

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Regular Governing Board
Meeting Minutes

Thursday, January 19, 2017
(rescheduled from Wed. January 11, 2017)
5:00 PM Gravenstein School, Rm. 13

I. CALL TO ORDER: Mtg called to order at 5:07 PM

- Jim Horn, President, present
- Desiree Beck, Clerk, present
- Steven Schwartz, present
- Sandra Wickland, present
- Vacant

II. PUBLIC COMMENTS

Erin Hanauer spoke in favor of a school garden at Gravenstein.

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association: Ms. Urmini noted the recent meeting held with between GUTA leaders and -Supt. Schwinn.
- B. School Site Council: Meeting this month to finalize academic goals.
- C. GSF/MPF: Discussed the success of GSF mini-grants.
- D. Trustee Reports: President Horn expressed his approval of the double-sided agenda format. He also requested that a blank sheet be inserted between each agenda item for ease of use.
- E. Hillcrest Principal Report: Mr. Carn reported that the marching band season is underway, and the school wide composting program has successfully launched.
- F. Principal/Supt. Report
 - 1. 2016-17 Enrollment: Supt. Schwinn noted the district is losing ADA money due to student absences. She will communicate this issue to parents in upcoming messages.
 - 2. Transportation JPA Update: The seven acre land purchase decision was made in Dec 2015-. An additional property purchase is being contemplated on mitigated land.
 - 3. Charter School Renewal Update: The district charter needs to be updated for re-submission and should be completed by March. Schwinn and Carn have been tasked with this matter.
 - 4. Update on modernization funding with Jack Schreder & Associates: This district is close to putting applications in for re-imburement from the State of California.
 - 5. Update on SARC
 - a. Waiting on data released from the State. Tabled to Feb 15, 2017

IV. CONSENT AGENDA

ACTION ITEM

- A. Corrected Minutes of Special & Regular Meeting, November 9, 2016.
Corrected Minutes of Special Meeting, November 14, 2016. Minutes of Regular Meeting

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Dec 14, 2016.

Pres. Horn noted that item III. C of the December 14, 2016 meeting minutes should be amended to include that the board meetings will be held in room 13 at Gravenstein School.

- B. Warrants/Payroll
- C. Budget Updates and Transfers
 - 1. 15-16 Audit report extended to Feb 15, 2017 regular Board mtg.
- D. Correspondence/Publications
 - 1. Letter from Loren Soukup of School and College Legal regarding change orders in excess of the 10% threshold, for Phase II
- E. Approve William's Quarterly Report
- F. Donations

President Horn moved to approve the consent agenda with the addition of one correction to the Dec. 14 minutes as noted in IV A -above. Member Schwartz seconded, vote 4-0.

V. BUSINESS

A. Update on Phase II & Phase III

The Board received an update on Phase II and III of the District building projects by Doug Hilberman of AXIA. The administration building is the final piece of phase II. Water issues from an underground seasonal spring have appeared due to the heavy rains and have hampered the work schedule and required French drains and vapor barriers to ameliorate. Mr. Hilberman reported that the new administration building should be finished by early March.

B. Approve Change Orders, Phase II

The Board approved the following change orders:

- 1. COR #50, amount \$2,418.73
- 2. COR #51, amount \$488.07
- 3. COR #52, amount (\$347.06)
- 4. COR #53, amount \$2,465.65
- 5. COR #54, amount \$5,523.30
- 6. COR #55, amount \$14,217.09

Action taken/comments: The board approved change orders 1-6.

Motion: Horn Second: Wickland

Vote: 4-0.

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C. Consider Alternative to Bid Process for Furniture

The Board considered the option to participate in an alternate program to the District's own formal bid process, to receive competitive pricing for office furniture for the newly remodeled and expanded administrative/staff building.

Action taken/comments: The board approved the use of a State approved alternative program for procuring new furniture for the administrative building.

Motion: Wickland Second: Horn Vote: 4-0

D. Approve Furniture Budget & Proposal for Administrative Building

Doug Hilberman of AXIA, Supt. Schwinn, and CBO Holden met with the Trope Group to develop a plan for office and staff room furniture needed for the newly remodeled and expanded administrative/staff building.

Action taken/comments: President Horn moved to authorize the superintendent to proceed with the purchase and installation of new furniture using the alternative State approved process, up to a maximum of \$45,000.

Motion: Horn Second: Beck Vote: 4-0

E. Approval of Updated Classified Salary Schedule

The Board approved an update to the classified salary schedule.

Action taken/comments: Motion to approve

Motion: Wickland Second: Beck Vote: 4-0

F. Approval of Updated Confidential Classified Salary Schedule

The Board approved an update to the confidential classified salary schedule, adding more steps.

Action taken/comments: Motion to approve

Motion: Horn Second: Wickland Vote: 4-0

G. Approval of Contract w/ Stephen Roatch Accountancy

The Board approved year 2 of 3 of the contract with Stephen Roatch Accountancy for annual District audit services.

Action taken/comments: Motion to approve.

Motion: Schwartz Second: Horn Vote: 4-0

H. Approval of Contract w/Stephen Roatch Accountancy

The Board approved a contract for Measure M Bond audits for year ending June 30, 2017.

Action taken/comments: Motion to approve.

Motion: Wickland Second: Schwartz Vote: 4-0

VI. GENERAL

A. Discuss District's Dual Program Model

The Board received a presentation by the District's Leadership Team regarding data on the District's dual programs at the Dec 14 Board meeting. The board continued discussing this after having time to consider the data presented. Supt. Schwinn distributed hard copies of district CAASPP data for review that had been emailed to board members.

Action taken/comments: An extensive discussion ensued among board members and attendees. The challenge of maintaining and increasing enrollment while expanding equity was the focus. The board directed the district leadership team to establish goals for increasing enrollment and offerings in the traditional program. Board members Schwartz and Wickland agreed to join the district leadership team at their scheduled meetings.

B. Consider District Enrollment Procedures

The District enrollment applications are being updated. The Board approved new enrollment forms with final editing by the superintendent in consultation with teaching staff.

Motion: Horn Second: Schwartz Vote: 4-0

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C. Review and Approval of Procedure to Fill Board of Trustees Vacancy

The Board adopted a procedure and timeline to fill a Board vacancy per BB 9223— replacement due to Jeffrey Weaver resignation effective 12/31/2016

Action taken/comments: Interested persons who reside and are registered voters within the boundaries of the Gravenstein Union School District are welcome to apply for the vacant term, which expires in December 2018. All applications will become public records upon receipt by the District.

Candidates will be interviewed by the District Governing Board in open session at a meeting scheduled for that purpose at 5 PM on February 8, 2017, at the Gravenstein Elementary School, Room 13, 3840 Twig Avenue, Sebastopol, CA.

Motion Horn Second Wickland Vote 4-0

D. Consider 2016 Board Policy Updates for Adoption

The Board decided that updated Board Policies regarding bids, uniform public construction cost accounting procedures, and non-discrimination in employment should be brought back to the board for consideration.

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION—None

VIII. CLOSED SESSION

Motion at adjourn to closed session at 8:49 PM by Pres. Horn, seconded by Mem. Wickland
Vote: 4-0.

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

- 1) Conference with Labor Negotiator
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Assoc.
- 2) Existing Litigation per GC 54956.9(d)—Case #SCV258468
Superintendent reported that this case has been settled.
- 3) Potential Litigation per GC 54956.9(d) – Inquiry OCR
- 4) Superintendent Evaluation

IX. OPEN SESSION

Motion at return to open session at 9:50 PM by Pres. Horn, seconded by Mem. Beck
Vote: 4-0.

- A. Reportable action was taken as noted above.

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X. FUTURE BOARD MEETINGS:

I. Next Regular Board Meeting: Feb 15, 2017—5 p.m.

XI. ADJOURNMENT

Motion at adjourn at 9:51 PM by Pres. Horn, seconded by Mem. Schwartz
Vote: 4-0.

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 Jennifer Schwinn, District Superintendent, Gravenstein Union School District, 3840 Twig Ave., Sebastopol, CA 95472. Telephone (707) 823-7008.