.79	117.4%
Total Special Fundraising Exp	4,697.79	4,000.00	697.79	117.4%
Total Expense	100,835.12	131,064.00	-30,228.88	76.9%
Net Ordinary Income	78,024.68	26,239.00	51,785.68	297.4%
Net Income	<u>78,024.68</u>	<u>26,239.00</u>	<u>51,785.68</u>	<u>297.4%</u>

Gravenstein Parent Association
Balance Sheet
As of January 31, 2022

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Exchange Bank Checking	359,787.75
Exchange Bank Savings	257,163.55
Paypal	2,040.86
Total Checking/Savings	<u>618,992.16</u>
Other Current Assets	
Prepaid expenses	1,246.00
Total Other Current Assets	<u>1,246.00</u>
Total Current Assets	<u>620,238.16</u>
TOTAL ASSETS	<u><u>620,238.16</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	31,226.83
Total Accounts Payable	<u>31,226.83</u>
Total Current Liabilities	<u>31,226.83</u>
Total Liabilities	31,226.83
Equity	
GSF Reserve Transfer	95,504.87
32000 · Retained Earnings	415,320.32
Net Income	78,186.14
Total Equity	<u>589,011.33</u>
TOTAL LIABILITIES & EQUITY	<u><u>620,238.16</u></u>

GPA Board Meeting

January 20, 2022, Online Zoom Meeting

Meeting Called to order at 6:04pm

Members Present

Erin Hillmer
Amber Ray Hernandez
Ben Kaun
Maggie Zavala
Vy Le-Morse
Christina Connelly
Ashley Cochran
Allison Herman
Keri Pugno
William Deeths
Samara Stevens
Fanny Lam
Vanessa Bird
Niki Hoffman Wargo

Absent

Erin Hillmer

A. Agenda –Public Comments

-Vy L. has secured hats for volunteers to wear at events.

B. Secretary's Report

-Erin H. motions to approve minutes from 11/18/2021 6pm online board meeting, Amber R. seconds and all in favor.

C. Vote for potential new board member

-Fanny Lam would like to officially join the board. Erin officially nominates Fanny to join the board, and all approve.

D. Teacher/staff/administration appreciation ideas

-Vy L. will coordinate getting fruit baskets for all staff, Vanessa B. will help secure donations.
-Board agrees to use the Smokehouse credit toward having lunch catered for all staff, Allison H. will go to the Smokehouse and coordinate.

E. Subcommittee Reports

Special Events

- Maggie Z., Amber R. and Christina C. are meeting on 1/21/22 to plan the read-a-thon.
- Book fair has been canceled.
- Skate night is postponed for the time being.
- Proposed date for the "Kinder Kick Off" is February 26th. Erin, Amber, and Vy plan on volunteering.
- Considering another jog-a-thon and/or possible Charles and Chew fundraiser in spring.
- Amber R. volunteered to oversee the "Color Run" at Hillcrest.
- Amber requests to shop around for a new online fundraising system (other than Pledge Star) and to create a new policy for how donations are collected.
- Maggie and Amber plan to regroup about the jog-a-thon and document what worked and didn't work this year.

Finance Report

- Parent donations in December dropped to \$12,500.
- Income we have taken in \$169k, on a budget of \$141k year to date.
- We're within 10% on general and admirative budgets.
- Vy L. requested to see a budget from previous years for the color run.

Governance Report

-Mini Grants:

- Kadie Clement: Calm Corner \$452.93 - Erin motions to approve and all in favor.
- Michelle Dellosa: Math Puzzles \$421.61 – Erin motions to approve and all in favor.
- Amy Gloeckner: Easel \$500 – Erin motions to approve and all in favor.
- Sally Redfern: Voice Unit \$292 – Erin motions to approve and all in favor.
- Corey Vandike: Voice Unit \$292 – Erin motions to approve and all in favor.

- The district will purchase these items and will submit receipt to GPA for reimbursement.
- No in person meetings for the time being.
- Erin motions to move the remainder of meeting on zoom we to 6:30pm, Vy seconds and all approve.

Communications

-Erin H. will take on adding GPA to Parent Square.

Liaison

-Water situation has been worked out!

^{c/s}
Principals Report

Mrs. Pugno:

- Wants to recognize Amber R. for being an amazing substitute for the past couple of weeks and for helping out in many ways on campus!
- Continues to be somewhat of a challenging year, Covid has not gotten any easier, but everyone continues to adapt.
- Unexpected fire drill last week... the kids and staff were up and out of their seats in 2 minutes and made their way out onto field.

Mr. Deeths:

- It's always a sunny day at Hillcrest Middle School!
- Teachers are continuing to give everything they have to their students.
- Had a band concert at Hillcrest Hall with parents there.

Superintendents Report (No Mr. Rose)

Misc.

- Erin H. motions to close the meeting at 7:20pm and Vy L. seconds and all in favor.

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

Hillcrest Heat Mitigation Phase II Re-roofing: With the approval of the contract, FRC is working on securing materials for this project that will be starting once school is out. It was a consideration to possibly start this project before school would let out, but when looking at all the factors it was determined it would be most productive to begin when students and staff are not present due to the proximity of the work and to also minimize the noise and interruption during a normal school day.

Hillcrest Admin Modular: QKA at this time is still waiting on full DSA approval for the project. They are waiting on final access and structural review. In the meantime, the notice inviting bids has been sent out and there is a bid walk scheduled on March 8th with our four prequalified contractor firms to get familiar with the site and to look at the existing state of the modulares, so they can start preparing bids with the proposed plans as they are now. Once the full DSA approval comes through any changes that come as a result of the final review will be issued as an addendum so any changes to the drawings can be accounted for without starting a proposal from scratch and general contractors can still get pricing and availability from subcontractors in an effort to best preserve the timeline. The contractor award will be on the agenda for the April Board meeting.

We have received a proposal for a project inspector for the district office modular, and are recommending the selection of Ryan Anderson for this project. The project inspector is an independent contractor but works under the discretion of DSA to ensure that the project plans are executed and that the project is done within the construction specifications and building code. The project inspector uploads documents to the DSA box to provide status reports on progress to DSA and to report any deviations from the project should there be any.

The second proposal is for special inspection services which is LACO Associates. We have worked with LACO on many projects and they have always been very prompt with their being on site when needed and good with their project reporting for DSA. The scope of their services for this project is to observe the foundation dimensions prior to concrete being placed to make sure it is within acceptable dimensions and they will test the rebar for strength and conformance. They will also observe the concrete foundation pour and test the concrete for strength. Additionally they will also observe welding and test the building anchor and bolt attachments to the foundation for pull and torque testing.

Climate Committee Visits Willowside: We had some of our climate committee members along with other key district personnel travel to observe the food service program at Willowside School. We got the opportunity to see their kitchen, how they have it set up and how they operate. We asked questions on their staffing, time needed to prep, what they have found to be successful and what are the challenges in operating a self contained food program. We found this to be very informative in that we got to observe this kitchen in action, the equipment being used, and the workflow of their kitchen. After talking to their chef Matt, who was very knowledgeable and helpful we learned a lot and feel that running a self contained kitchen is something that is attainable, and is something that our district can work towards developing.



GRAVENSTEIN UNION SCHOOL DISTRICT CBO Report: March 8th Regular Board Meeting

- Preparation of the 2nd Interim Report
- Submission of 2020-21 Every Student Succeeds Act Per Pupil Expenditure reporting
 - Gravenstein Elementary - \$13,214
 - Gravenstein 1st - \$11,658
 - Hillcrest Middle School - \$11,732
 - Gravenstein Community Day - \$63,522
- Visit to Oak Grove to observe Cafeteria activities and infrastructure upgrades
- Hired 1.0 FTE Certificated Long-Term Sub to support the Learning Lab at the Gravenstein Site.
- Hired .6 FTE Certificated Reading Specialist at the Gravenstein Site starting 3/1/22
- Ongoing activities:
 - Payroll, Trimester 2 Stipends
 - Negotiations with the Certificated and Classified Labor Unions
 - Workshops
 - Sonoma County District Business User's Group Meeting
 - WestEd/CDE: Strategic Use of One-Time State and Federal Resources
 - SCOE/Escape Payroll Workshop

Mask mandate update

On March 1, Dr. Mark Ghaly for the California Department of Public Health provided information regarding a change in the state mandate for universal masking in public school classrooms. As you are likely aware, Dr. Ghaly announced the end of the indoor mask mandate for schools in California, effective at midnight on March 11, 2022. CDPH “strongly recommends” the wearing of masks indoors at schools, but is removing the mandate. At this point in time, the COVID-19 Community Level in Sonoma County is considered “low” ([CDC Information](#)), and the Sonoma County Department of Health Services is in agreement with this guidance. GUSD will follow this guidance and remove our indoor mask mandate for students and staff beginning Monday, March 14, so staff and students will not be required to wear masks when indoors, regardless of the setting or distance from others. Students and staff will continue to have the option to wear a mask indoors.

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

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

Checks Dated 02/01/2022 through 02/28/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1878454	02/02/2022	Sposato, Brian H	01-4390	Reimb. Music Shelter	23.48	293.46
1878455	02/02/2022	Carey, Paul R	03-4390	Reimb. Music Shelter	269.98	
1878456	02/02/2022	Deeths, William H	01-4310	Reimb. STEM Supplies	22.09	276.08
1878457	02/02/2022	Rose, David P	03-4310	Reimb. STEM Supplies	253.99	247.08
1878458	02/02/2022	Karissa Allen	04-4310	Reimb. Earbuds for Testing		869.70
1878459	02/02/2022	Redwood Lock, Inc.	01-5912	Superintendent Phone		25.00
			04-5880	Referee Volleyball 1/19/2022		
			01-5830	Various Key Copies	5.81	
			03-5830	Various Key Copies	69.70	
			04-5830	Generate New Maister -HMS	71.67	
				Various Key Copies	34.85	
1878460	02/02/2022	Scholastic Magazines	03-4310	1st grade reading/soc st/ science magazine		182.03
1878461	02/02/2022	School Specialty	04-4310	Enrich Elective- HMS-DCole		83.60
1878462	02/02/2022	Senor Wooly LLC	04-4310	Senor Wooly - "La Lucha de la Limonada "	107.09	103.42
				Unpaid Tax	8.39-	98.70
1878463	02/02/2022	Verizon	01-4440	Verizon	4.22	
			03-4440	Verizon	49.89	
			04-4440	Verizon	29.11	
1879069	02/04/2022	Grimm, Alexis	03-4310	Reimb. Fear Deck		83.22
1879070	02/04/2022	ACSIG	01-9573	Employee's Dental Plan Coverage 2021-22		149.99
1879071	02/04/2022	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	8.23	1,000.55
			03-5830	Water testing for Gravenstein	96.77	
			04-5830	Water testing for Hillcrest	69.00	174.00
1879072	02/04/2022	CADA	04-5200	CADA Conference		1,098.00
1879073	02/04/2022	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2021-22		50,810.07
1879074	02/04/2022	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2021-22		182.00
1879075	02/04/2022	Fishman Supply Company	01-4370	Paper Towels for Hillcrest and Gravenstein	7.27	
			03-4370	Paper Towels for Hillcrest and Gravenstein	87.22	
			04-4370	Paper Towels for Hillcrest and Gravenstein	50.88	145.37
1879076	02/04/2022	Leak Detection Pros Inc.	04-5830	Locating water line break		500.00
1879077	02/04/2022	MCI Comm Service	12-5911	Daycare Phone Line for 2021-2022		14.28
1879078	02/04/2022	Office Depot	01-4310	Toner for Printer- Cups for Food Service	23.11	
			03-4310	Class Supplies-Basque	54.28	
				Toner for Printer- Cups for Food Service	265.77	
			13-4390	Toner for Printer- Cups for Food Service	39.96	383.12
1879079	02/04/2022	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2021-22		2,202.20

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Board Report

Checks Dated 02/01/2022 through 02/28/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1879080	02/04/2022	Weeks Drilling & Pump Co. Inc.	01-5830	Grav-Replace Chlorine Injector Shut Off Valve	20.84	260.53
			03-5830	Grav-Replace Chlorine Injector Shut Off Valve	239.69	
1879081	02/04/2022	Christina Connelly	01-5862	Reimb.Fingerprinting		5.70
1879082	02/04/2022	Christina Connelly	04-5862	Reimb.Fingerprinting		39.90
1879083	02/04/2022	Christina Connelly	03-5862	Reimb.Fingerprinting		68.40
1879084	02/04/2022	Jessica Reynolds	01-5862	Reimb.Fingerprinting		2.85
1879085	02/04/2022	Jessica Reynolds	03-5862	Reimb.Fingerprinting		34.20
1879086	02/04/2022	Jessica Reynolds	04-5862	Reimb.Fingerprinting		19.95
1879087	02/04/2022	Melinda Marano	01-5862	Reimb.Fingerprinting		2.85
1879088	02/04/2022	Melinda Marano	03-5862	Reimb.Fingerprinting		34.20
1879089	02/04/2022	Melinda Marano	04-5862	Reimb.Fingerprinting		19.95
1879090	02/04/2022	Rachael Lopez	01-5862	Reimb.Fingerprinting		2.85
1879091	02/04/2022	Rachael Lopez	04-5862	Reimb.Fingerprinting		19.95
1879092	02/04/2022	Rachael Lopez	03-5862	Reimb.Fingerprinting		34.20
1879093	02/04/2022	Dellosa, Michelle N	01-4310	Reimb. Educational Activities		460.85
1879094	02/04/2022	Baird, Elizabeth A	04-4310	Reimb. Candy Gram		59.80
1879095	02/04/2022	Clement, Kadie L	01-4310	Reimb. Calm Corner-GPA		486.00
1879096	02/04/2022	Martinez, Rocio E	12-5200	Reimb. Mileage to HMS BTB	162.50	11.12
1879097	02/04/2022	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		3,250.00
1879098	02/04/2022	American Eagle Enterprises	04-5830	Bleacher Maintenance	1.66	2,050.00
1879099	02/04/2022	AT&T-Elevator	01-5911	Elevator Phone Line	19.10	20.76
			03-5911	Elevator Phone Line	91.23	
1879100	02/04/2022	Joshua Schwartz	04-4350	Trodax 5212 Self Inking Stamp	5.52-	85.71
				Unpaid Tax	86.79	
1879101	02/04/2022	Fishman Supply Company	01-4370	District Wide Custodial Supplies	1,041.05	
			03-4370	District Wide Custodial Supplies	607.34	1,735.18
			04-4370	District Wide Custodial Supplies		100.00
1879102	02/04/2022	Focused Behavioral Solutions	04-5830	Focused Behavioral Solutions		568.11
1879103	02/04/2022	Juvo	04-5830	Autism and Behavioral Health Services-2021-22		
1879104	02/04/2022	Office Depot	01-4350	School Office Supplies -Grav	9.12	
			01-4390	School Office Supplies -Grav	2.97	
			03-4350	School Office Supplies -Grav	104.83	
			03-4390	School Office Supplies -Grav	34.18	151.10

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1879105	02/04/2022	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2021-22	2.80	34.96
1879708	02/09/2022	Margaret Zavala	03-5520	Light Poles at Grav Elem 2021-22	32.16	2.85
1879709	02/09/2022	Margaret Zavala	01-5862	Reimb. Fingerprinting		34.20
1879710	02/09/2022	Margaret Zavala	03-5862	Reimb. Fingerprinting		19.95
1879711	02/09/2022	Lannon, Kelley A	04-5862	Reimb. Fingerprinting		71.93
1879712	02/09/2022	Sporrer, Kelly A	03-4310	Reimb.\$71.93		50.00
1879713	02/09/2022	Johnson, Heather L	04-5826	Reimb. Art Supply		73.74
1879714	02/09/2022	Quirke, Melacha V	04-4310	Reimbursement of Craft Supplies	.68	
1879715	02/09/2022	Clover-Stornetta Farms Inc.	01-5800	Reimb. Parent Communication	8.10	13.50
1879716	02/09/2022	Counterpoint Construction Services, Inc.	03-5800	Reimb. Parent Communication	4.72	485.50
1879717	02/09/2022	FRC, Inc.	04-5800	Reimb. Parent Communication		
1879718	02/09/2022	Mark Hoback	13-4700	Milk Purchases 2021-22		
1879719	02/09/2022	Locus Construction Services	40-5830	Admin Portable	887.50	
1879720	02/09/2022	Recology Sonoma Marin	40-6200	Facilities Project Management Services	127.50	
1879721	02/09/2022	School Nurse Supply, Inc		Hillcrest Temperature Mitigation	3,990.00	5,005.00
1879722	02/09/2022	Sonoma County Office Of Ed.	40-6200	Facilities Project Management Services		44,697.95
1879723	02/09/2022	U.S. Bank Equipment Finance	40-6200	Facilities Project Management Services		40.00
1879724	02/09/2022	Westminster Woods	40-6200	Facilities Project Management Services		7,200.00
1879725	02/09/2022	Joni Brown	40-6200	Facilities Project Management Services		
1879726	02/09/2022	Joni Brown	40-6200	Facilities Project Management Services		
1879727	02/09/2022	Joni Brown	40-6200	Facilities Project Management Services		
1879728	02/09/2022	Robert Hoggan	40-6200	Facilities Project Management Services		
1879729	02/09/2022	Robert Hoggan	40-6200	Facilities Project Management Services		
1879730	02/09/2022	U.S. Bank Equipment Finance	40-6200	Facilities Project Management Services		
1879731	02/09/2022	School Nurse Supply, Inc	40-6200	Facilities Project Management Services		
1879732	02/09/2022	Sonoma County Office Of Ed.	40-6200	Facilities Project Management Services		
1879733	02/09/2022	U.S. Bank Equipment Finance	40-6200	Facilities Project Management Services		
1879734	02/09/2022	Westminster Woods	40-6200	Facilities Project Management Services		
1879735	02/09/2022	Joni Brown	40-6200	Facilities Project Management Services		
1879736	02/09/2022	Joni Brown	40-6200	Facilities Project Management Services		
1879737	02/09/2022	Joni Brown	40-6200	Facilities Project Management Services		
1879738	02/09/2022	Robert Hoggan	40-6200	Facilities Project Management Services		
1879739	02/09/2022	Robert Hoggan	40-6200	Facilities Project Management Services		

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Board Report

Checks Dated 02/01/2022 through 02/28/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1879730	02/09/2022	Robert Hoggan	04-5862	Fingerprinting Reimbursement		19.95
1879731	02/09/2022	Sposato, Brian H	04-4380	Reimb. Cables for Scoreboard		82.09
1879732	02/09/2022	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		109.00
1879733	02/09/2022	American Storage LLC	01-5830	Storage Container for Gravenstein USD	12.00	
			03-5830	Storage Container for Gravenstein USD	138.00	150.00
1879734	02/09/2022	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	100.37	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2021-22	568.75	743.96
1879735	02/09/2022	Fishman Supply Company	04-5911	Hillcrest AT&T CALNET 3 Charges 2021-22	74.84	
			01-4370	District Wide Custodial Supplies	3.94	
			03-4370	District Wide Custodial Supplies	47.31	
			04-4370	District Wide Custodial Supplies	27.59	78.84
1879736	02/09/2022	Lakeshore Learning Materials	01-4310	Classroom Supplies-Learning Lab	17.53	
			03-4310	Classroom Supplies-Learning Lab	206.35	223.88
1879737	02/09/2022	Pacific Gas & Electric	01-5520	Electric and Gas for 2021-22 @ Gravenstein	651.98	
			03-5520	Electric and Gas for 2021-22 @ Gravenstein	3,694.54	7,738.20
1879738	02/09/2022	United Forest Products Inc.	04-5520	Electric and Gas for 2021-22 @ Hillcrest	3,391.68	
			01-4380	Golden Nuggets -Gravenstein	39.39	492.32
			03-4380	Golden Nuggets -Gravenstein	452.93	
1880763	02/16/2022	Appling, Gregory L	01-9515	Reissue State date #5395340	9.23	
				Reissue State date #5396837	9.23	
				Reissue State Date #5400368	9.23	
				Reissue State Date #5402224	9.23	
				Reissue State Date 5398486	9.23	46.15
1880764	02/16/2022	Koelmeijer, Jennifer M	01-9515	Reissue State Date #5396842	9.23	
				Reissue State Date #5398491	9.23	27.69
				Reissue State Date #5400373	9.23	12.11
1880765	02/16/2022	Coulter, Elina L	01-9515	Reissue State Date #5400192	2.85	
1881721	02/18/2022	Jared Stevens	01-5862	Fingerprinting Reimbursement	34.20	
			03-5862	Fingerprinting Reimbursement	19.95	57.00
1881722	02/18/2022	Jeffery King	04-5862	Fingerprinting Reimbursement	2.85	
			01-5862	Reimb. Fingerprinting	2.85	
			03-5862	Reimb. Fingerprinting	34.20	
			04-5862	Reimb. Fingerprinting	19.95	57.00
1881723	02/18/2022	Dexter, Daniel A	04-4390	Reimb. Garden Enrich		246.80

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Checks Dated 02/01/2022 through 02/28/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1881724	02/18/2022	Byrne, Kathleen N	03-4310	Reimb. Garden Supplies		44.98
1881725	02/18/2022	ACSIG	01-9573	Employee's Dental Plan Coverage 2021-22		9,509.00
1881726	02/18/2022	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	3.60	
			03-5830	Water testing for Gravenstein	42.40	46.00
1881727	02/18/2022	Clover-Stormetta Farms Inc.	13-4700	Milk Purchases 2021-22		725.40
1881728	02/18/2022	Quattrochi Kwok Architects	40-6210	Architectural Services-HMS Heat Mitigation Project	571.48	
				Master Planning Services #1891.01	2,654.14	
				Student Services building #1965.00	691.23	
			40-6215	Architectural Services-HMS Heat Mitigation Project	43.43	
				Master Planning Services #1891.01	60.06	
				Student Services building #1965.00	23.35	
1881729	02/18/2022	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2021-22	57.58	4,043.69
			03-5530	Gravenstein Elem Water Service for 2021-22	662.20	
			04-5530	Hillcrest Water Service for 2021-22	484.23	1,204.01
			01-5862	Reimb. Fingerprinting	2.85	
			03-5862	Reimb. Fingerprinting	34.20	
			04-5862	Reimb. Fingerprinting	19.95	
			01-5862	Reimb. Fingerprinting	2.85	
			03-5862	Reimb. Fingerprinting	34.20	
			04-5862	Reimb. Fingerprinting	19.95	
			01-5830	Water testing for Gravenstein	2.51	
			03-5830	Water testing for Gravenstein	29.49	
			04-5830	Water testing for Hillcrest	100.00	
			01-4370	Janitorial Supplies	56.11	
			03-4370	Janitorial Supplies	673.26	
			04-4370	Janitorial Supplies	392.74	
			01-4350	Class Supplies-Otterson,Tomsky,Haas,DO	.78	
				District Office Supplies	2.78	
			01-4390	Childrens Small Face Mask	27.10	
			03-4310	Class Supplies - Rich, Tomsky,Reed	8.45	
				Class Supplies -Multi Teachers	30.26-	
				Class Supplies-Otterson,Tomsky,Haas,DO	30.73	
			03-4350	Class Supplies-Otterson,Tomsky,Haas,DO	9.62	
				District Office Supplies	33.72	

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Board Report

Checks Dated 02/01/2022 through 02/28/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1881734	02/18/2022	Office Depot	03-4390	Childrens Small Face Mask	325.17	
			04-4310	Class Supplies - Rich, Tomskey,Reed	87.79	
				Class Supplies HMS- Colley	109.16	
			04-4350	Class Supplies-Otterson,Tomsky,Haas,DO	4.27	
				District Office Supplies	108.10	
			04-4390	Childrens Small Face Mask	189.69	907.10
1882399	02/23/2022	Dexter, Daniel A	04-4310	Reimb. Language Arts Books		322.25
1882400	02/23/2022	McDowell, Matthew M	04-4310	Reimb.Badmitten Supplies-PE		318.58
1882401	02/23/2022	ParknPool	04-4400	Picnic Tables and Benches-Gravenstein		10,688.71
1882402	02/23/2022	Point Reyes National Seashore Assoc.	03-5826	Science at the Seashore-Mole Crab Study		525.00
1882403	02/23/2022	Ane Carla Rovetta	03-5826	Story Teller for Clem Miller ED Center-Brown		250.00
1882404	02/23/2022	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2021-22		2,288.00
1882405	02/23/2022	Ashley Cochran	01-5862	Reimb. Fingerpringting	2.85	
			03-5862	Reimb. Fingerpringting	34.20	
			04-5862	Reimb. Fingerpringting	19.95	57.00
1882406	02/23/2022	Brown, Allison N	03-5826	Reimb Love Creek Sanctuary-Campground		1,706.00
1882407	02/23/2022	Baird, Elizabeth A	04-4310	Reimb. Classroom Books		215.62
1882408	02/23/2022	Peter Bergen	03-5826	4th Grade Clem Miller-Bow Drill		325.00
1882409	02/23/2022	Tony Corsello	04-5880	Basketball Referee 2/3/2022		70.00
1882410	02/23/2022	Buchanan Food Service	13-4710	Food Service Food		648.33
1882411	02/23/2022	H&M Landscape Materials Inc	04-4390	Gardening Soil- Horticulture Class HMS		278.85
1882412	02/23/2022	School Nurse Supply, Inc	01-4390	School Nurse Supplies- Gravenstein		503.40
			03-4390	School Nurse Supplies- Gravenstein	40.32	
1882413	02/23/2022	School Services Of California		Registration: Governor's Budget Workshop	26.00	
			03-5200	Registration: Governor's Budget Workshop	312.00	
			04-5200	Registration: Governor's Budget Workshop	182.00	520.00
1882414	02/23/2022	Sebastopol Area Chamber Of Com	04-5829	Apple Blossom Parade entry fee 2022	13.77	75.00
1882415	02/23/2022	SyTech Solutions	01-5830	Document Management Services 2021-22	96.43	
			03-5830	Document Management Services 2021-22	165.30	275.50
			04-5830	Document Management Services 2021-22		6,323.52
1882416	02/23/2022	T&b Sports	04-4310	Basketball Uniforms-HMS		375.00
1882417	02/23/2022	West County Health Centers	04-5830	Comprehensive Sex Ed. Classes		653.51
1882418	02/23/2022	West County Transportation	04-5826	Bus Trans -8th Grade -Riverfront Regional Park		
1882783	02/25/2022	Alexa Popplewell	01-5862	Reimb. Fingerpringting	2.85	
			03-5862	Reimb. Fingerpringting	34.20	
			04-5862	Reimb. Fingerpringting	19.95	57.00

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Checks Dated 02/01/2022 through 02/28/2022

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1882784	02/25/2022	Cristina Montoya	01-5862 Reimb.	Fingerprinting	2.85	
			03-5862 Reimb.	Fingerprinting	34.20	
			04-5862 Reimb.	Fingerprinting	19.95	57.00
1882785	02/25/2022	Jeff Ballard	01-5862 Reimb.	Fingerprinting	2.85	
			03-5862 Reimb.	Fingerprinting	34.20	
			04-5862 Reimb.	Fingerprinting	19.95	57.00
1882786	02/25/2022	Kristina King	01-5862 Reimb.	Fingerprinting	2.85	
			03-5862 Reimb.	Fingerprinting	34.20	
			04-5862 Reimb.	Fingerprinting	19.95	57.00
1882787	02/25/2022	Sheree Furr	01-5862 Reimb.	Fingerprinting	2.85	
			03-5862 Reimb.	Fingerprinting	34.20	
			04-5862 Reimb.	Fingerprinting	19.95	57.00
1882788	02/25/2022	Collins, John I	04-4310 Reimb.	Costumes for Play HMS	33.60	
1882789	02/25/2022	Byrne, Kathleen N	04-4340 Reimb.	Elective Supplies- Maker Lab	146.39	179.99
			01-4355 Reimb.	ELAC Meeting Food	12.50	
			03-4355 Reimb.	ELAC Food	150.00	250.00
			04-4355 Reimb.	ELAC Food	87.50	
1882790	02/25/2022	Carey, Paul R	01-4310 Reimb.	STEM Supplies	3.11	
			03-4310 Reimb.	STEM Supplies	35.74	38.85
1882791	02/25/2022	FRC, Inc.	40-6200 Heat Mitigation - Pre Construction- Phase 2			3,500.00
Total Number of Checks					124	190,592.12

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	61	69,400.65
03	Gravenstein Elementary Charter	58	18,520.21
04	Hillcrest Middle Charter	66	35,872.00
12	Child Development Fund	3	285.34
13	Cafeteria Fund	5	2,081.19
40	Special Reserve-capital Proj	5	64,446.64
Total Number of Checks		124	190,606.03
Less Unpaid Tax Liability			13.91
Net (Check Amount)			190,592.12

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



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

Certificated Salary & Benefits

Regular Payroll	\$ 534,353.21
Supplemental Payroll	\$ 43,607.71

Certificated Salary & Benefits

Regular Payroll	\$ 211,430.46
Supplemental Payroll	\$ 24,368.41

Total February Salary & Benefits

\$ 813,759.79

Board of Education

Regular Meeting Minutes

Zoom Link

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

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

I. CALL TO ORDER AT 5:00 PM

Meeting called to order at 5:01pm.
All Members except Patrick Lei in attendance.
Patrick joined at 5:11pm.
Jennifer Koelemeijer left at 6:26pm

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

Action taken/comments:

No changes to the Agenda

III. REPORTS, AND ORAL COMMUNICATIONS

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

Keri Pugno (KP) - Went over Report in Packet. Also talked about 5 mini grants awarded by GPA to our teachers. Wanted to Thank GPA for the lovely fruit they provided to staff.

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

Will Deeths (WD) - Went over Report in packet. Also talked about sports and how well they are doing.

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

Linda Helton (LH) - hiring Kasey Hillier for Reading Specialist was an excellent option. Would love to get her back in the district as a teacher. Grav teachers are thrilled with the change in ingress. Thank you Keri for getting that done. Looking forward to the 23rd of February for mediation.

- D. (p. 3) District Site Council (3 min.)**
- 1. Minutes from November 16, 2021**
 - 2. Agenda from January 26, 2022**

Dave Rose (DR) - Mentioned reports in packet.

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

Amber Hernandez - So grateful for all the staff and glad they enjoyed our healthy snack.

Amy Gloeckner - Thank you so much for the Mini Grant, we are so grateful and thankful.

- 1. Agenda from January 20, 2022**
- 2. December Financials**
- 3. Minutes from November 18, 2021**

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

Jeri McNeill (JM) - I attended the budget presentation from the state. I also attended the GPA meeting and appreciate the work they are doing. Also attended the Racial Justice Committee Meeting. I worked on GUTA negotiations and discussions with Gregory. I would like to bring up two topics that I would like the board to consider

1. The topic of cyber security and policies that may need to be updated. We are pretty good, but Ransom Ware is becoming a big thing. Want to be sure we have the proper commitments in place should it come up.
2. Revisiting the Enrich for all. It was something we were intended to do and it hasn't happened yet. Just want to remind the board.

Gregory Appling (GA) - I have been working with JM on negotiations and a strategic plan, to be discussed later in the meeting.

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

WD - We held a Racial Justice Committee meeting with the Exec Board and we were joined by Equity First. Plan was to go through and plan our public meeting for Feb 28th. We will be working with Equity First on how to write the invitations to our public meeting for our community. Working with Equity First has been extremely helpful. Thank you to the GUSD board for increasing the scope of the contract with Equity First. I will have a great report to share at the March Board meeting.

- H. (p. 18) Facilities Report (5 min.)**

Brian Sposato (BS) - Heat Mitigation phase II - to replace tar and gravel roofs at Hillcrest with more efficient materials. Getting rid of wood fascia and replacing it with metal, fixing rain gutters and downspouts, and cleaning/rerouting some of the electrical.

District Office Modular - They have resubmitted to DSA and are now waiting for approval. Also working on getting bidding docs back soon. Hoping to have bid docs for March Meeting.

GA - Can you Clarify what the four contractor pools are?

BS - Yes we have four contractors that are very qualified for school construction. They have been preapproved and vetted for this type of project.

I. Master Plan Committee (5 min.)

DR - Master Plan Committee did not meet since last Board meeting. They will be meeting in the Spring.

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

J. (p. 19) CBO Report (5 min.)

KA - Winter CARS is where the State awards our title funding based on our P1 reporting. We had an update to our health mandates. The new health mandate #C1933 means all non fully vaccinated employees are required to test twice weekly.

DR - about 85% of our staff are fully vaccinated.

KA - we were the only school in the county that had a dental credit. We have seen a drastic uptick in the needs supporting our COVID testing needs at both sites. There has also been an increase in the HR

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

DR - In response to questions asked at the last board meeting. The Grant Activity is now on the website under District Publications. All the other items are part of the agenda.

1. **Questions from the January Board Meeting**
2. **(p. 20) SCOE Approval of 21/22 First Interim Report**
3. **(p. 26) Tobacco Retail License Support Letter**

DR - Talked about what this means and the letter that he wrote.

IV. PUBLIC COMMENT (15 min.)

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

No Public Comment

- V. **CONSENT AGENDA** (2 min.) **ACTION ITEM**
- A. (p. 28) Warrants
 - B. (p. 34) Payroll
 - C. (p. 35) Minutes from the Regular Board Meeting of January 11, 2022
 - D. (p. 43) Williams Settlement Quarterly Report for October 1 - December 31, 2021
 - E. (p. 46) USC School Counseling Program Placement Agreement for 2022-23 School Year

Action taken/comments:

Motion to approve as written:

Motion PL Second AK

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

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

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

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

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

DR - explains why this is on the Agenda and why it is a discussion item and not a general action item. The document is a Mid Year Summary. This report will be filed with CDE to show that it has been done, but it does not need to be approved.

GA - We (the Board) have all these different plans, and we as a Board have done a lot of one year planning. JK has really pushed us to develop a true reserve strategy and plan further ahead

for facilities. JM and I have started to talk about a strategic plan that allows us to see where we want to be in three years. Like what our staffing needs will be in two or three years. The Board has talked about many things, but not followed up. We have tentatively worked up a draft online of areas to address for each school and what we need for the District. We want multiple people to be involved in creating this plan. The idea is for most of the work to be done at the administrative and staff level with two board members. Plan to include the community at an appropriate point to review and comment. This would include a review of the Enrich Program. We need to look at this and see if we are really doing the things that we want done. Let's not have the board do the refresh, let's have the people that are involved, work on our needs and desires. The direction is for Administration to return by the April Board meeting with a deliverable date for a draft plan to be reviewed by the board.

DR - from an administrative perspective this would really help with the work we are doing. The idea of going through and really formalizing the process is something I am really looking forward to doing.

AG - I would love to be a part of this.

AK - You have my full support.

PL - I too think this is a great idea. Like you said it is taking all our ideas and linking them. Would we be thinking about bringing on a consultant to help us with creating this plan?

GA - I think that is a conversation to have a little later. Right now I would like to get a group started and start the work and then maybe look at getting a consultant. We still need to wrap our brains around where we want to be in three years. This does not need to be a 100 page document. This is more of the big picture for now.

JK - I also think it is a great start towards a more holistic view on how we are doing things. How does this align with our annual strategy meeting?

GA - That is a great question - I think this will feed into that. We will be able to use it to help us make decisions at the strategy meeting.

JK - wants to be sure this will not replace what the board does, but rather be complimentary

JM - I was hoping this would be something that would help inform rather than us diving in with not enough information. A little like being able to see all the things we are working towards in just one place.

GA - I feel like right now we are making decisions on the fly, but this would help us to be more organized in our decision making. Will look for two board members not named Gregory to be a part of this group. Leaving it to Dave to gather admin and other members.

VII. GENERAL ACTION ITEMS

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

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

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

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

Action taken/comments

Scott Baer from CounterPoint - The items that we are considering for this evening are the items in front of you. From FRC the GMP (Guaranteed Maximum Price) for this being \$1,355,174.25. The phases are incorrect. The HVAC component was done last summer. We are now working on the roofing component, which also includes electrical work. Procuring materials has been difficult due to COVID, we were actually able to secure a sub contractor who had been smart enough to start collecting materials. The relationship with the district and the general contractor is good and so is the relationship between the general contractor and the sub contractor. Through this sub contractor they have the material and it has already been slated for this job. This does include a contingency of \$64,000.

GA - Brian was there anything added after our walk through.

BS - no

Motion to approve as written:

Motion _____ JM _____ Second _____ PL _____

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

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

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

construction firm during the time frame of construction with the understanding that the construction firm will lease the property back to the district after the project is complete for an interest-bearing period of time.

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

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

Action taken/comments:

DR - when we talk about having that preapproved pool of contractors this is what allows us to do that. It is also a financial agreement to help minimize the cost in the long run.

Scott - this was the best plan for getting the best contractor with the best price.

Motion to approve resolution #220208-02

Motion _____ PL _____ Second _____ AK _____

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

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

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

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

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

Action taken/comments:

DR - Thank you Scott for joining us tonight. Turning this over to Brian. This is something that keeps Brian busy at this time of year, but it also provides us with information to make plans for the year.

BS - Yeah this helps to see what might need work. There is a check list of all the items we need to look at. Basically going through all these items and gathering information about what needs to be fixed, what is working fine, or what needs to be improved upon. We got reports for both schools. It also talks about when buildings were built when upgrades were done and what items might need attention because of age. Heard the form might be changing next year, but not sure what those changes might be. It is a great tool.

GA - Room 24 and 25 with the roof leaks. Wouldn't those roofs still be warranted?

BS - It was a one year warranty. I went back and forth with them but they wouldn't agree to do the work. They were not very responsive for warranty work.

Motion to approve the FIT reports for Gravenstein Charter, Gravenstein First, and Hillcrest Middle School:

Motion ___GA___ Second ___PL___ (15 min.)

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

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

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

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

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

Action taken/comments:

DR - School Safety Plan is an Annual report. I want to mention the work of Beth Haas and Jessica Rassmusen who went through page by page making sure everything was correct. Want to make sure that with the change in the phone system that all the area codes were entered and up to date.

GA - I like the nice command org chart on page 25.

Motion to approve the school safety plan for Gravenstein Elementary and Hillcrest Middle schools:

Motion JM Second AK

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

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

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

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

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

Action taken/comments:

DR - This report is slightly different from the LCAP report in that it has teachers, class size, student assessment data....one for each school. Some of the data is prepopulated.

GA - Under the local test results there is a category for students with disabilities, what are the qualifications for that category?

DR - This would be a student who has an IEP; EL and 504 would not be included.

Motion to approve the SARCs for Gravenstein Elementary, Gravenstein First and Hillcrest Middle schools:

Motion JM Second AK

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

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

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

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

Recommended Motion: To approve Resolution #220208-01.

Action taken/comments

KA - Explained what the Revolving Account is. This is a placeholder account to use if we need to write a check right away and we can't go through SCOE at that moment. As our Payroll account has increased over the years that account has remained the same. This account would be used for paying out an employee who might leave before Payroll or if a teacher is on the way to a field trip and the check gets lost, it can be replaced with a check from this account.

Motion to approve Resolution #220208-01:

Motion _____ PL _____ Second _____ JM _____

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

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

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

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

Recommended motion: For the Board to approve the ConApp.

Action taken/comments:

KA - Went over the above and the amount of money involved. Everytime we receive money from the government we have to report how we spent it.

Motion to approve the CONAP:

Motion _____ JM _____ Second _____ AK _____

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

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

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

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

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

Action taken/comments:

DR - went over what is on the calendar.

GA - Has the bell schedule been worked out as well?

DR - It hasn't, but we feel it will be very similar if not the same.

GA - I didn't see a note about the "early release" schedule.

DR - That will be part of the bell schedule.

JM - If we could get a notification as soon as possible about early release that would be great. Mentioned Rosh Hashanah Day not being a holiday and that it should be noted.

Motion to Approve the 2022-2023 School Year Calendar

Motion _____ PL _____ Second _____ AK _____

Vote: GA: A PL: A JK: _____ 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:

GA - I do not believe the Board has asked to change the format, but for the Brown Act we do have to vote to continue in the current format.

Motion to continue the Board meetings in the current format:

Motion _____ PL _____ Second _____ AK _____

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

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

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

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

Recommended motion: None at this time.

Action taken/comments:

DR - we received this in the mail last week, just in time to get it on this agenda. I do not have any information on either of the candidates. The board can choose not to vote or they can vote and they get one vote.

JM - I would like to suggest we vote for Jeremy Brot

AK - I agree

PL - I also agree

Motion to approve voting for Jeremy Brot for the CSBA Delegate Assembly:

Motion _____ JM _____ Second _____ PL _____

Vote: GA: A PL: A JK: AK: A JE: A

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No Public Comments

Meeting adjourned to closed session at 6:35pm

IX. ADJOURNMENT TO CLOSED SESSION (15 min.)

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

1.0 Student Discipline

2.0 Pending litigation

3.0 Administrator Performance Updates

4.0 Conference with Negotiations team:

a) GUTA/GUCE negotiations update

X. RECONVENE TO OPEN SESSION

Reconvened to open session at 7:23pm

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

Action taken/comments

No actions were taken

XII. FUTURE BOARD MEETINGS

A. March 8, 2022 at 5pm

B. April 12, 2022 at 5pm

C. May 10, 2022 at 5pm

XIII. ADJOURNMENT

Meeting adjourned at 7:24pm

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

GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**Board of Education
Emergency Meeting Minutes**

DATE: Wednesday, February 16, 2022
TIME: 3:30 PM
LOCATION: Gravenstein Elementary, Superintendent’s Office

I. CALL TO ORDER

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

- Call to order at 3:30pm
- Present GA, JM, JK
- PL joined the meeting at 3:39pm

II. ADOPTION OF THE AGENDA

Approval of the agenda for February 16, 2022 (2 min.)

Action taken/comments:

Motion _____ Second _____

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

- No agenda changes, moved to closed session at 3:31pm

III. CLOSED SESSION

A. PUBLIC EMPLOYEE REASSIGNMENT (GUSD/GUTA Collective Bargaining Agreement, Section 10.2)

Action taken/comments:

- A motion was made to support the Superintendent’s reassignment of an employee.

Motion ___ GA ___ Second ___ JK ___

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

Meeting adjourned at 3:57pm

IV. FUTURE BOARD MEETINGS

- A. March 8, 2022 at 5pm**
- B. April 12, 2022 at 5pm**
- C. May 10, 2022 at 5pm**

V. 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.

February 9, 2022

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

Year 1 of 3-year contract

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

We are pleased to confirm our understanding of the services we are to provide Gravenstein Union School District for the years ended June 30, 2022, June 30, 2023, and June 30, 2024. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Gravenstein Union School District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Gravenstein Union School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Gravenstein Union School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

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

We have also been engaged to report on supplementary information other than RSI that accompanies Gravenstein Union School District's financial statements. We will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

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

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following, and will include tests of the accounting records of Gravenstein Union School District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Gravenstein Union School District's financial statements. Our report will be addressed to the Governing Board of Gravenstein Union School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Gravenstein Union School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Audit Procedures - General (Concluded)

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

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

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

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

Other Services

We will also assist in preparing the financial statements and related notes, management's discussion and analysis, budgetary comparison information, depreciation schedule, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information (nonaudit services), as applicable, of Gravenstein Union School District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

Management Responsibilities (Concluded)

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

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

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

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

Engagement Administration, Fees, and Other

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

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

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

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

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

Habbas Nassar, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$19,425** for the fiscal year ended June 30, 2022, **\$20,400** for June 30, 2023, and **\$21,400** for June 30, 2024. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. An additional fee will be charged for attending meetings with the District's Board, if deemed appropriate.

Engagement Administration, Fees, and Other (Concluded)

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

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

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

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

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

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

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

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

Management and Governing Board of
Gravenstein Union School District
February 9, 2022
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In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

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

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

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

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION



Habbas Nassar, Certified Public Accountant
Vice President

RESPONSE:

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

<u>Management - Approved by:</u>	<u>Governing Board - Acknowledged by:</u>
Name: _____	_____
Title: _____	<u>Board President</u>
Date: _____	_____

CONTRACT TO PROVIDE NURSE SERVICES/SUPPORT
2022-2023 ANNUAL AGREEMENT BETWEEN
GRAVENSTEIN UNION SCHOOL DISTRICT and
SONOMA COUNTY OFFICE OF EDUCATION

THIS AGREEMENT is entered into by and between the GRAVENSTEIN UNION SCHOOL DISTRICT (hereinafter referred to as the DISTRICT) and the SONOMA COUNTY OFFICE OF EDUCATION (SCOE).

1. SCOE hereby agrees to release a "School Nurse", employed by SCOE to work for the District at a .30 FTE, which equates to a total of 54 instructional days.

The period of this agreement will begin August 17, 2022 and end June 7, 2023. (You may not obligate SCOE beyond the last day of the regular school year)

"School Nurse", a SCOE employee, will serve as a .30 FTE Registered School Nurse to the District, based upon a 180 day instructional work year as determined by SCOE. Payment for days beyond the SCOE work year will be paid by the District directly to the employee at the employee's daily rate. SCOE and District will collaborate as to the calendaring of work days during the term of this agreement.

2. SCOE will continue to disperse full salary and benefits from July 1, 2022 through June 30, 2023. District shall reimburse SCOE for a .30 FTE (54 days) of School Nurse's actual salary and benefits, unless this agreement is amended to reflect a change in the amount. The estimated annual cost is \$50,415-\$55,383.
3. Any travel or other expenses incurred by School Nurse as directed and approved by the District, will be paid by the District directly to the School Nurse and will not result in additional expenses for SCOE.
4. Any duties assigned to and/or expected of the School Nurse, beyond those that constitute the prearranged agreement with the District, shall not result in any additional cost to SCOE.
5. Upon execution, SCOE shall issue two invoices throughout the terms of this agreement. The first invoice will be issued January 2023 for services provided in August 2022 through December 2022. The second invoice will be issued July 2023 for services provided in January 2023 through June 2023. The District will reimburse SCOE within 60 days upon receipt of invoice(s). SCOE will mail invoices directly to

the District Business department.

6. The School Nurse will not be considered an employee of the District and will not acquire any of the rights, privileges, powers, or advantages of an employee including, without limitation, Workers' Compensation, disability, insurance, health plans, vacation, or sick leave pay, or any other benefit available to District employees.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

SONOMA COUNTY OFFICE OF EDUCATION

GRAVENSTEIN UNION SCHOOL DISTRICT

(SCOE)

(DISTRICT)

By: _____
Greg Medici, Deputy Superintendent

By: _____
Dave Rose, Superintendent

Date: _____

Date: _____

AGREEMENT FOR PROJECT INSPECTION SERVICES

This Agreement ("Agreement"), made this 8th, day of March, 2022, by and between the **Gravenstein Union School District**, a political subdivision of the State of California ("District") and **Ryan D. Henderson**, a duly qualified project inspector ("Inspector").

District and Inspector hereby agree as follows:

1. Scope of Services:

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

2. Contract Documents:

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

3. Compensation:

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

4. Term of Agreement:

The term of this Contract shall be **Tuesday, March 8th, 2022** until completion and acceptance of the following project: **Gravenstein Union School District Admin Modular**, subject to the provisions of Section 8 of the General Provisions.

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

Gravenstein Unified School District:

s/ _____

Name/Title

Inspector of Record:

s/  _____

Ryan D. Henderson / DSA Project Inspector
Name/Title

GENERAL PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Termination:

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

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

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

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

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

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

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

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

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

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



Hillcrest M.S. Administration Modular

DSA Project Inspector Proposal

09 FEB 2022

Ryan D. Henderson
P.O. Box 876
Sonoma, CA 95476
415-867-7095
LocusConst@gmail.com

Attachment A: Proposal & Scope of Services

Gravenstein Union School District
Attn: Dave Rose, Superintendent
RE: Hillcrest Administration Modular
3840 Twig Ave
Sebastopol, CA 95472

Dear Superintendent Rose,

Thank you for having Counterpoint Construction Services contact Locus Construction Services regarding DSA Project Inspector services for the Hillcrest Administration Modular Project.

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

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

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

Best Regards,

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

Ryan D. Henderson

DSA Project Inspector - Class 2



Proposal for DSA Project Inspection Services

Provided to: Gravenstein Union School District
Attn: Dave Rose, Superintendent
RE: Hillcrest Administration Modular
3840 Twig Ave
Sebastopol, CA 954724

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

1. Perform specific duties in accordance with Title 24, Part 1 (Sections 4-333, and 4-342)
2. Provide Inspection Services in accordance with DSA IR A-8 and the Construction Documents.
3. In addition to the minimum requirements set forth in DSA IR A-8, provide inspection of all aspects of construction and as described in the provided DSA-103
4. Coordination with Special Testing & Inspection and Soils contracted firm
5. Maintain a log of time spent on site and provide that information to the district appointed onsite District Representative.
6. Coordinate work with the District Project Manager, Construction Manager, Geotechnical Firm, Testing lab, GC Superintendent, Architect and any other consultants as needed.
7. Alert the onsite District Representative of any issue that may impede work and have a thorough understanding of all requirements of the construction documents.
8. Inspect all portions of the work including but not limited to compliance with the requirements of the approved construction documents and Gravenstein Union School District Standards.
9. Inspect work for quality and identify, document, and report all construction deviations from the requirements of the DSA approved construction documents.
10. Submittal of DSA forms throughout the construction schedule, uploading DSA documents to DSA Box.
11. Schedule and coordinate with all special testing and laboratory inspections and assist in validating invoices.
12. Attend onsite construction meetings, preconstruction meetings, and any other special meetings as required by the district.

Schedule: LCS is prepared and available to perform inspection services with the understanding the anticipated start of construction is early June 2022 with an anticipated completion in August 2022. Given the scope of work, LCS recommends part time inspection averaging (12) hours per week with a (4) hour minimum per visit.



INSURANCE REQUIREMENTS

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

CONSTRUCTION DOCUMENT RECEIPT

I, Ryan D. Henderson, am in receipt of the project's construction document drawings, and DSA-103 form via email from Bryan Valdez of Counterpoint Construction Services on 07 FEB 2022 and have reviewed the documents and have an understanding of the project scope of work and requirements.

REFERENCES

George Kalligeros

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

Jason Polyzos

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

Kenneth Kerch

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

RYAN DAVID HENDERSON

California Licensed Architect
C-30242

DSA Project Inspector #5807



415.867.7095

locusconst@gmail.com

18443 1st Avenue

Sonoma, California 95476

PROFESSIONAL EXPERIENCE

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

PROJECT DEVELOPMENT

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

INTERPERSONAL SKILLS

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

TECHNICAL PROFICIENCY

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

EDUCATION

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

Major Projects

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



APPLICATION FOR PUBLIC WORKS CONTRACTOR REGISTRATION

Registration Information

Type: Public Works
Period: 07/01/2021 06/30/2022

Contractor Information

Contractor Name: RD Henderson Architects, Inc.
Trade Name: Locus Construction Services
License Type Number: PW-LR-1000386968

Contractor Physical Address

Contractor Name: RD Henderson Architects, Inc.
Trade Name: Locus Laser Scanning
License Type Number: PW-LR-1000386968

Contractor Physical Address

Physical Business Country: United States of America

Physical Business Address: 18443 1ST AVE

Physical Business City/ Province: Sonoma

Physical Business State: CA

Physical Business Postal Code: 95476

Contractor Mailing Address

Mailing Country: United States of America

Mailing Address: PO Box 876

Mailing City /Province: Sonoma

Mailing State: CA

Mailing Postal Code: 95476

Contact Info

Daytime Phone:

Mobile Phone:

Daytime Phone Ext.:

Business Email: locusconst@gmail.com

Applicant's Email: locusconst@gmail.com

Workers' Compensation

Professional Employer Organization (PEO)

Do you lease employees through Professional Employer Organization? No

Workers' Compensation Overview

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

Certification

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

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

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

I understand refunds are not authorized

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

I certify this on: 6:41 PM

Legal Entity Information

Legal Entity Type: Corporation

Name: RD Henderson Architects, Inc.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/29/2021

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

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


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

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/29/2021

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

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

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

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

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

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

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

CERTIFICATE HOLDER**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE



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Project inspector RFP Information

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

Attachment B: Project Inspector's Fee Schedule

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

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

California Licensed Architect C-30242
Renewal Date: April 2023

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

FEE SCHEDULE

Hourly Rate: \$90 per hour with a (4) hour minimum per site visit. LCS will only schedule formal visits as needed and does not charge for daily check in phone calls/emails with the General Contractor or Construction Manager.

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

Estimated total project inspector fee: Part-time Inspection Services averaging **(12) hours per week for a minimum of (8) weeks at \$90 per hour = \$8,480.**

Given the scope of work and short construction duration, current market conditions, manufacturing and delivery delays, expectations would be for the project to go slightly beyond the projected completion date. Therefore I would **expect the actual duration of Inspection Services would be averaging (12) hours per week for an anticipated (10) weeks at \$90 per hour = \$10,800.**



February 15, 2022

8027.10

Gravenstein Union School District
3840 Twig Avenue
Sebastopol, California 95472

Sent via email: kanderson@grav.k12.ca.us; drose@grav.k12.ca.us

Attention: Dave Rose, Superintendent

Subject: Proposal
Special Inspection and Materials Testing Services
Hillcrest Middle School
Administration Modular Unit Relocation
725 Bloomfield Road, Sebastopol, California
DSA File No. 49-39; DSA App. No. 01-119883

Dear Mr. Rose:

LACO Associates (LACO) is pleased to present this proposal to provide Special Inspection and Materials Testing services for the planned relocation of an existing modular unit at Hillcrest Middle School, located in Sebastopol, California. In preparation of this proposal, we have reviewed plans and specifications prepared by Quattrocchi Kwok Architects dated November 30, 2021, and DSA Form 103.

PROJECT DESCRIPTION

Based on our review of project plans, we understand the project consists of relocating a 50-foot by 32-foot modular unit to be supported on new steel-reinforced concrete foundations. Plans also indicate welded handrails at stair access locations. Construction elements that will require special inspection and materials testing services include utility trench backfill, concrete, reinforcing steel, field welding and post-installed anchors.

SCOPE OF SERVICES

We will document foundation dimensions for conformance with project documents. In addition, we can provide utility trench compaction testing, if required. A California Registered Civil Engineer will review concrete mix design for conformance with project plans and specifications. We will be present at the rebar fabrication facility to sample and tag individual bundles for laboratory tensile and bend testing. Prior to placement of concrete in foundations and slabs, we will perform batch plant inspections to verify that materials and quantities conform to project specifications. During placement of concrete, we will observe procedures, perform temperature and slump tests, and prepare cylinders for laboratory compressive strength testing. Certified welding inspectors will observe field welding procedures for conformance with project plans and specifications. We will perform load testing of post-installed anchors and torque test high-strength bolts, as required.

Inspections will be coordinated by the designated DSA Project Inspector. Inspections will be Periodic or Continuous, as determined by project and Code specifications. LACO will provide the services of qualified and certified technicians, and registered engineering staff to perform the work described

21 W. Fourth Street
Eureka, CA 95501
707 443-5054 - Fax 707 443-0553

776 S. State Street, Suite 102A
Ukiah, CA 95482
707 462-0222 - Fax 707 462-0223

3450 Regional Parkway, Suite B
Santa Rosa, CA 95403
707 525-1222 - Fax 707 545-7821

932 B W. Eighth Avenue
Chico, CA 95926
530 801-6170 - Fax 707 462-0223

Toll Free 800 515-5054 lacoassociates.com

above on an as-requested basis. We should be notified at least 24 hours in advance to adequately schedule our services. Any workmanship or discrepancies with construction elements we are requested to observe and/or test will be brought to the immediate attention of the Inspector of Record (IOR) and contractor(s). Field reports and laboratory test results will be distributed to the architect, engineer, IOR, and designated others. In addition, we will upload the reports to the DSA Box. We will prepare and submit interim DSA Forms 291 document (Interim Verified Report), as requested by the IOR. At completion of the projects, we will prepare a final DSA Forms 291 (Final Verified Report) for similar distribution.

COST EVALUATION

LACO will provide the services of our Special Inspectors on a time-and-materials basis **with no minimum charges** at a rate of \$175 per hour. Other charges will be in accordance with our Schedule of Rates (attached). Accordingly, based on our review of project documents and experience with similar projects, we recommend that an estimated budget of **\$10,100** be established for our services on this project, as detailed in the table on the following page:

SPECIAL INSPECTION AND MATERIAL TESTING	HOURS	VISITS	RATE	COST
Special inspection of concrete	4	1	\$175	\$700
Rebar sample and tag	4	1	\$175	\$700
Welding inspection	4	2	\$175	\$1,400
Post-installed anchors	4	1	\$175	\$700
Utility trench compaction testing	2	2	\$175	\$700
Special Inspection of post-installed anchors	2	2	\$175	\$700
Rebar testing (est)	-	-	-	\$1,500
Laboratory soil testing (est)	-	-	-	\$500
Laboratory concrete compression tests (\$35 ea.)	-	-	-	\$175
Sample retrieval	1	4	\$175	\$700
Vehicle charges (\$70 per day)	-	-	-	\$910
Professional engineering/management @ 8%	-	-	\$195	\$695
Certified Payroll and DAS Reporting	8	-	\$90	\$720
Total				\$10,100

Should more detailed information or a contractor's schedule become available, we can provide an updated cost evaluation. Please be advised that the actual construction schedule and progress of individual contractors controls the number of site visits needed for observation and testing and that our total fees may vary from our budget estimate. If testing or travel beyond the scope presented herein is required, we will provide those services at the hourly rates quoted herein and/or as indicated on the Schedule of Rates. However, we will not exceed the contract budget without the owner's prior authorization.

SPECIAL CONDITIONS AND / OR ASSUMPTIONS

- LACO is not providing Geotechnical or Environmental services on this project.
- LACO is not providing in plant inspection for this project.
- LACO understands that this project qualifies as prevailing wage as set forth by California Department of Industrial Relations.
- The actual sequencing of work by the contractor has the potential to significantly change the final cost of the services LACO will provide for this project. Costs could be reduced or increased depending on contractor performance.
- Each site visit represents a typical site visit, portal to portal, inclusive of labor, vehicle charges, and equipment charges.
- LACO will rely on others (owner or contractor authorized representative) to coordinate the total number of site visits needed to meet the quality assurance and testing requirements of the project.
- Material testing or observation performed by LACO shall not be relied upon as acceptance of the work, and in no way relieves the Contractor of their obligation to perform the work in accordance with the requirements of the Contract Documents, including commonly accepted industry practices.
- LACO requests CLIENT or CLIENT representative assist in providing safe access during on-site visits to facilitate required field testing and sampling.

Thank you for considering our services. If this proposal is acceptable, please sign and date the first page of the attached Engineering Service Agreement and initial each page of the General Conditions and Schedule of Rates.

We look forward to working with you on this project. Please call us directly at (707) 525-1222 should you have questions.

Sincerely,
LACO Associates



Edward Crump, P.E.
Senior Civil Engineer

This agreement is entered on this day, February 15, 2022, in Santa Rosa, Sonoma County, California.

SIGNED _____

LACO Associates
1550 Airport Blvd., Suite 102
Santa Rosa, CA 95403
(707) 525-1222
(707) 545-7821 FX
Principal: Dale L. Romanini
PM: Edward H. Crump

SIGNED _____

PRINTED _____

DATE _____

CLIENT: Gravenstein Union School District

ADDRESS: 3840 Twigg Avenue
Sebastopol, CA 95471

PHONE:

EMAIL:



GENERAL CONDITIONS

LACO will perform only those services outlined in the agreed scope of work, except that CLIENT and LACO may subsequently agree in writing to provide for additional services to be rendered under this agreement for additional, negotiated compensation. The above scope of work represents the minimum program at this time. As the results of records search or other investigations or tests become known, other tests and/or sampling may be recommended to the CLIENT for written approval as Additional Services.

Invoices may be submitted to CLIENT as frequently as every four (4) weeks and/or upon completion of the work and are due and payable when presented. All accounts not paid in full within agreed payment terms will include a late payment charge from the date of the invoice, at the rate of 1.5% per month. If legal action is instituted on this account, the prevailing party shall be awarded such attorney's fees and other costs as the Court may adjudge to be reasonable. The CLIENT acknowledges the requirements of reporting cash payments for services that exceed \$10,000 under federal law. Generally, any person, as defined, in a trade or business who receives more than \$10,000 in cash in a single transaction or in related transactions must file a Form 8300 with the Internal Revenue Service. CLIENT understands that if such payment(s) are made to LACO, a Form 8300 will have to be submitted by LACO.

If CLIENT for any reason fails to pay the undisputed portion of LACO's invoices fifteen (15) days after invoice due date, LACO has the right to cease work on the project, and CLIENT agrees to waive any claim against LACO for cessation of services, and shall defend and indemnify LACO from and against any claims for injury or loss stemming from LACO's cessation of service. CLIENT agrees to pay LACO the cost associated with premature project demobilization.

In the event the project is remobilized, CLIENT agrees to pay the cost of remobilization, and shall renegotiate appropriate contract terms and conditions, such as those associated with budget, schedule, or scope of service.

In the event any bill or portion thereof is disputed by CLIENT, CLIENT shall notify LACO within ten (10) days of receipt of the bill in question, and CLIENT and LACO shall work together to resolve the matter within sixty (60) days of its being called to the attention of LACO. If resolution of the matter is not attained within sixty (60) days, either party may terminate this Agreement in accordance with condition contained herein.

LACO agrees to strive to perform the services set forth in this Agreement in accordance with generally accepted professional practices, in the same or similar localities, related to the nature of the work accomplished, at the time the services are performed. LACO's services shall not be subject to any expressed or implied warranties whatsoever.

LACO's services shall not include directly or indirectly storing, arranging for or actually transporting, disposing, treating or monitoring hazardous substances, hazardous materials, hazardous wastes or hazardous oils, except for delivery of samples to a laboratory. Unless specifically listed in the Proposal or Scope of Work, services exclude testing for the presence of asbestos, polychlorinated biphenyls (PCBs), radon gas, or any airborne pollutants.

CLIENT recognizes that subsurface conditions may vary from those observed at locations where borings, surveys, or explorations are made, and that site conditions may change with time. Data interpretations, and recommendations by LACO will be based solely on information available to LACO. LACO is responsible for these data, interpretations, recommendations, but will not accept responsibility for other parties' interpretations or use of the information developed. Because geologic and soil formations are inherently random, variable, and indeterminate in nature, the professional services rendered by LACO, and opinions provided with respect to such services under this Agreement (including opinions regarding potential cleanup costs), are not guaranteed to be representative of actual site conditions or contamination or costs, which are subject to change with time as a result of natural or man-made processes.

The CLIENT shall provide all information in its possession, custody, or control which relates to the site, its present and prior uses, or to activities at the site which may bear upon the services of LACO under this Agreement. LACO may rely on the completeness and accuracy of information supplied by CLIENT without further verification.

In recognition of the inherent risk of claims associated with the services to be provided and in consideration of our agreement to perform these services, CLIENT agrees to limit LACO's liability for CLIENT and any third parties arising from LACO's professional acts, errors or omissions, such that the total aggregate liability of engineer to all those named shall not exceed \$40,000 or LACO's total fee for services rendered on this project, whichever is greater. (If CLIENT wishes to discuss higher limits and charges involved, he should speak with LACO.) CLIENT further agrees to require of any contractors or subcontractors an identical limitation of LACO's liability for damages suffered by the contractor or subcontractor arising from LACO's professional acts, errors, or omissions. Neither the contractor, nor any of his subcontractors assumes any liability for damages to others which may arise on account of LACO's professional acts, errors or omissions except as otherwise stipulated herein. Limitations on liability and indemnities in this Agreement are business understandings between the parties, voluntarily and knowingly entered into, and shall apply to all theories of recovery, including but not limited to, breach of contract, warranty, tort (including negligence), strict or statutory liability, or any other cause of action, except for willful misconduct or gross negligence.

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Both CLIENT and LACO agree that, to the extent allowed by law, they will not be liable to each other for special, indirect, or consequential damages arising out of or related to this Agreement, whether caused by negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause or causes whatsoever.

By this Agreement, LACO specifically excludes, disclaims and is discharged from any responsibility or liability for all direct or indirect loss or harm resulting from the presence, failure to discover, interception, escape or discharge of hazardous or toxic materials of any kind, including the contamination of soil, water, air or other property as a result thereof. This exclusion included, but is not limited to, exploration, testing, analysis, or recommendations by LACO.

LACO's scope of work does not include the investigation or detection of the presence of any Biological Pollutants in or around any structure. CLIENT agrees that LACO will have no liability for any claim regarding bodily injury or property damage alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure. In addition, CLIENT will defend, indemnify, and hold harmless LACO from any third party claim for damages alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure, except for damages arising from or caused by LACO's sole negligence. The term "Biological Pollutants" includes, but is not limited to, molds, fungi, spores, bacteria, and viruses, and the byproducts of any such biological organisms.

To the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold LACO, its agents, subcontractors, and employees harmless from and against any and all claims, defense costs, including attorney's fees, damages, and other liabilities arising out of or in any way related to LACO's reports or recommendations concerning this Agreement, LACO's presence on the project property, or the presence, release, or threatened release of asbestos, hazardous substances, or pollutants on or from the project property; provided that CLIENT shall not indemnify LACO against liability for damages to the extent caused by the negligence or intentional misconduct of LACO, its agents, subcontractors, or employees.

CLIENT waives any claim against LACO and agrees to defend, indemnify and hold LACO harmless for injury or loss which may arise as a result of (1) alleged cross-contamination of aquifers caused by sampling, (2) release of pollutants to the environment, (3) drill cuttings, fluids or other presumed hazardous materials being left on-site after containerization by LACO, (4) containing, labeling, transporting, testing, storing, or other handling of contaminated samples, (5) any work, error, omission or negligent act performed by contractors or others under not complete and direct supervision by LACO for the specific task concerned.

CLIENT is responsible for accurately delineating the locations of all underground structures and utilities. LACO will take reasonable precautions to avoid known subterranean structures, and CLIENT agrees to defend, indemnify and hold LACO harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located.

In the absence of special arrangements, all uncontaminated samples of soil or rocks will be disposed of by LACO sixty (60) days after submission of our report. Soil, water, rock and/or other waste materials generated during work on the project site shall remain the sole property and responsibility of CLIENT. It is CLIENT's sole responsibility to arrange for lawful disposal of all waste materials. Soil, water, rock and/or other waste materials generated during LACO's work efforts on behalf of the CLIENT which may be contaminated with hazardous or toxic materials or potentially hazardous or toxic materials will be containerized on the site in approved containers at such times as they may be generated. Such materials may be required by law to be characterized and disposed of within a limited time frame. Arranging for disposal of hazardous or toxic materials or potentially hazardous or toxic materials is specifically excluded from the scope of LACO's services. Upon written request from the CLIENT, LACO may assist in coordinating or facilitating lawful disposal procedures by an appropriately-licensed contractor employed by the CLIENT. Regardless of any coordination or facilitation of disposal of hazardous or toxic materials or potentially hazardous or toxic materials by LACO on behalf of the CLIENT, CLIENT agrees to indemnify and hold harmless LACO from any claim of liability for injury, loss or environmental damage, including cost of defense, arising from any disposal of hazardous or toxic materials or potentially hazardous or toxic materials.

All laboratory and field equipment contaminated with suspected or potentially toxic or hazardous substances in performing our services will be cleaned at CLIENT's expense. Contaminated consumables will be disposed of and replaced at CLIENT's expense. Equipment (including tools) which cannot be reasonably decontaminated shall become the property and responsibility of the CLIENT. All such equipment shall be delivered to the CLIENT or disposed of in a manner similar to that indicated for hazardous samples. CLIENT agrees to pay the fair market value of any such equipment which cannot reasonably be decontaminated.

CLIENT has relied on LACO's judgement in establishing the workscope and fee for this project, given the project's nature and risks. CLIENT shall, therefore, rely on LACO's judgement as to the continued adequacy of this Agreement in light of occurrences or discoveries not originally contemplated or known. Should LACO call for contract renegotiation, LACO shall identify the changed conditions which, in LACO's judgement make such renegotiation necessary, and LACO and CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to help permit LACO to continue to meet CLIENT's needs. If renegotiated terms cannot be agreed to, CLIENT agrees that LACO has an absolute right to terminate this Agreement.

LACO and CLIENT agree that discovery of unanticipated hazardous or toxic materials constitutes a changed condition mandating renegotiation or termination of services. LACO agrees to notify CLIENT as soon as practically possible should unanticipated hazardous materials or suspected

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hazardous or toxic materials be encountered. CLIENT agrees to make any disclosures required by law to the appropriate governmental agencies. CLIENT and LACO also agree that discovery of hazardous materials may make it necessary for LACO to take immediate action to protect health and safety. CLIENT agrees to compensate LACO for all costs required for such action and other costs incident to such unanticipated discovery of hazardous or toxic materials.

CLIENT agrees that construction contractors, subcontractors or others not affiliated with LACO are solely responsible for safety at and near the project site. LACO will have no responsibility or liability for methods of work performance, supervision including selection of equipment, selection or direction of contractor's employees, or sequencing of construction other than that done by LACO's own employees. LACO will not be responsible for excavation safety, temporary slopes, shoring, underpinning, dewatering, or other construction activities of the contractor(s) and subcontractor(s).

Unless otherwise agreed, CLIENT will furnish to LACO, its agents, representatives and subcontractors right-of-entry on land for planned field operations. CLIENT will notify any and all possessors of the project site that the CLIENT has granted LACO free access to the site. LACO will take reasonable precautions to minimize damage to the site, but it is understood by CLIENT that, in the normal course of work, some damage may occur and the correction of such damage is not part of the Agreement unless so specified in the proposal or scope of work.

All documents, reports, boring logs, field and survey notes, tracings, and other documents prepared by LACO as instruments of service shall remain the property of LACO. All designs, information, reports, or recommendations prepared or issued by LACO are for the sole use of the CLIENT for the specific project for which they are prepared. CLIENT agrees not to provide such materials to any person or organization unless the person or organization agrees in writing to be bound by the conditions of this Agreement. CLIENT agrees to save and hold LACO harmless from any liability arising from any use made by CLIENT or any other party outside the intent of this Agreement.

All claims, disputes, and other matters in controversy between LACO and CLIENT arising out of or in any way related to this Agreement will be submitted to "alternative dispute resolution" (ADR) before and as a condition precedent to other remedies provided by law. If and to the extent that CLIENT and LACO have agreed on methods for resolving such disputes, then such methods will be set forth in the "Alternative Dispute Resolution Agreement" which, if attached, is incorporated into and made a part of this Agreement. If no specific ADR procedures are set forth in this Agreement, then it shall be understood that the parties will submit disputes to mediation as a condition precedent to litigation.

If a dispute at law arises from matters related to the services provided under this Agreement and that dispute requires litigation instead of ADR as provided above, then: (1) the claim will be brought and tried in the judicial jurisdiction of the Court of the county where LACO's principal place of business is located and CLIENT waives the right to remove the action to any other county or judicial jurisdiction, and (2) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, Court costs, attorney's fees, and other claim related expenses.

This Agreement may be terminated by either party upon ten (10) days written notice by certified mail, return receipt requested. If CLIENT elects to terminate this Agreement, CLIENT will be responsible for all charges, as computed under this Agreement, for work performed by LACO through the tenth day after mailing of the notice of termination.

The laws of the State of California will govern the validity of the terms, their interpretation and performance. If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this Agreement for any cause.

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**LACO SOUTH
2022 SCHEDULE OF RATES**

HOURLY RATES

Senior Principal Engineer	\$275.00 per hour
Senior Geotechnical Engineer, Senior Managing Engineer	\$245.00 per hour
Principal Engineer	\$235.00 per hour
Principal Land Surveyor.....	\$220.00 per hour
Principal Planner, Principal Geologist, Senior Project Manager	\$195.00 per hour
Senior Engineer	\$190.00 per hour
Senior Engineering Geologist	\$185.00 per hour
Senior Geologist	\$180.00 per hour
Deputy Director of Planning.....	\$175.00 per hour
Senior Planner, Senior Surveyor, Project Manager.....	\$165.00 per hour
Associate Engineer	\$160.00 per hour
Associate Surveyor II	\$155.00 per hour
Laboratory Manager	\$150.00 per hour
Associate Surveyor I	\$145.00 per hour
Senior Special Inspector, Associate Geologist.....	\$140.00 per hour
Staff Engineer, Associate Planner, Associate Surveyor	\$135.00 per hour
Staff Planner, Staff Geologist, Staff Surveyor.....	\$130.00 per hour
Senior Technician	\$115.00 per hour
Assistant Engineer, Assistant Planner, Assistant Geologist, Assistant Surveyor, Grant Analyst	\$110.00 per hour
Senior Project Coordinator	\$100.00 per hour
Project Coordinator.....	\$85.00 per hour

HOURLY PREVAILING WAGE FIELD INSPECTION RATES

Group 1: Masonry, Group 2: Welding / Construction Inspections.....	\$190.00 per hour
Group 3: Soils, Group 4: Concrete.....	\$185.00 per hour

HOURLY SURVEY RATES*

Marking Borings / USA Marking Humboldt / Sonoma / Napa (Prevailing Wage Qualifying)	\$220.00 per hour
Marking Borings / USA Marking Mendocino / Lake (Prevailing Wage Qualifying)	\$170.00 per hour
One-Man Survey	\$160.00 per hour
One-Man Survey (Prevailing Wage Qualifying)	\$210.00 per hour
Two-Man Survey	\$290.00 per hour
Two-Man Survey (Prevailing Wage Qualifying)	\$370.00 per hour
Three-Man Survey.....	\$370.00 per hour
Three-Man Survey (Prevailing Wage Qualifying)	\$500.00 per hour

*Hourly survey rates are charged for travel time to and from job site and on-site time.

EXPERT WITNESS SERVICES**

Principal Professional Expert.....	\$500.00 per hour
Senior Professional Expert	\$400.00 per hour

**Expert witness services include, but are not limited to, preparation for and attendance at depositions or court by Principal or Senior Professionals. Other staff support will be billed at regular hourly rates.

ANNUAL RATE INCREASE

LACO Associates anticipates an annual hourly rate increase of 3% to 5% effective January 1st of each new year without prior notice. For projects that span multiple years, an updated Schedule of Rates will be sent with the first invoice that reflects the annual increase.

NOTES

1. The above rates are regular hourly rates and include payroll costs, overhead, and profit. If overtime is requested by the client, it will be charged at 130% of the above hourly rates.
2. Outside services, including, but not limited to, consultants and laboratories, will be billed at Cost plus 15%.
3. Subsistence and per diem will be calculated at Cost plus 15%.
4. All travel time will be charged at the regular hourly rates.

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Revised: 02/04/2022



TRANSPORTATION

Automobile and pickup:*

Trip charge per day (half-day minimum charge)	\$70.00 per day (\$35 minimum charge)
Over 80 miles	Federal Rate + \$0.10 per mile
Other transportation, air travel, etc.	\$Cost + 15%

MATERIALS

Survey hubs, stakes, lath, or guineas	\$1.00 each		
Survey markers, plain iron pipe	\$5.00 each		
Plan copies per sheet (11x17)	black & white \$0.25	color \$2.50 each	
Plan copies per sheet (24x36)	black & white \$5.00	mylar \$20.00	color \$21.25 each
All other materials or printing.....	\$ Cost + 15%		

Survey Equipment Rates

Trimble S7 Robotic Total Station.....	\$250.00 per day
Trimble R12i GNSS GPS Receiver	\$500.00 per day
Mobile Mounted LiDAR and Digital Camera	\$1,000.00 per day
Geo-MMS Advanced Navigator Drone with LiDAR and Digital Camera.....	\$1,500.00 per day

RATES FOR MATERIALS AND SOILS TESTING

Laboratory tests are performed on samples delivered to our lab in Santa Rosa, California. Sample pick-up, special tests, and unusual sample preparation are billed at the applicable hourly rate. Faxes of reports and duplicate mailings are available for \$5 each. Reports requiring review and signature will be billed at the applicable rate.

A. AGGREGATE AND SOILS TESTING

100.	Sieve Analysis – Coarse and Fine, Caltrans 202, ASTM C-136.....	\$186.00
101.	Sieve Analysis – Coarse, Caltrans 202, ASTM C-136	\$93.00
102.	Sieve Analysis – Fine, Caltrans 202, ASTM C-136.....	\$93.00
103.	Finer than #200, ASTM C-117	\$80.00
104.	Particle Size Analysis, ASTM D-422	\$192.00
105.	Cleanness Value, Caltrans 227	\$186.00
106.	Atterberg Limit - Wet.....	\$220.50
107.	Hydrometer Analysis.....	\$90.00
108.	Bulk Density of Soils.....	\$53.00
109.	Atterberg Limits, LL-PL-PI, ASTM 4318	\$171.00
110.	Sand Equivalent, Caltrans 217, ASTM D-2419	\$186.00
111.	Specific Gravity – Coarse, Caltrans 206, ASTM C-127	\$141.00
112.	Specific Gravity – Fine, Caltrans 207, ASTM C-128	\$155.00
113.	Maximum Density of Soils, Caltrans 216, ASTM D-698 or D-1557	\$278.00
114.	Maximum Density of Soils with Rock Correction, ASTM D-4718.....	\$300.00
301.	Nuclear Density Gauge (hourly), Caltrans 231, ASTM D6938 **	\$15.00
302.	Nuclear Density Gauge (daily), Caltrans 231, ASTM D6938 **	\$85.00
116.	Organic Impurities, ASTM C-40.....	\$80.00
117.	Moisture Content of Soils In Place, ASTM D-2216.....	\$25.00
118.	Density of Soils In Place, ASTM 2937	\$50.00
119.	Percent Crushed Particles, Caltrans 205, ASTM D-5821	\$186.00
120.	Durability Index – Coarse, Caltrans 229, ASTM D-3744	\$150.00
121.	Durability Index – Fine, Caltrans 229, ASTM D-3744	\$150.00
122.	Concrete Slab Relative Humidity Test.....	\$98.00
123.	Unconfined Compressive Strength	\$80.00
124.	CBR Soils Test with Compaction	\$550.00
125.	Consolidation, 3" dia., ASTM D-2435.....	\$280.00
126.	Consolidation Test – Additional Points	\$45.00
127.	Direct Shear, ASTM D-3080 (3 points)	\$275.00
128.	Direct Shear, ASTM D-3080 (per additional point)	\$69.00
129.	Sample Preparation	\$35.00
130.	Expansion Index, ASTM D-4829	\$351.00

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131.	Pocket Penetrometer.....	\$20.00
135.	Unit Weight, ASTM C-29	\$186.00
139.	CBR Soils Test Without Compaction	\$350.00
166.	Max. Theoretical Specific Gravity (RICE), ASTM D2041	\$175.00
167.	Moisture % of Bituminous Mixtures, CAL370.....	\$75.00
168.	Bulk Specific Gravity of Compacted Asphalt Mixtures, ASTM D2726.....	\$65.00
169.	Marshall Compaction, Density, 3 specimens, ASTM D6926, D2726.....	\$345.00
170.	Marshall Stability & Flow, 3 specimens, ASTM D6927.....	\$230.00
171.	% Binder Content, NCAT Ignition Oven,ASTM D6307.....	\$150.00
172.	NCAT Calibration, ASTM D6307	\$380.00

For other testing not listed, please inquire.

B. CONCRETE AND FIELD TESTING

150.	Concrete/Grout Compressive Strength (curing, testing & disposal), Caltrans 521, ASTM C-39.....	\$35.00
151.	Concrete Compressive Strength, Caltrans 521, ASTM C-39.....	\$35.00
152.	Specimen Processing and Curing, ASTM C-31	(each) \$8.00
153.	Disposable Concrete Molds	(each) \$4.00
154.	Concrete Mix Design, Preparation, Review, and Adjustment.....	\$200.00
156.	Percent Entrained Air (Method ASTM C-231 or C-173)**	\$20.00
157.	Shrinkage Test, ASTM C-157 (3 bars).....	(per test) \$300.00
158.	Concrete Rebound Test, ASTM C-805**	(per day) \$25.00
159.	Coring; Concrete, CMUs and AC, 4-inch core **	\$3.00 per inch length
161.	Coring; Concrete, CMUS and AC, 6-inch core **	\$3.00 per inch length
163.	Splitting Tensile Strength, ASTM C-496	(per test) \$90.00
164.	Voltage Meter.....	(per day) \$35.00

C. SPECIAL EQUIPMENT

258.	Coating Thickness Gauge	(per Day) \$25.00
246.	Skidmore **	(per day) \$60.00
303.	Core Drilling Machine**	(per day) \$75.00
333.	Load Cell **	(per hour) \$15.00
334.	Torque Wrench **	(per hour) \$10.00
320.	Photoionization Hydrocarbon Vapor Detector *	(per day) \$100.00
450.	Field Lab Analysis (Hanby)	(per test) \$25.00
332.	Turbidity Meter *	(per day) \$40.00
352.	Dissolved Oxygen Meter *	(per day) \$40.00
245.	pH/T/K Meter *	(per day) \$40.00
247.	Water Level Meter.....	(per day) \$25.00
321.	Bladder Pump/2" Submersible Pump *	(per day) \$45.00
224.	Cam/Portable Pump (12-volt).....	(per well) \$5.00
336.	Pressure Washer *	(per day) \$45.00
323.	Steam Cleaner *	(per day) \$75.00
456.	Rotary Hammer Boring System.....	(per boring) \$25.00
452.	Hydro Punch	(per sample) \$30.00
454.	Continuous Core Sampler	(per foot) \$5.00
354.	Hand Auger *	(per day) \$25.00
22.	Traffic Control Cones (25) *	(per day) \$8.00
23.	Passive Skimmer (1 liter).....	(per week) \$15.00
24.	Electric Skimmer	(per week) \$125.00
326.	Submersible Pump *	(per day) \$45.00
322.	Centrifugal Pump *	(per day) \$100.00
252.	Confined Space Multi-Gas Meter (LEL, Oxygen, PID, Hydrogen Sulfate, CO)	(per day) \$90.00
661.	Calcium Chloride Kits	(each) \$25.00

*Minimum charge of 1/2-day on all equipment billed on daily basis **Plus Technician Rate ***Sample preparation not included

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044
County Clerk
County of: Sonoma
2300 County Center Drive Room B177
Santa Rosa, CA 95403

From: (Public Agency):
Gravenstein Union School District
3840 Twig Ave, Sebastopol, CA 95472
(Address)

Project Title: Gravenstein Union School District Admin Modular

Project Applicant: Gravenstein Union School District

Project Location - Specific:
Hillcrest Middle School, 725 Bloomfield Rd, Sebastopol, CA 95472

Project Location - City: Sebastopol Project Location - County: Sonoma

Description of Nature, Purpose and Beneficiaries of Project:
This project consists of setting a relocatable modular classroom building, staged on site already, on concrete foundation, minor concrete site paving and minor remodeling of the interior.

Name of Public Agency Approving Project: Gravenstein Union School District

Name of Person or Agency Carrying Out Project: Gravenstein Union School District

- Exempt Status: (check one):
[] Ministerial (Sec. 21080(b)(1); 15268);
[] Declared Emergency (Sec. 21080(b)(3); 15269(a));
[] Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
[X] Categorical Exemption. State type and section number: Classes 3 and 14
[] Statutory Exemptions. State code number:

Reasons why project is exempt:
3 (Small Structures); 14 (Minor Additions to School) Project involves a new small structure that will be located at the existing school site with substantially same purpose and capacity as existing structures. Project does not increase original student capacity by more than 25% or ten classrooms and there are no unusual circumstances.

Lead Agency
Contact Person: Dave Rose Area Code/Telephone/Extension: (707) 823-7008

- If filed by applicant:
1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? [] Yes [] No

Signature: Date: Title:

[] Signed by Lead Agency [] Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: n/a



Universal TK Rollout

Expands TK to *all* four-year-olds by 2025-26 school year

The phase-in model begins in the 2022-23 school year with the following age eligibility for children enrolling in Transitional Kindergarten.

- 2022-23: 5th birthday between September 2 - February 2
- 2023-24: 5th birthday between September 2 - April 2
- 2024-25: 5th birthday between September 2 - June 2
- 2025-26: 4th birthday by September 1st



Expanded Learning Opportunities Program Plan Guide

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

Prepared by: Expanded Learning Division

California Department of Education 1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923

This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)

Note: This cover page is an example, programs are free to use their own logos and the name of their program.

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Name of Local Educational Agency or Equivalent: Gravenstein Union School District

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Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Gravenstein Elementary School

Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it

may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education’s (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

GUSD will be expanding the Summer Jumpstart Program that we offered during the summer of 2021. There will be two 15-day Summer Jumpstart sessions, both held on the Gravenstein Elementary School campus. Students entering grades 1st -8th during the 2022/23 school year will be invited. The first session, June 13 - July 1, will feature classified staff providing a variety of academic skill building and enrichment activities. The second session, July 18 - August 5, will add a classroom instruction component with certificated teachers providing a block of direct instruction during the day. Both programs will operate from 7:30am - 5:30pm daily. A safe and supportive environment will be provided for students through the implementation of all safety measures that are in place during the school year, including low student:staff ratios, provided by current staff that have built relationships with our students. All staff will receive trauma informed professional development prior to each session, and our Mental Health Coordinator will be on-site or on call during both sessions.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

Lessons and activities will be a combination of group direct-instruction, leveled small groups, and limited use of technology programs for independent practice. The curriculum will be standards-based, aligned with our adopted materials, grade-appropriate, and will focus on these key areas:

Math:

- Academic vocabulary
- Number Sense
- Review of grade-level key concepts and operations
- Practice in increasing Math fact fluency and automaticity

Language Arts:

- Phonemic awareness and sound-spelling patterns
- Reading fluency
- Reading comprehension and practice with finding evidence from the text
- Grade-appropriate writing
- Keyboarding lessons for grades 3rd through 8th

Additionally, staff will direct a variety of arts and crafts, music, physical activities, games, and other events and activities as well as supervising free play/choice activity times. Initial consideration is being given at this time to adding field trips, guest speakers, or other special events. Each three-week program is designed to provide support for current GUSD students who will be entering grades 1 - 8. Students will be grouped by their grade level and/or needs. Regular attendance and appropriate behavior are key elements of success in any academic program and will be expected in our program.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

Since the suspension of in-person instruction in March of 2019, our School Board has directed staff to assess the need for expanded learning opportunities (ELO) and to plan accordingly based upon the findings. Classroom teachers have provided significant student assessment data used in the development of this plan. Learning opportunities during Jumpstart will focus on the academic goals for each grade level that are in line with the upcoming grade level curriculum as well as the identified focus areas based on student data. The Jumpstart Administrator will send a curriculum request to grade level teachers prior to school being out for the summer. This guide will ask for important vocabulary words from: Language Arts, History, and Science. The guide will ask ELA teachers for writing concepts that are covered in the upcoming grade level. The guide will ask the Math Teachers for math concepts that are covered in the upcoming grade level. The concepts and vocabulary should be something that these Jumpstart Students will see early on in the school year, giving them a “Jumpstart” on these concepts prior to the school year beginning. Teachers and staff have been identifying and documenting strengths and barriers for individual students (including social emotional issues), This information will be available to Jumpstart staff as well as a starting point for addressing individual student needs as ELOs are implemented.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

During Jumpstart, GUSD will be incorporating several different strategies that provide opportunity for youth voice and leadership. Following our current common practice on both campuses, staff value and encourage youth voice and expression, making sure that time is allotted for discussion, exchange and consideration of the perspectives of our students. Staff will provide a forum for students to discuss and decide on segments of the daily schedule and the opportunity to make significant choices about activities in the program. Students will be given the opportunity to serve as activity leaders and mentors to each other. The Jumpstart Program will support youth’s leadership development through appropriate skill building opportunities such as goals setting and planning, and youth input and contributions will be encouraged in activity planning, implementation and evaluation. It will be important for staff to keep in mind that as young people gain experience, their input and contributions become increasingly sophisticated. Additionally, staff will provide opportunities for reflection and for youth to showcase their work.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programing.

During the time that the program is in operation, staff will implement the guidelines and expectations that are in place for students during the regular school year. Students will be supervised in all settings, expected to exhibit positive behaviors and practice life skills and prosocial behaviors. Regular opportunities for physical activity will be part of the schedule for each day. Our food service program will continue to operate under the supervision of our Food Services Lead and CBO in the same manner as it does during the school year, providing regulation compliant breakfast, lunch and snacks. Breakfast will be made available upon arrival, and lunch and snack service will be staggered by grade levels to ensure that all students have ample time to be served and eat.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

In September of 2020, the Board of Trustees for GUSD adopted a Resolution on Racial Justice, Equity and Inclusion that provides a roadmap for the district's ongoing work to operate in a culturally competent manner. The Resolution contains guidance in: addressing hate speech and language, responding to racist or bigoted behavior, use of restorative justice, expansion of curriculum to include additional perspectives, facilitating interactions with representatives of communities that can share personal experiences and stories of racism and discrimination including 'guest speakers'; lectures; videos; field trips; and small-group discussions, as well as many other actions to increase district diversity, equity, and inclusion. Early work in this area included the establishment of a middle school Gay-Straight Alliance, the forming of the Multi-Cultural Awareness Committee, the development of a Racial Justice and Equity resource page on the district website, and the recording and posting of the text of the Board Resolution by students, parents, and staff. The district has switched to a social media communication platform that allows families to choose the language in which they receive messages from the district, created community forums to guide district programs specifically for parents of RSP, low socioeconomic status, and EL students, and GUSD has hired a bi-lingual English Learner Support teacher to provide focused student support as well as acting as a liaison for parents and families. During the last year, the district formed a Racial Justice Committee to advance and monitor progress towards the principles and goals of the Board Resolution, including interviewing candidates and recommending to the Board an agency to contract with to assess cultural competency of the district. Equity First, a local agency, was selected, and has since provided staff training and conducted community and staff listening sessions to begin their work with GUSD. These efforts will inform the practices in place during the Jumpstart program and will continue throughout the summer.

During Summer Jumpstart, students will receive targeted remediation instruction in English/Language Arts and Mathematics based upon skill deficiencies identified by classroom teachers during May of 2021. Pre- and post assessment will be used to evaluate student progress, determine need for additional support, and provide a basis for program evaluation. GUSD will increase the number of contract days for our Resource Specialist Teacher for consultation as well as for direct instruction for students with disabilities. We will purchase materials for English Learners to support the English Language acquisition and increase the number of support days as contracted with our district English Language Support Teacher to support students' language acquisition needs.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

Current GUSD staff have been surveyed regarding their availability and intent to work during either or both Jumpstart sessions. Program planning took this information into account as it is the intent of GUSD to have the significant majority of Jumpstart staff also be staff that work with our students during the regular school year. Many of the staff that worked the inaugural version of Jumpstart last summer have indicated their intent to return and work the program again this summer.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

As a district, the Vision and Mission statements for GUSD focus on having outstanding staff providing an innovative, rigorous, engaging, and enriching educational experience in a safe and inviting environment with supports in place to assist all students in achieving academic and social emotional growth annually. Our district is implementing a Multi

Tiered System of Supports (MTSS) approach to address academic growth, chronic absenteeism/truancy, and loss of instructional time due to discipline issues. Summer Jumpstart is a component of our MTSS and by extension will represent an extension of our current district Vision and Mission statements. For each individual student, the purpose of the program is to address any skill deficits due to the suspension of in-person instruction or any other barrier and to provide a “jumpstart” that will support success as a student during the upcoming school year.

9—Collaborative Partnerships

Describe the program’s collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

The district is consulting with the county office of education for ELO-P program development as well as MTSS training, resources, and strategic support. GUSD is also a participant in a state-wide MTSS consultation group facilitated by the Center for the Transformation of Schools at UCLA. GUSD is also teaming with the Sonoma County Office of Education (SCOE) and Project SERV to begin assessing the impact on student mental health of recent natural disasters and the pandemic on our community, and to support students and families who may benefit from additional services. Another local partner, the Gravenstein Health Action Coalition (GHAC) is a collaboration of local organizations, agencies and individuals working together to support policy, system and environmental change to improve health outcomes of all residents of West County Sonoma. The GUSD superintendent is currently a GHAC Board Member.

Gravenstein Elementary will work with our other community partners in mental health, health services, probation, law enforcement, truancy prevention, partner districts, and in the identification and implementation of any other needed supports or interventions and the implementation of ELO-P programs.

10—Continuous Quality Improvement

Describe the program’s Continuous Quality Improvement plan.

One of the major functions of our Local Control Accountability Plan (LCAP) is to support continuous quality improvement. Our LCAP is drafted to support student progress academically, behaviorally, and in attending school regularly. While our data indicates that most students are doing well in each of these areas, every year, 20-25% percent of our students are not performing at district standards. As a district, GUSD, as detailed in our our LCAP, will implement multiple strategies in the coming years to annually reduce the percentage of students performing below district standards. This work includes:

- Opening each school year with academic assessments to confirm the growth from the previous year and to identify individual students in need of support. Initial data analysis indicates that many individual students in RSP, EL, and Title 1 student groups will need targeted supports and interventions
- Develop common grade level academic progress data assessments for early identification of students performing below grade level
- Continue the development of our Multi Tiered System of Supports (MTSS) and insure that the process for initiating and accessing Tier II level supports is known and easily accessible for all teachers
- Continue the development of our SEL student support, daily classroom SEL activities and overall campus climate activities to prevent disruptions, behavior issues to continue the trend in reduced suspensions and expulsions that began in 19/20 prior to the suspension of in-person instruction
- Formalize our truancy and chronic absenteeism prevention protocols

The development of the Summer Jumpstart Program is an extension of our strategies for continuous quality improvement.

11—Program Management

Describe the plan for program management.

Jumpstart Principal: This person will work with the Leadership Team and will be responsible for planning, implementing, overseeing, and closing the Jumpstart program. An administrative credential is preferred but not required. The Principal will work with the teachers and classified staff in the review of current assessment data for invited students, devising an instructional program, selecting and implementing program baseline and end-of-program assessments, communicating with parents, and will oversee the daily operations of the program.

Jumpstart Teachers: Our credentialed teachers, representing primary elementary, upper grade elementary, and middle school levels will work with the Jumpstart Principal and classified staff in the review of current assessment data for invited students, devising an instructional program, and selecting and implementing program baseline and end-of-program assessments. Credentialed teachers will provide program and activity guidelines and suggestions for classified staff to implement in the first session, and will be providing direct instruction during the second session. Classes will be capped at 20 students, instruction will focus on ELA and Mathematics, each classroom will have at least one Instructional Aide.

Jumpstart Clerical Support: We will have a school secretary during the days of program operation as well as an additional 5 days to be scheduled for program set-up and closing. Duties will include data entry/registration, phones and front counter coverage, any required daily staff health screening, program opening and closing clerical duties.

Jumpstart Instructional Assistants: Our goal is to employ between 12 and 14 IAs, for the first session, and at least 10 for the second session to work with the Jumpstart Principal and certificated staff in the review of current assessment data for invited students, devising an instructional program, and selecting and implementing program baseline and end-of-program assessments. Staff schedules will be staggered so that there is ample supervision for all students for the entire 10 hours of program operation.

Food Services: The program will have one staff member with Food Service qualifications for both sessions. This staff member shall ensure that food service ordering and distribution are in line with the program schedule and provides all students with nutritious meals and snacks daily.

Custodial: We will have a dedicated Custodian as well as support from regular year staff during both session of the program. The Custodian will ensure that all classroom set-ups are complete prior to the beginning of each program, as well as cleaning and disinfecting classrooms and other indoor spaces where students and/or staff are present during the program sessions.

Counseling: Our Mental Health Coordinator will have an extended work schedule and will be available in person or on call for both program sessions.

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

GUSD is not currently operating an ASES or 21st CCLC program.

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

The GUSD Summer Jumpstart Program will serve students entering grades 1-8.

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

7:30 - 8:30am Open for early drop-off and breakfast

8:30 - 12:30pm Structured classroom activities and direct instruction

12:30 - 5:30pm Enrichments, self-selected skill building activities, games, crafts, playground activities

The Jumpstart Program will operate for 10 hour per day for each day of the two 15-day sessions.

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

EC Section 46120(b)(6):

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c):

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

EC Section 8482.6:

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

GUSD Expanded Learning Opportunities - Estimated Budget

<u>Expenditure Areas</u>	<u>Estimated Cost</u>		<u>Total</u>
	Session 1	Session 2	
Staff			
Program Administrator, 1 position for each session	\$7,672	\$7,672	\$15,344
Clerical, 1 position for each session, 8 hours/day	\$4,943	\$4,943	\$9,886
Classified, 10 positions for each session, 8 hours/day	\$35,108	\$35,108	\$70,216
Certificated, 3 positions for Session 1 (14 hours each), 7 positions for Session 2, 18 days, 5 hours/day	\$4,840	\$49,682	\$54,522
Counseling, 1 position for each session, 17 days, 7 hours/day	\$7,635	\$7,635	\$15,270
RSP Teacher, 1 position for each session, 17 days, 7 hours/day	\$11,063	\$11,063	\$22,126
EL Support Teacher, 1 position for each session, 17 days, 7 hours/day	\$7,706	\$7,706	\$15,412
Food Service Lead, 1 position for each session, 15.5 days, 8 hours/day	\$3,439	\$3,439	\$6,878
Custodial, 1 position for each session, 15 days, 8 hours/day	\$3,415	\$3,415	\$6,830
Materials and Supplies	\$2,000	\$2,000	\$4,000
Meal Costs	\$15,750	\$15,750	\$31,500
Total Cost	\$103,571	\$148,413	\$251,984
Total ELO Funds Available (Grant and Program)			\$232,350
Projected General Fund Encroachment			-\$19,634