

**GRAVENSTEIN UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
MINUTES**

February 13, 2013

**CALL TO ORDER**

Pres. Wickland called the meeting to order at 5:07 PM, Clerk Zlotnick, Members Weaver, Beck, present, Mem. Horn absent.

**PUBLIC INPUT ON ITEMS NOT ON THE AGENDA**

Teacher, Megan Gorman, addressed the board regarding her request for an extension of her family medical leave or child rearing leave for the 2013-14 school year.

**APPROVAL OF CONSENT AGENDA**

**A. Approval of Agenda Order**

The agenda order was adjusted to accommodate Catrina Howatt hearing the report of the discussion in closed session regarding her potential employment with the district. Ms. Howatt may arrive between 5:30 and 6 PM.

**B. Approval of Minutes :  
Regular Meeting Minutes  
January 9, 2013**

Clerk Zlotnick pointed out that page 2, paragraph 4 is missing the word "to" after "Clerk Zlotnick authorized Supt. LaMarre [to]"

**C. Vendor Warrants**

Mem. Beck inquired about the water testing that the district performs and the possibility of saving money if the district assists in the testing.

Mem. Weaver moved to approve the consent agenda, Clerk Zlotnick seconded, 4-0 yes.

**Board Reports**

No board reports.

**Superintendent Reports**

Supt. LaMarre acknowledged Mem. Jeff Weaver as being the recipient of the Sebastopol Chamber of Commerce Public Servant of the Year award.

**Enrollment – February 2013**

Enrollment is slowly increasing.

**Enrollment Activities and Update for 2013-14**

The families of 82 students have taken out kindergarten registration paperwork for the 2013-14 school year.

**Hillcrest Building Update**

Baywest Construction has been paid their final installment of \$2,000.

**National Blue Ribbon Award Application Update**

A draft of the application has been submitted to the State Liaison and the final submission must be made by Feb. 22.

**Distinguished School Award Visitation**

The site verification committee will be visiting Hillcrest on February 26.

**Hillcrest Open House for New Families Feb. 22**

There will be an event at Hillcrest during the school day on February 22.

**Spring Open House Dates**

There will be four Open House events in the district in late March and early April.

Supt. LaMarre reported on a recent visit that she made to Sonoma Country Day School to observe their Social Emotional Learning program.

Supt. LaMarre reported on a performance that Hillcrest 7<sup>th</sup> and 8<sup>th</sup> grade students will be attending called *Nightmare on Puberty Street*.

**Hillcrest Report**

Principal Fichera reported on field trips, athletics, the National Blue Ribbon application, and the upcoming Open House for new families.

**GUTA Report**

Megan Gorman reported on the National Blue Ribbon Award, the science fair and the recent Monterey field trip.

**BUSINESS**

**Measure M Bond Oversight Committee**

There are 60 days from 2/13/13 for the formulation of this committee.

**Measure M Bond Sales**

Jason List from Greg Isom Associates distributed a draft financing schedule. He then distributed three potential drafts of finance plans for bond sales. Mr. List explained the various options as board members asked clarifying questions. No action taken.

**Public Employee – Hiring of District Business Manager – Catrina Howatt**

At 6:37 PM, Pres. Wickland moved to adjourn to closed session, Clerk Zlotnick seconded, 4-0 yes.

Pres. Wickland moved to reconvene to open session at 6:48 PM, Clerk Zlotnick seconded, 4-0 yes. Pres. Wickland announced that in closed session action was taken to hire Catrina Howatt as the district business manager for an annual salary of \$85,000.

**Update – Replacement of Gravenstein Daycare/Staff Lunch Room**

Supt. LaMarre reported that there is a lower proposal than previously reported. Enviroplex has bid at \$258,000. No action taken.

**Update – Replacement of Playground Equipment at Gravenstein**

No update.

**Update—Track at Gravenstein School**

No update.

**School Lunches – 2013-14**

Supt. LaMarre reported that next month she will likely recommend Santa Rosa City Schools as the food vendor for next year. If this occurs, the district will need to purchase ovens because both schools have ovens on loan from Preferred Meals.

**Architectural Services for Bond Construction**

There are five statements of qualifications that have been submitted to the board. Clerk Zlotnick has volunteered to participate in the process of selecting an architect as has Mem. Beck. Pres. Wickland expressed interest, and willingness to let others participate in her place. No action taken.

**School Safety Plan 2013**

Mem. Weaver moved to adopt the Gravenstein Union School District Comprehensive School Safety Plan 2013 as modified from our existing document, Clerk Zlotnick seconded, 4-0 yes.

**Traffic Safety**

Pres. Wickland expressed concern with cars turning left into Hillcrest at release time and cars passing on the right. The cars passing on the right endanger students walking on the shoulder. Pres. Wickland asked Mem. Weaver if he could contact someone at the county about restriping the fog line and possibly install a sign about not passing on the right. Pres. Wickland will email Seana Gause to inquire about having the speed limit from 116 to Lone Pine Rd. on Bloomfield reduced to 35 MPH. Mem. Weaver suggested that the video production students at Analy could produce a humorous video about the proper and improper parking lot etiquette.

**Superintendent Calendar Year**

Clerk Zlotnick moved to authorize Supt. LaMarre up to 10 extra days in the 2012-13 school year, Mem. Weaver seconded, 4-0 yes.

**CSBA Delegate for 2013 Sub-region 3-A**

No action taken.

## **Policies**

**AR and E 3541.1 Transportation For School Related Trips**

There is a difference between the “Driver Information and Instructions” section where the driver certifies that he or she has not been convicted of a DUI in six years. In the policy it states six years. Change the policy to six years. On the bottom of page 2, it says that teachers shall ride with students instead of driving themselves. It is noted that this is correct and should remain in the policy. It is suggested that the policy include language about people submitting their new insurance policy when it is renewed in the middle of the school year. Most policies must be renewed each 6 months. The

second sentence of the "Driver Instructions" changes to the second person from the first person.

Pres. Wickland moved to approve the AR with amendments, Mem. Weaver seconded, 4-0 yes.

**AR 5144.1 Suspension and Expulsion/Due Process**

On pg. 12, second paragraph up from the bottom, "the board should provide the student, parent/guardian with written notice service" is unclear. On pg. 16, the "stipulated expulsion" will be kept in place even though it is not common practice. Mem. Weaver moved to approve the AR with the correction on pg. 12, Clerk Zlotnick seconded, 4-0 yes.

**AR 1312.3 Uniform Complaint Procedures**

Notes and corrections to the BP: On pg. 3, the third note refers to a neutral mediator and though this is not commonly used, it will be left in. On pg. 4 there is an instruction for schools who do not receive funding for the CASHEE to delete item 4, so we must delete item 4.

Notes and corrections to the AR: On pg. 1 there is a reference to having the policy posted in the staff lounge, so this should be followed. On pg. 2 it noted that the allowance of legal counsel to certain employees should remain. On pg. 4, the second to last line refers to a log of complaints with a code and date stamp for each complaint. The language will be altered to remove the date stamp. On pg. 5, the option of mediation should be left to approval by involved parties. On pg. 6 "Option 1" should be used.

Pres. Wickland moved to approve the AR, Mem. Beck seconded, 4-0 yes.

**FUTURE MEETING DATES AND AGENDA ITEMS**

**Next Regularly Scheduled Board Meeting – March 13, 2013 at Gravenstein School Room 13**

Include transportation (traffic at Hillcrest), the bond sale, Gravenstein track, Gravenstein playground equipment, replacement of daycare building, architectural qualifications and the BP for the Uniform Complaint Department.

**PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

None

**ADJOURN TO CLOSED SESSION**

Clerk Zlotnick moved to adjourn to closed session 8:34 PM, Mem. Weaver seconded, 4-0 yes.

- A. Conference with Labor Negotiator, District – Mrs. LaMarre, Name of Organization – Gravenstein**

**Union Teachers Association**

**B. Potential Litigation – per  
GC54956.9 (b)(3)(c)**

**C. Superintendent Evaluation**

**RECONVENE TO OPEN SESSION**

Clerk. Zlotnick moved to reconvene to Open Session, Mem. Weaver seconded, 4-0 yes.

**Announce action taken in Closed  
Session**

None

**ADJOURNMENT**

Pres. Wickland moved to adjourn the meeting at 8:36 PM, Clerk Zlotnick seconded, 4-0 yes.