

III B

GRAVENSTEIN UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
MINUTES

October 18, 2017

I. CALL TO ORDER

Pres. Horn called the meeting to order at 5:06 PM, Clerk Beck and Members Appling, Schwartz, Koelemeijer present.

II. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA

A parent commented on District communications during the recent fires.

III. APPROVAL OF CONSENT AGENDA

- I. Approval of Agenda Order
- II. Minutes of regular Board meeting Sept 13, 2017, and special Board meeting Sept 27, 2017.
- III. Warrants/Payroll
- IV. Williams Settlement Quarterly Report Communication
- V.
 - A. Letter from Judy Thomson, Director of Fiscal Services at SCOE, indicating that Gravenstein GUSD's 2017-18 adopted budget is in compliance with requirements.
 - B. SCOE Fiscal Services also sent a number of reminders to Districts regarding reporting requirements and regulatory changes that impact school business practices.

Mem. Schwartz inquired about the Sep. 27 Minutes, item B, and the absence of any reference to Superintendent goals. During the meeting, Mem. Schwartz made comment about the existence of specific Supt. goals and wanted this included in the minutes.

Pres. Horn moved to approve with that addition to the minutes, Mem. Appling seconded, 5-0 approved.

A. REPORTS/CORRESPONDENCE
GUTA Report

GUTA President Christina Urmini shared that former Hillcrest teacher Christopher Shore passed away on October 10, 2017 and that he will be lovingly remembered by the community.

B. School Site Council

School Site Council is working on updating the Comprehensive Safety Plan. RESIG has provided some funding to the District for safety items. Head of Maintenance, Brian Sposato, and Supt. Schwinn have identified emergency kits to purchase with these funds.

6

The next task for the site council will be to update the Single Plan for Student Achievement.

Supt. Schwinn reported that Gravenstein will be implementing a recycling program.

Pres. Horn suggested that the emergency kits be reviewed each year.

C. GSF/MPF

A GSF member reported that the GSF jog-a-thons are being postponed to the spring. There is a book fair at Gravenstein coming up. GSF will be providing a \$20 credit to the book fair for families affected by the fires. GSF will also be providing free entrance to the Halloween Carnival to families affected by the fire.

GSF started volunteer efforts to gather donations for wildfire victims. The group is called GSF Family Fire Relief and has a dedicated email address- GSF.FamilyFireRelief@gmail.com. The initial meeting was held in Supt. Schwinn's office. The leaders of this group will be Cara Miles, Erin Hillmer, and Vy Le-Morse. Financial donations will be collected at both schools through the GSF dropboxes and processed by Lacey Whaley, GSF Treasurer.

A MPF member expressed gratitude for the efforts and communication from the District and staff in supporting families through the recent Sonoma County Fires.

D. Trustee Reports

1. **School & College Legal Services 2017-18 workshops.**
2. **Reminder: Sexual Harassment Prevention training required every other year**
3. **Reminder: New Trustees, update W-4 & EDD – DE 4**

Mem. Appling is serving on the Dual Program Committee, is working on the committee to oversee construction projects, and is volunteering as a parent for the Family Fire Relief group.

Mem. Koelemeijer reported that she is participating in the Dual Program Committee and has been spending time on researching visioning and goals.

Pres. Horn reported that he was active in the leadership team through communications and

decisions related to the recent Sonoma County Fires.

E. Hillcrest Principal Report

Principal Fichera shared Community Building activities that Hillcrest students have recently participated in: 8th grade Yosemite, Mix-It-Up Day at lunch, and 6th grade tie dye.

F. Gravenstein Principal Report

Principal Pugno shared about Community Building activities, the Choose Kindness art contest, book fair, mission/visioning work that the staff is doing, and the return to school.

G. Superintendent Report

1. 2017-18 Enrollment report

Current enrollment is 735 students

2. Transportation JPA Update

October meeting was cancelled.

3. Update on modernization funding with Jack Shreder & Associates

The District filed a CEQA exemption form with the State.

4. Phase II & Phase III update

- i. Architect Doug Hilberman will be present to provide an update**

Member Appling shared that they reached a resolution regarding the conduits on the roof and the vents connecting the superintendent's office and staff lunch room.

5. Shade structure update

- i. Materials delivered**
- ii. Site Inspector is under contract, with cost not to exceed \$1,170.**
- iii. Installation expected in October 2017**

Recent wildfires may impact shade structure installation timeline.

6. Dual Program Stakeholder Committee Report

Member Koelemeijer shared that survey questions were reviewed. Principal Fichera is creating a survey to be shared with the committee by Friday. Committee members will review before next week's meeting. Member Schwartz suggested having a specialist in program organization review the survey to ensure actionable data.

Principal Pugno shared that the committee is evaluating the possibility of an integrated kindergarten program for 2018-19 called Kindergarten Discovery.

7. 2017 CAASPP results
8. Hiring update:
 - i. Positions in process of hiring include the following:
 1. School Counselor
 2. School Secretary

Mem. Schwartz inquired about the fiscal impact of the school closing for one week. CBO Holden shared that this will not impact the District's funding and will be excused due to the crisis.

PUBLIC HEARING: SUFFICIENCY/INSUFFICIENCY OF TEXTBOOKS

Pres. Horn opened the hearing at 6:15 PM. No public comment. Pres. Horn closed the hearing at 6:15 PM.

IV. BUSINESS

A. Update Budget for Phase 3 Construction

Doug Hilberman reviewed the estimated costs associated with additional improvements proposed by Facilities Committee.

There is a discussion about the impact of the Sonoma County fire rebuilding on the construction costs and timelines for Phase 3. Member Koelemeijer inquired about the possibility of starting the project in spring, rather than waiting until summer.

Mem. Koelemeijer inquired about the additional cost of a Lease Leaseback as opposed to the traditional bidding process.

Pres. Horn moved to approve the budget, Clerk Beck seconded, 5-0 yes.

B. Approve Notice of Completion

The HVAC vents between staff room and superintendent office will be completed as part of Phase II. The conduits are being moved to Phase III in exchange for a \$1500 credit.

The word "substantially" needs to be removed from the sentence about completion in the second paragraph. Date also needs to be changed to the 18th of October.

Member Applying moved to approve, Clrk. Beck

seconded, 5-0 yes.

C. Consider Lease-Lease Back Proposal from Counterpoint

Pres. Horn moved to approve for a not-to-exceed fee of \$15,000, Mem. Schwartz seconded, 5-0 yes.

D. Approve CBO Contract

Pres. Horn moved and Clerk Beck seconded to table this item until after the closed session. Tabled 5-0.

E. Approve Renewal of Contract with SCOE Cooperative

Last year's cost, based on ADA, was \$1,958. This year's cost should be very similar. Clrk. Beck moved to approve, Mem. Appling seconded, 5-0 yes.

F. Approve Renewal of One Call Contract

Clrk. Beck moved to approve at an annual cost of \$1,052.03, Member Koelemeijer seconded, 5-0 yes.

G. Approve Renewal of Document Tracking Service Contract

President Horn moved to approve at an annual cost of \$595, Member Appling seconded, 5-0 yes.

H. Discussion and Possible Action on the Community Use of District Facilities

CBO Holden presented a cost analysis of direct costs for using the fields and multi-purpose rooms at Gravenstein and Hillcrest.

Pres. Horn requested that Members Appling and Schwartz return with a new fee schedule for the Use of Facilities. No action taken.

I. Consider Facility Use Permit Request from Girls on the Run

Parent volunteers desiring to lead a "Girls on the Run" program at Gravenstein discussed this possibility with the Board. The Board requested that the parents return to the November meeting with the participation fee, the projected number of students served, the cost that GOTR is paying at other sites, and information about scholarships for low-income students.

Pres. Horn moved to table this item to the November meeting, Clerk Beck seconded, 5-0 yes.

V. General

A. **Adopt Resolution # 171011-1
Sufficiency of Instructional Materials**

President Horn moved to adopt resolution with change of date in two places (beginning and end of document), Clerk Beck seconded, 5-0 yes.

B. **Certification of Compliance with
Standards-Aligned Instructional
Materials**

President Horn moved to certify compliance, Member Schwartz seconded, 5-0 yes.

C. **Review and Approve 16-17
Accomplishments & 17-18 District &
Superintendent Goals**

Supt Schwinn introduced the idea of a board retreat and/or training led by Paul Porter to help the board streamline the 2017-2018 goals and create a more defined focus.

Member Schwartz clarified that he had been hoping to see a summarized list of 2016-2017 accomplishment highlights.

Member Koelemeijer suggested each board member share the 5 goals that were of most importance.

The board asked Supt Schwinn to investigate a facilitated board retreat and also create a narrowed list of 2016-2017 accomplishment highlights.

D. **Approve Update to BP 5141.33—Lice**

President Horn discussed how the inclusion of "Notes" on board policies may have contributed to parent confusion about the current policy. He discussed removing them from past policies.

President Horn moved to table the Lice Policy until next month's meeting and asked Supt Schwinn to bring the latest CSBA sample board policy, Member Schwartz seconded, 5-0 yes.

E. **Approve Revised Kindergarten
Report Card**

Member Appling moved to approve, Member Koelemeijer seconded, 5-0 yes.

Clerk Beck left the meeting at 8:45 PM.

F. Approve AR 5111.1—District Residency

Member Appling shared the concern over the need to revisit the charter school's admission policy.

Member Schwartz asked for clarification on the purpose of the policy.

Member Appling asked for more information on the Interdistrict Agreement for out-of-district Kindergarten students who transition into first grade (Gravenstein First).

Member Koelemeijer sought clarification on the district's Basic Aid status. CBO Holden shared that our district receives basic aid supplement based on the ADA for students residing outside the district.

President Horn requested to remove the following: "School District of Choice" on #3, all of #6, the language regarding optional residency status for children of staff, all of page 148, the top note on page 149, the paragraph regarding military residency on page 150.

President Horn moved to approve, Member Appling seconded, 4-0 yes.

G. Consider Fire Related Matters – e.g. Leaves

No action taken.

VI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No public comment.

VII. ADJOURN TO CLOSED SESSION

President moved to go to close session 9:08 PM.

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

A. Public Employee:

- I. Approve hiring of full-time School Secretary – Renee Lott

President Horn moved to approve hiring of Renee Lott as full-time School Secretary,

Member Appling seconded, 4-0 yes. She has been placed on step 2 of the confidential salary schedule.

II. Renew Contract with CBO -- Wanda Holden

Member Schwartz left the meeting at 9:26 PM.

B. **Conference with Labor Negotiator**
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Association

C. **Public Employee Discipline/Dismissal/Release**

D. **Superintendent Evaluation**

VIII. **RECONVENE TO OPEN SESSION**

Reconvened to open session at 10:00 PM

A. Any reportable action taken during closed session shall be reported when the Board comes back into open session.

School secretary hiring as noted above

B. Approve CBO Contract

Horn moved/Koelemeijer seconded to approve the CBO contract. Approved 3-0.

IX. **Future Board Meetings:**

A. Next Regular Board Meeting: Nov 8, 2017— 5:00 PM

X. **ADJOURNMENT**

Meeting adjourned at 10:01 PM