



GRAVENSTEIN UNION SCHOOL DISTRICT

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June 30, 2021

Memo To: Gravenstein Union School District Board of Trustees

From: David Rose, Superintendent

Subject: 2020/2021 Annual Report

The 2020/2021 school year has presented many challenges and opportunities for the GUSD staff! Fortunately, the talented, skilled, and dedicated staff has answered the call, and provided a first class learning experience for our students despite the limitations of a distance learning format and the myriad other potential barriers that we faced during the school year. Below is a brief summary of staff activities during this school year: some routine requirements, and many new undertakings designed and implemented to ensure the best learning opportunities possible for our students.

Enrollment - Final enrollment for GUSD for 20/21 was 748, 3.4% or 26 fewer students than at the close of the 19/20 school year. The impact of COVID-19 is the main factor for the decline, whether it be families deciding not to start their student in K or TK this year or families that have moved out of the state due to economic or other concerns. As of 6/1/21, we are projecting an enrollment of 795 students for 21/22, an increase of 47 students (6.3%) over 20/21 final enrollment.

Attendance - Attendance and engagement during the 20/21 school year has been phenomenal, averaging approximately 98% for each month of the year. The biggest reason the rate is this high is due to the incredible work of our teachers and the engaging, dynamic platforms that they created. For any student facing barriers to daily engagement, our teachers, support staff, and administrators implemented Tier I and Tier II interventions to address and remove challenges, which resulted in almost every student attending every day.

Discipline - There was only one suspension during the school year. This can also be attributed to the planning and engaging lessons provided by our teachers, during which there have been minimal incidents of student misbehavior.

Academic Progress - This is a very challenging year in terms of gathering valid assessment data. CAASPP testing did not take place during the 19/20 or 20/21 school years and student assessments and work are impacted by varying degrees of parent support and other factors. The two main indicators we relied on during the year that reflect academic progress are attendance/engagement rates (which were incredibly strong), and subjective teacher judgement of grade level achievement for students. Upon our return to in-person instruction, we were able to use our publisher tools for a more formal assessment. That data is included here, as well as average CAASPP data from the three prior administrations:

Gravenstein Elementary:

School-wide average, 2016/17 through 2018/19, CAASPP Results School-wide percentage
77% Of all Gravenstein students Exceeded or Met Standards in ELA

71% Of all Gravenstein students Exceeded or Met Standards in Math

2020/21, Local Assessment Results (Open Court for ELA, GOMath! for Mathematics)

76% Of all Gravenstein students Exceeded or Met Standards in ELA

82% Of all Gravenstein students Exceeded or Met Standards in Math

Hillcrest Middle:

School-wide average, 2016/17 through 2018/19, CAASPP Results School-wide percentage

71% Of all Hillcrest students Exceeded or Met Standards in ELA

56% Of all Hillcrest students Exceeded or Met Standards in Math

2020/21, Local Assessment Results (IXL for both ELA and Mathematics)

67% Of all Hillcrest students Exceeded or Met Standards in ELA

62% Of all Hillcrest students Exceeded or Met Standards in Math

Based on this data and the perspective of our teachers, our students did incredibly well given the circumstances. During the year, district-wide, based on teacher concerns, we provided Tier II and Tier III interventions (in-person support, modified schedule or assignments, case manager support (Counselor or EL Teacher) for approximately 7% of our population, roughly 50 students.

Specific Activities and Accomplishments

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

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

Annual Activities:

- 1) Annual Board Organizational Meeting held, successful election of President and Clerk, adoption of 2021 Board Meeting Calendar (MS 3)
- 2) Draft and conduct Public Hearing on the 20/21 LCAP (Learning Continuity and Attendance Plan) (MS:3)
- 3) 2020/2021 LCAP (Learning Continuity and Attendance Plan) approved by Board and SCOE (MS: 3,4)
- 4) Drafted and received approval for 21/22 school year calendar (MS: 3)

New or Additional Activities for 20/21:

- 5) Superintendent Goals and action items to support mission/vision statements drafted (MS:3)
- 6) Masters in Governance (MS:1,2,3,4)
- 7) One-on-one Board Agenda Review Sessions (MS:3,4)
- 8) Drafted, adopted, and received approval of the 20/21 CDE COVID-19 Operations Written Report (MS:1,2,3,4)
- 9) Creation and guidance of Reopening Committee and Subcommittees (MS:3)

- 10) Board Bylaw revisions for BB9220 (Trustee Election Ballot Fees) and BB9121 (Duties of the Board President) (MS:3)
- 11) Board Study Session (October 1, In-Person Instruction Waiver) (MS:1,2,3,4)
- 12) Election and Appointment of Trustees to fill **four** vacancies (MS:3)
- 13) Investigate and report on progress of district unification efforts in Sonoma County (MS:3)
- 14) Draft multiple COVID-19 and Distance Learning compliance and planning documents including: GUSD Waiver Application, Sonoma County Schools Reopening Checklist, Small Cohort Plan, GUSD COVID-19 Testing Protocol, GUSD Reopening Committee, Cal/OSHA COVID Prevention Plan (MS:1,2,3,4)
- 15) The Superintendent attended multiple trainings to support the development of Return to In-Person Instruction, Annual Review, and LCAP planning including: SCOE LCAP Workshop (3 part series), School Reopening Dashboard Training for School Districts, School Reopening Update for Educational Leaders, LCAP - A Focused Look at the New Template, and Combining LCAPs with SCOE (MS:1,2,3,4)
- 16) Interviewed Diversity, Equity, and Inclusion (DEI) consultant candidates, performed reference checks, secured Board approval for top candidate, began planning with Equity First for fall implementation (MS:1,2,3)
- 17) School Accountability Report Cards (SARCs) drafted, submitted to and approved by the Board (MS:1,2,3,4)
- 18) Drafted multiple COVID-19 return to in-person instruction compliance and planning documents including: GUSD COVID Prevention Plan, Addendum to GUSD Injury and Illness Prevention Plan, School Guidance Checklist, Return to In-Person Instruction COVID Safety Plan, ESSER III Assurances (MS:1,2,3,4)
- 19) Board Retreats held on 2/20 and 3/2 to review Vision and Mission Statements and confirm alignment with Vision/Mission Statements and Superintendent/District Goals (MS:1,2,3,4)
- 20) Revised and Updated Board Calendar to include ongoing focus areas (MS:1,2,3,4)
- 21) Drafted and received Board approval of 20/21 Annual LCAP Updates for Gravenstein Elementary, Gravenstein First, and Hillcrest Middle School (MS:1,2,3,4)
- 22) Drafted and received Board approval of 21/22 District LCAP (MS:1,2,3,4)
- 23) Changed Board Meeting format to allow for virtual attendance for all participants (MS:3)
- 24) Completed and submitted 20/21 Mid-Year Report (MS:1,2,3,4)

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

Annual Activities:

- 1) Adoption of Special Education Local Area Plan for 20/21 (MS:1,2)
- 2) Adoption of 20/21 Sufficiency of Textbooks/Materials Resolution (MS:1,2)
- 3) Adoption of 20/21 Certification of Compliance with Standards Aligned Materials Resolution (MS:1,2)
- 4) Completion of English Language Proficiency Assessments for California (ELPAC, in-person) (MS:1,2)

- 5) Ongoing in-person assessment of students for Special Education Needs (MS:1,2)
- 6) Ongoing in-person vision/hearing screenings (MS:1,2)
- 7) Approval of Special Education Monitoring Activities Plan (MS:1,2)
- 8) Transition IEPs for district resident preschool students (MS:1,2)
- 9) Attend weekly Special Education Director (SELPA) meetings for guidance on legal updates and best practice (MS:1,2)
- 10) Drafted and submitted 21/22 Site Plans for Student Achievement (SPSAs) for Gravenstein Elementary, Gravenstein First, and Hillcrest Middle (MS:1,2,3,4)
- 11) Drafted and received Board approval for Title III MOU with Sonoma County EL Consortium (MS:1,2)

New or Additional Activities for 20/21:

- 12) Revised and updated registration forms, on-line and hard copy access
- 13) Teachers and administrators spent tremendous amounts of time over the summer creating a distance learning platform that minimizes reliance on parent oversight and maximizes focus on student learning in the four core subjects, accounting for 2020 spring learning loss (MS:1,2)
- 14) Teachers continuously refine and upgrade virtual learning techniques and strategies, acquire new technology skills and abilities, and spend extra time lesson planning for the new format, recording lessons, and consulting with peers to identify and implement best practices (MS:1,2)
- 15) To ensure access to distance learning, 470 devices checked out, 55 hot spots purchased and maintained, and one-on-one training and troubleshooting with parents (MS:1,2)
- 16) Developed system for monitoring student engagement, work completion, and application of Tier I and Tier II student support interventions (MS:1)
- 17) Creation of on-site support for highest need students as a Tier III intervention (MS:1)
- 18) Creation and implementation of a MTSS mental health program with a menu of Tier I and Tier II interventions, assessment, signs and indicators of anxiety/trauma/depression/ACEs, case use and development of Tier III referral resources in the district and in the community (MS:1)
- 19) Established support and intervention for high needs students including: EL Support (Translation and Family Outreach), operating ELD support classes, Academic Intervention through SIPPS Reading Intervention Program, Learning Lab 1 :1 or small group support in afternoons, daily live instruction from Special Education Team, Speech Services provided virtually through Presence Learning and OT Services provided through Redwood Pediatrics (MS:1)
- 20) Provide parent/guardian of students with an IEP a written update of distance learning service plans (MS:1,2)
- 21) Maintain access for all students to Enrich!, elective, and physical education instruction and activities (MS:1,2)
- 22) Virtual Field Trips (MS:2)
- 23) Modify special events and activities to be implemented virtually (MS:1,2)
- 24) Virtual Lunch Time Clubs and House/Spirit Activities at Hillcrest (MS:2)
- 25) Self Care Challenge Series implemented at Hillcrest (MS:1,2)
- 26) MOU with Sonoma County Library for Student One cards to increase access to library collection, supports, and services (MS:1)
- 27) Developed and implemented COVID-19 safety compliant instructional schedules for both sites (MS:1,3)
- 28) Developed and implemented an instructional schedule to meet the needs of both students returning for in-person instruction as well as those continuing with distance learning (MS:1,2)
- 29) Secured partnership with SOCE for implementation of Project SERV and access to trauma screening tool (PSYStart) for students for the beginning of the 21/22 school year (MS:1)
- 30) Superintendent attended series of SCOE C&I meetings to stay informed on current legislation, program and reporting requirements, and best practices throughout the county (MS:1,2,3,4)

- 31) Leadership Team, Academic Counselor, and School Secretaries participated in a series of meetings to evaluate SchoolWise, sample other products, and continue discussions on “best fit” student information system for GUSD (MS:1)
- 32) Drafted and began implementation of Extended Learning Opportunities Plan for 21/22 and 22/23 (MS:1,2,3)
- 33) Identified assessment tools and assessed students to determine academic progress during DL (MS:1,2)

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

Annual Activities:

- 1) State Controller approval of 18/19 Audit (MS:4)
- 2) Budget development with alignment to the LCAPs (MS:4)
- 3) Public Hearing on the 20/21 Budget (MS:3,4)
- 4) Adoption of 20/21 Budget (MS:4)
- 5) Adoption of 20/21 Education Protection Account Resolution (MS:4)
- 6) Approval and submission of the 2020/21 Consolidated Application and Reporting System report (MS:1,4)
- 7) Approval of the 45-day revised 20/21 budget (MS:4)
- 8) Submission and approval of the 20/21 LCAP Federal Addendum (MS:1,4)
- 9) Approval of 19/20 Unaudited Actuals (MS:4)
- 10) 2019-20 Audit Report (MS:4)
- 11) Established a revised Gann Limit for the 2019/2020 school year and adopted a Gann Limit for the 2020/2021 school year (MS:4)
- 12) SCOE approval of 20/21 Budget (MS:4)
- 13) Submission of 20/21 Mandate Block Grant Applications (MS:4)
- 14) CBEDS staff reporting certified (MS:2,4)
- 15) LCAP Overview for Parents drafted, adopted, approved by SCOE and posted on GUSD website (MS:3,4)
- 16) Approval of Acceptance and Certification of Governmental Accounting Standards Board (GASB) Number 75 for 19/20 (MS:4)
- 17) Approval of First Interim Report for 20/21 (MS:4)
- 18) Approval of Resolution for Accounting of Development Fees for 19/20 for fund 25, Capital Facilities Fund (MS:4)
- 19) Service Contracts: WCTA, SRCS Food Services, WCUSD Nurse, School Psychologist, Speech and Language, SELPA, Title III Consortium (MS:1,2,3,4)
- 20) Safety and compliance approval for on-site food services operations (MS:1,4)
- 21) Ongoing public information requests (MS:3)
- 22) Food Service monthly claims, weekly orders, revenue & expense reconciliation, staff training (MS:1,4)
- 23) Period Attendance Reporting to CDE: P-1, P-2, Annual (MS:4)
- 24) Special Education Maintenance of Effort and Subsequent Year Tracking Report (MS:1,4)
- 25) Special Education Excess Cost Calculation Reporting (MS:4)

- 26) Annual 1099 reporting (MS:4)
- 27) Ongoing accounts payable/receivable & bank reconciliations (MS:4)
- 28) Approval of Second Interim Report for 20/21 (MS:4)
- 29) Adoption of the 21/22 Budget (MS:1,2,3,4)

New or Additional Activities for 20/21:

- 30) Certification of Application for Elementary and Secondary School Emergency Relief (ESSER) Funds (MS:4)
- 31) Certification of Application for Learning Loss Mitigation Funds (MS:4)
- 32) Created, installed, and implemented new attendance and synchronous/asynchronous instruction tracking system in SchoolWise pursuant to AB 77 guidelines (MS:4)
- 33) CARES Act expenditure reporting submitted quarterly (MS:4)
- 34) Hillcrest Middle & Gravenstein Elementary Modernization Eligibility Updates for Modernization Funding submitted (MS:4)
- 35) Received confirmation from The Office of Public School Construction (OPSC) of the GUSD School Facility Program (SFP) application for modernization funds eligibility for Hillcrest Middle (MS:4)
- 36) Secured \$5,000 tech grant for connectivity for high need students (MS:1,4)
- 37) Secured \$8,000 grant for air purifiers (MS:3,4)
- 38) Additional cash reporting to SCOE (MS:4)
- 39) Participation in multiple trainings through CASBO, CSC, CDE and SCOE related to availability and application processes for COVID-related funding sources including: The Governor's Budget, Implications for Public Education and School Reopening, CASH Webinar, CSBA Budget Workshop, Capitol Advisors May Revise Workshop, and California School Services May Revise Workshop (MS:4)
- 40) Certification of Legal Assurances and School Safety Plan for Elementary and Secondary School Emergency Relief III Funds (ESSER III) (MS:4)
- 41) Approval of Expanded Learning Opportunities Grant Plan for Gravenstein Union School District, Gravenstein Elementary and Hillcrest Middle School (MS:4)
- 42) Certification of Application for Expanded Learning Opportunities Grant (MS:4)
- 43) Receipt of Expanded Learning Opportunities Grant Funding - \$465,850 (MS:4)
- 44) Submission of the In Person Instruction Grant Return to School Plan (MS:4)
- 45) Receipt of the In Person Instruction Grant Funding - \$219,269 (MS:4)
- 46) Secured additional \$5,000 tech grant for connectivity for high need students (MS:4)
- 47) Secured \$45,000 in funding through MOU with Tobacco-Free Sonoma County Coalition, teacher on assignment (MS:4)
- 48) Completed bi-weekly reporting to the state regarding reopening status and student program participation data (MS:4)

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

Annual Activities:

- 1) Adoption of 20/21 Ongoing Major Maintenance Plan (MS:3)
- 2) Ongoing maintenance, repairs, cleaning (MS:3)
- 3) Inspections and upkeep for alarm systems, water systems, solar panel monitoring (MS:3)
- 4) Completion of FIT (Facilities Inspection Tool) reports for both sites (MS:3)

New or Additional Activities for 20/21:

- 5) 2012 Master Plan Review (MS:3,4)
- 6) Interview and Select Heat Mitigation Project/Master Plan Project Manager (Counterpoint) (MS:3)
- 7) Interview and Select Heat Mitigation Project/Master Plan Architect (QKA) (MS:3)
- 8) Review and acquire Board approval of Heat Mitigation Project Plan (MS:3)
- 9) Inventory, monitor, distribute, and maintain stock of disinfecting and cleaning products, PPE, and all associated COVID-19 safety products (MS:3)
- 10) Plan and install COVID-19 facility safety measures and actions including plexiglass shields, portable air purifiers, maximizing ventilation, hand washing and hand sanitizer stations, touchless paper towel dispensers, signage, and work space disinfection protocols (MS:3)
- 11) Draft and File Williams Settlement Complaint Response (MS:3)
- 12) Installation of new marquee at Hillcrest Middle School (MS:3)
- 13) Upgrade of cabling and connectivity capabilities for Hillcrest Middle School (MS:1,3)
- 14) Purchase and use of Electrostatic Sprayers to increase efficiency of disinfection procedures (MS:3)
- 15) Opened access for second student drop-off and pick-up location resulting in mitigated traffic congestion at Gravenstein Elementary (MS:3)
- 16) Continued process for identification of additional office space for confidential student services by moving Superintendent and Business Services offices; acquired a used portable building and began process for moving and placing the portable at Hillcrest (MS:1,3)
- 17) Gained Board approval for Lease-Leaseback partner for Hillcrest Heat Mitigation Project (MS:3)
- 18) Altered scope of Phase I of the Hillcrest Heat Mitigation project due to supply shortages and only one bid for the full scope of Phase I (MS:3,4)
- 19) Gained Board approval for recommended firm to perform removal and replacement of damaged cement area at Hillcrest Middle School (MS:3)
- 20) Carbon Dioxide monitors installed in all classrooms pursuant to DSA guidance that will allow us to monitor classroom ventilation and temperatures (MS:3)
- 21) Setup classroom spaces for return to in-person instruction, with temporary removal of excess furniture and arrangement of desks and tables, to maintain appropriate social distancing protocols (MS:1,3)
- 22) Setup of canopies at Hillcrest for outside instruction at Hillcrest Middle School (MS:1,3)
- 23) Graduation setups at both sites (MS:3)
- 24) Help assist with chromebook maintenance and inventory to support distance learning (MS:1)
- 25) Created classroom/restroom cleaning logs to record housekeeping (MS:3)

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

Annual Activities:

- 1) Ongoing review and application of BP and AR (MS:3)
- 2) Parent/Student/Staff Handbook update and distribution (MS:3)

New or Additional Activities for 20/21:

- 3) Board adoption of GUSD Resolution on Racial Justice, Equity and Inclusion (MS:1,3)
- 4) Formation of Racial Justice Committee (MS:1,3)
- 5) District video on Racial Justice, Equity and Inclusion (MS:3)
- 6) Established Truancy Prevention Team and the creation and implementation of truancy notifications letters, protocols, and Site Attendance Review Team (SART) meetings (MS:1,4)

- 7) Established District SARB Committee and held 5 SARB Hearings (MS:1,4)
- 8) Draft and adoption of BP 5141.5 - Mental Health (MS:1)
- 9) Draft and adoption of BP/AR 1312.1 - Complaints Concerning District Employees (MS:2,3)
- 10) Draft and adoption of BP/AR 4030 - Nondiscrimination in Employment (MS:2,3)
- 11) Draft and adoption of BP/AR 5141.4 - Child Abuse Prevention (MS:1,2,3)
- 12) Revision and adoption of BP/AR 1240 - Duties of Volunteers (MS:1,2,3)
- 13) Revision and adoption of BP/AR 4040 - Employee Use of Technology (MS:1,2,3)
- 14) Revision and adoption of BP/AR 5123 - Promotion/Acceleration/Retention (MS:1)
- 15) Revision and adoption of AR 3541.1 - Transportation for School-Related Trips (MS:1,2,3)

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

Annual Activities:

- 1) Collective Bargaining Agreement Negotiations and contract language updates (MS:1,2,3,4)
- 2) Initial conferences and observations for certificated evaluations (MS:2,3)
- 3) Ongoing staff demographic updates, health benefits, employment verifications, retirement, payroll, continuing education unit tracking for salary schedule placements (MS:2,3)
- 4) Ongoing new hire HR setup, employment documentation, payroll, retirement, fingerprinting, TB (MS:2,3)
- 5) Ongoing credential monitoring, reporting and updates (MS:2,3)
- 6) Annual benefits payroll system updates, open enrollment process (MS:2,3)
- 7) Annual W2 reporting (MS:4)
- 8) J-90 Reporting (MS:2,3)
- 9) Special Education Personnel Data Collection (MS:1,2,3)
- 10) Quarterly payroll tax reporting (MS:4)
- 11) Quarterly multiple worksite reporting (MS:4)
- 12) Annual Governmental Compensation in California reporting (MS:4)
- 13) CALSAAS (reporting new last year) (MS:2,3,4)
- 14) All Management Team employee evaluations completed (MS:1,2,3,4)
- 15) All Certificated employee evaluations completed (MS:1,2,3)
- 16) Drafted Classified Employee evaluation tool (MS:1,2,3)

New or Additional Activities for 20/21:

- 17) Summer and Fall Staff Needs Assessment Surveys (MS:1,2,3)
- 18) Injury and Illness Prevention Plan (IIPP) updated with COVID-19 awareness and prevention section added (MS:3)
- 19) Plan, develop, and implement Distance Learning specific technology, lesson planning, instruction, assessment, and trauma awareness training provided by district staff and SSU School of Education (MS:1,2,3)
- 20) Superintendent, Principals, and Director of Maintenance participate in a variety of COVID-19 training and certification programs including: Contact Tracing, COVID-19 and OSHA Requirements, COVID-19 and OSHA Requirements for Private Schools, Reopen Confidently Webinar, Equipment & Technology for Workplace Disinfection, RESIG Health and Safety Webinar, COVID-19 and Employees Returning to Work, Trauma and COVID-19, Instructional Time and Attendance Webinar, Webinar Review of State Public Health Department Guidance, Matching Accessibility Resources to Students' Needs Virtual Training, RESIG Government Emergency Telecommunications Service

Webinar, Quest Diagnostics Covid-19 Testing Program, SCOE/Sonoma County Department of Health Service Contact Tracing Training, Certificate of Contract Tracing Proficiency, Webinar: What Is Working--Return To School, Curative/SCOE Webinar on Testing and Tracing, COVID-19 Updates and Public Schools: A Conversation with State Public Health Leaders, Governor Newsom Safe Schools for All Program, ACSA Safe Schools for All Webinar (MS:1,2,3,4)

- 21) GUTA Reopening MOU (MS:1,2,3,4)
- 22) GUCE Reopening MOU (MS:1,2,3,4)
- 23) Review and implement new guidelines for employee leaves (MS:2,3)
- 24) Payroll adjustments and tracking of CARES Act leaves for several employees (MS:4)
- 25) Draft and secure approval of position descriptions for District Mental Health Coordinator, School Secretary, and Food Clerk positions (MS:1,2,3)
- 26) Recruit, hire and train District Mental Health Coordinator (LMFT), School Secretary, Food Clerk, EL Support Teacher, Fourth Grade Teacher, 6 new IAs (MS:1,2,3)
- 27) Establish service contract and implement services for Speech and Language Service students while teacher is on leave (MS:1,2,3)
- 28) Revision of Management Salary Schedules to facilitate consistency between positions and other GUSD employee group schedules (MS:3,4)
- 29) Establish and implement system of weekly COVID-19 Surveillance Testing for all staff and small cohort students on both campuses (MS:1,3)
- 30) Establish COVID-19 Hazards Inspection Team at each site with administration, maintenance, certified and classified representatives (MS:3)
- 31) Addition of COVID-19 specific modules to annual mandated training series (MS:2,3)
- 32) Creation and implementation of COVID-19 specific sources of trauma training for all staff (MS:1,2,3)
- 33) Four SSU Student Teacher placements, 2 in ELA, 1 in Music, 1 in Social Studies (MS:3)
- 34) Implement workplace accommodations/modifications for all employee/assignment groups (MS:2,3)
- 35) Work with individual employees on accommodations/modifications based on unique needs/circumstances (MS:2,3)
- 36) Recruit, hire and orient new Chief Business Official (CBO) (MS:1,2,3,4)
- 37) Recruit, hire and orient 3 new teachers for 21/22 school year (MS:1,2,3)
- 38) Recruit, hire and orient new School Psychologist (MS:1,2,3)
- 39) Developed and implemented a COVID-19 Surveillance Testing protocol for more than 525 students returning to in-person instruction as well as any student coming to campus for specialized instruction or special events (MS:1,2,3)
- 40) Developed and implemented a system for employees to access COVID-19 Vaccinations (all employees vaccinated) (MS:1,2,3)
- 41) Prepared documentation and testimony for employee discipline hearing (MS:3,4)
- 42) GUTA Return to In-person Instruction MOU (MS:1,2,3,4)
- 43) GUCE Return to In-person Instruction MOU (MS:1,2,3,4)
- 44) Submitted and secured Board approval for Core Subject Area Teacher Authorizations for 5 Hillcrest Teachers for the 21/22 school year (MS:1,2,3)
- 45) Designed and implemented training for all staff prior to the return to in-person instruction, including current safety measures and protocols as well as SEL/trauma-informed topics (MS:1,2,3)
- 46) Leadership Team and staff attended multiple return to in-person instruction trainings and webinars including: California's Safe Schools Plan for All with State Public Health Leaders, Reopening, Vaccinations, Relief Dollars, Oh My!, Leadership 40 with Local Legislators, COVID Coordinators Meeting Series, COVID Safety Plan Submission Best Practices, SCOE/County Health: School Reopening Webinar, Safe Reopening of Schools Act (AB 86) Overview w/ Capitol Advisors, COVID-19 Testing Task Force - Valencia Labs, and Saliva-Based Rapid COVID Testing for HS Athletes and Return to In-Person (MS:1,2,3,4)

47) Completed 12 COVID-19 Contact Tracing procedures, results reported to Sonoma County Health Department and RESIG (MS:3)

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

Annual Activities:

- 1) Draft and approval of 20/21 MOU with GPA (MS:1,2,3,4)
- 2) Shoebox Challenge at Hillcrest (MS:2)
- 3) Canned Food Drive at Hillcrest Middle (MS:2)
- 4) Continue consultation and connection with community partner organizations including: SELPA, WCTA, West County Sups, Leadership 40, SSDA, ACSA, CSBA, CASBO, **Sonoma County TUPE/AOD Advisory**, Title III Consortium (MS:1,2,3,4)
- 5) **Draft and approval of 21/22 MOU with GPA (MS:1,2,3,4)**
- 6) **Held LCAP and LCAP Annual Review Stakeholder Feedback Sessions with parents of EL, RSP, Title I, Site Council, and any students, Staff, and, and the GUSD Site Council (MS:1,2,3,4)**

New or Additional Activities for 20/21:

- 7) Survey families prior to school opening to determine device needs and connectivity barriers (MS:1,2,3)
- 8) Establish Gravenstein Elementary Twitter and Facebook accounts (MS:3)
- 9) Socially Distanced Meet the Teacher Events including materials and supplies check-out process (MS:1,2,3)
- 10) Production and distribution of Hillcrest Welcome Back Video (MS:1,3)
- 11) Tech Support for parents including Classroom Teachers working with families to explain platforms, the establishment of a helpdesk managed by Matt McDowell, and Paul Carey providing outreach to meet with parents/grandparents to provide tech support (MS:1,2)
- 12) Virtual Back-To-School Nights (MS:1,2,3)
- 13) Virtual Parent/Teacher Conferences (MS:1,2,3)
- 14) Drive-Through Halloween Costume Parade (MS:1,3)
- 15) Drop-in student pictures (MS:1,3)
- 16) Drop-in materials exchanges (MS:1,2,3)
- 17) Revised and updated registration application, on-line and hard copy access (MS:3)
- 18) Allie Brown nominated for Sonoma County Teacher of the Year (MS:3)
- 19) Kathleen Byrne produces EL Program for Distance Learning that is recognized by the North Coast School of Education as best practice and will be used as a model for training new teachers (MS:1,2,3)
- 20) CDE recognition for Wanda Holden for accuracy of J-90 reporting (MS:2,4)
- 21) MOU with Tobacco-Free Sonoma County Coalition, teacher on assignment (50% funded) (MS:1,2,3,4)
- 22) George Sotiras becomes Sonoma County certificated teacher lead on project for creating TK-8 Youth Tobacco Use Prevention Curriculum (MS:2,3)
- 23) "Wonder" drive-in movie event for Gravenstein 4th graders (MS:1,2,3)
- 24) 10 GUSD teens (GUSD alumni) present "Teach Climate and Redefine It" lessons in Allison Rich's 6th grade math classes (MS:1,2,3)

- 26) Alexis Grimm and Megan Gorman secure donations from Sebastopol Rotary to purchase Night Vision Video Camera to observe Steelhead hatching activity (MS:1,2,3,4)
- 27) Patty Hurtado secured a grant for Spanish Novels (MS:1,2,3,4)
- 28) "Parenting Through COVID" Parent Education Series is organized and scheduled to begin in January of 2021 (MS:1,3)
- 29) Superintendent is invited to serve as a Board Member for the Gravenstein Health Action Committee (MS:1,2,3)
- 30) Participate in the Sonoma County C&I Network addressing COVID-specific instructional practices (MS:1,2,3)
- 31) Summer and Fall Parent Surveys (MS:1,2,3)
- 32) Drafted and conducted a parent survey to collect data on intent to return to in-person instruction (MS:1,2,3)
- 33) Established new COVID-compliant drop-off and pick-up protocols at both sites that also resulted in easing traffic congestion (MS:3)
- 34) Superintendent serves as Education and Mental Health panelist for Sebastopol Rotary's Community Needs Summit (MS:3)
- 35) Draft and approval of 21/22 MOU with GPA (MS:1,2,3,4)
- 36) Established COVID-19 tab on the GUSD Website with current information on safety plans, school site protocols, and a COVID-19 Dashboard with current reporting on surveillance testing results and campus-related cases (MS: 3)
- 37) Leadership Team and tech stipend teachers investigated on-line parent communication upgrades and are considering adoption of Parent Square (MS:1,3)
- 38) Used guidance from previous marketing work, staff, survey, Board, and Leadership team to revise and update district and school websites and expand social media presence (MS:1,3,4)
- 39) Planned and implemented 10 promotion ceremonies for K, 5th, and 8th grade students (MS:3)
- 40) Sergio Blanco named Rotary Career Teacher of the Year (MS: 2,3)
- 41) Kate Crandall, Sally Redfern, Beth Trivunovic, and Kory Van Dyke named Rotary Innovative Teachers of the Year (MS: 2,3)
- 42) Added Racial Justice and Equity tab on GUSD website that contains GUSD Proclamation and DEI activity updates (MS:1,3)

2020/2021 Committee Activities

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

<u>Committee</u>	<u>Meeting Dates</u>
Summer Parent Survey*	6/4, 6/19
Reserve Strategy*	6/4, 6/18, 11/9, 12/3, 12/7
Architect Selection*	6/15, 6/19, 6/22
Facilities, Supplies, Storage Space**	6/5, 6/11
Health/Hygiene**	6/16
Reopening Committee*	6/25

Negotiations*	9/4, 12/8, 5/12
GUTA MOU Committee*	8/3, 8/4, 8/5, 8/6
GUCE MOU Committee*	8/5, 8/7
SEL Planning & Presentations	8/13, 9/14, 10/2, 10/7, 11/19, 12/9, 5/7
Racial Equity*	9/10, 3/2, 4/6, 4/20, 5/3, 6/21
GUTA/GUCE/GUSD Return to In-Person Instruction Planning Committee*	9/23, 10/2, 10/19, 2/17, 2/23, 3/1, 3/5, 3/29, 3/31
Hillcrest Heat Mitigation*	9/30, 12/2, 12/22
Fall Parent Survey*	10/28
Fall Staff Survey*	11/10
Gravenstein Traffic Mitigation*	11/18, 12/3
Prep Day/Struggling Student Support	11/23, 11/30
Governance*	2/23, 4/1
CBO Interview*	5/12
LCAP Review**	5/18, 5/19, 5/20, 5/25, 5/26
Masterplan*	6/7
Portable Inspection**	6/14