

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA
Gravenstein School, Rm. 13

Wednesday, January 11, 2017
5:00 PM

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

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.

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. School Site Council
- C. GSF/MPF
- D. Trustee Reports
- E. Hillcrest Principal Report
- F. Principal/Supt. Report
 - 1. 2016-17 Enrollment
 - 2. Transportation JPA Update
 - 3. Charter School Renewal Update
 - 4. Update on modernization funding with Jack Schreder & Associates
 - 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 Dec 14, 2016
- 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

GRAVENSTEIN UNION SCHOOL DISTRICT
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V. BUSINESS

A. Update on Phase II & Phase III

The Board will receive an update on Phase II and III of the District building projects as presented by Doug Hilberman of AXIA.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approve Change Orders, Phase II

The Board will be asked to approve 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:

Motion _____ Second _____ Vote _____

C. Consider Alternative to Bid Process for Furniture

The Board will consider 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:

Motion _____ Second _____ Vote _____

D. Approve Furniture Budget & Proposal for Administrative Building

Doug Hilberman of AXIA, Supt. Schwinn, and CBO Holden met with 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:

Motion _____ Second _____ Vote _____

E. Approval of Updated Classified Salary Schedule

The Board will be asked to approve an update to the classified salary schedule, which is needed because it has lower wages that as of Jan 1, 2017 are no longer allowable, with the increase of minimum wage.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Approval of Updated Confidential Classified Salary Schedule

The Board will be asked to approve an update to the confidential classified salary schedule, adding more steps.

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Approval of Contract w/ Stephen Roatch Accountancy

The Board will be asked to approve year 2 of 3 of the contract with Stephen Roatch Accountancy for annual District audit services.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Approval of Contract w/Stephen Roatch Accountancy

The Board will be asked to approve a contract for Measure M Bond audit for year ending June 30, 2017.

Action taken/comments:

Motion _____ Second _____ Vote _____

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 determined that time was needed to study the data presented and tabled the discussion for Jan 11. The Board will discuss the data, and is asked to provide direction to the Leadership

GRAVENSTEIN UNION SCHOOL DISTRICT
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Team for next steps, if any. For example, the Board may consider a future pilot to expand enrichment offerings in the kindergarten program.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Consider District Enrollment Procedures

The District enrollment applications are being updated. The Board will be asked to approve new enrollment forms, including language clarifying that parents are encouraged to describe their child's academic strengths and needs, to better aid the certificated staff in building class groupings, but may not request a specific teacher or placement with their child's friend.

Action taken/comments:

Motion _____ Second _____ Vote _____

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

The Board will consider adoption of 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:

Motion _____ Second _____ Vote _____

D. Consider 2016 Board Policy Updates for Adoption

The Board will be asked to review the Board Policy updates compiled on GAMUT, and consider which, if any, they would like to adopt for the District.

Action taken/comments:

Motion _____ Second _____ Vote _____

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. CLOSED SESSION

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

GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE

SEBASTOPOL, CA 95472

Represented Employees: Gravenstein Union Teachers Assoc.

2) Existing Litigation per GC 54956.9(d)—Case #SCV258468

3) Potential Litigation per GC 54956.9(d) – Inquiry OCR

4) Superintendent Evaluation

IX. OPEN SESSION

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

X. FUTURE BOARD MEETINGS:

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

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

III D



Sonoma County
Office of Education

5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 ■ www.scoe.org

December 19, 2016

Jennifer Schwinn, Superintendent
Gravenstein Union School District
3840 Twig Avenue
Sebastopol, CA 95472

Dear Jennifer,

Jeffrey Weaver's letter of resignation from the Gravenstein Union School District Board of Trustees was received on December 14, 2016, with an effective resignation date of December 31, 2016. The procedure to fill a board member vacancy is as follows:

The law requires a school district governing board to order an election or to make a provisional appointment within sixty (60) days from the date of the vacancy or of the filing if the resignation contains a deferred effective date (Education Code Section 5091). The effective date of the resignation may not be deferred for more than sixty (60) days after the filing with the County Superintendent of Schools (Education Code Section 5091). If the resignation contains a deferred effective date, the resigning member has the right to exercise all the powers granted to members of the governing board except that he or she does not have the right to vote on the provisional appointment of his or her successor (Education Code Section 35178). In the event that a governing board fails to make an appointment or order an election during the 60-day period, I, as County Superintendent, am required by law to order an election to fill the vacancy.

The provisional appointment of the new member must be made and announced in a public meeting. A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment. Within ten (10) days after the provisional appointment, the governing board shall post notices of the actual vacancy or of the filing of a deferred resignation, and also the name of the provisional appointee in three (3) public places in the district and, further, shall publish the notice in a newspaper of general circulation published in the district. If no newspaper of general circulation is published in the district, the notice need not be published. The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of filing of and the effective date of the resignation. The notice shall also contain the full name of the provisional appointee to the board, and the date of his or her appointment, and a statement that unless a petition calling for a special election containing a sufficient number of signatures is filed in the office of the County Superintendent of Schools within thirty (30) days of the provisional appointment, the appointment shall become an effective appointment (Education Code Section 5092).

If a petition is received and determined to be legally sufficient, an election must be held no later than the 130th day after the determination. Nevertheless, if a regular election date will occur between the 130th and 150th day, the County Superintendent may call the election to be held on

the regular election date (Education Code Section 5091). A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs.

Within a waiting period of thirty (30) days after the provisional appointment, if the district has not received a petition demanding an election from a number equaling 1-1/2 percent of the number of registered voters of the district at the time of the last regular election for governing board members, the appointment becomes an effective appointment.

If the appointment becomes effective, the appointee only serves until the next regularly scheduled election for district governing board members at which time an election is held to fill the vacancy for the remainder of the unexpired term.

Reminder: Under a district's conflict of interest code, a board member leaving office must file a leaving office statement and a newly appointed board member must file an assuming office statement. These forms are available from the County Clerk and must be filed with the County Clerk within 30 days of the board member leaving or assuming office.

NOTE: The appointment procedure (or election by reason of a voter petition) does not apply if the vacancy occurs within four (4) months of the end of the term of that position. It also does not apply if the vacancy or the filing of a deferred resignation with the County Superintendent of Schools occurs between six (6) months and one hundred and thirty (130) days before a regularly scheduled governing board election and the position is not scheduled to be filled at that election. In both these situations, the position must remain vacant and is filled at the regularly scheduled election.

If the position was scheduled to be filled at the regularly scheduled election, the person elected at that election shall only hold office for the remainder of the term of that position (Education Code 5093).

If you have any questions, please call.

Sincerely,

A handwritten signature in cursive script that reads "Steve".

Steven D. Herrington, Ph.D.
Sonoma County Superintendent of Schools

Attachment: Notice of Appointment of Governing Board Member form



Sonoma Coun
Office of Education

5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 ■ www.scoe

December 19, 2016

Jeffrey Weaver
239 Bloomfield Road
Sebastopol, CA 95472

Dear Mr. Weaver,

On behalf of the Sonoma County Office of Education, I have accepted your resignation from the Gravenstein School District Board of Trustees effective December 31, 2016.

Service to the students, staff and families in your community is a very generous act and one for which you are commended.

I wish you well in your endeavors.

Sincerely,

A handwritten signature in cursive script that reads "S. Herrington".

Steven D. Herrington, Ph.D.
Sonoma County Superintendent of Schools

Gravenstein Union School District

Board Bylaw

Filling Vacancies

BB 9223

Board Bylaws

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)
6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

***Note: AB 334 (Ch. 54, Statutes of 2011) amended Government Code 1064 to authorize the Governing Board to extend an out-of-state absence for an unlimited duration when the absence is due to illness or other urgent necessity. ***

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

***Note: Board members forfeit office and, in some cases, are disqualified from holding public office upon conviction of designated crimes as specified in the Constitution and various other state laws. Examples of crimes that result in forfeiture of office include, but are not limited to, convictions for felonies, offenses that involve a violation of official duties, bribery, selling appointments, intoxication in the discharge of official duties, misuse of public funds, conflict of interest violations, and a false claim of receipt of any military decoration or medal. ***

8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

11. The making of an order vacating a Board member's office or declaring the office vacant when the Board member fails to furnish an additional or supplemental bond (Government Code 1770)
12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebrate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

***Note: Pursuant to Education Code 5090, a vacancy is declared when there has been a "failure to elect," meaning that the County Registrar of Voters has determined that an election will not be held because either no candidate or an insufficient number of candidates have filed to run for a Board seat(s). Education Code 5328 authorizes the Board to make an appointment in such circumstances. ***

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

***Note: Pursuant to Education Code 5091, when a vacancy occurs or when a deferred resignation has been filed four or more months before the end of a Board member's term, the Board shall take action, as specified below. In the event that the Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools must call an election to fill the vacancy. ***

2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

***Note: Persons applying or nominated for a Board position must meet the legal qualifications for Board members as detailed in Education Code 35107. Education Code 35107 also provides that a district

employee appointed or elected to the Board must resign his/her employment before being sworn in or have his/her employment automatically terminated upon being sworn into office. See BB 9220 - Governing Board Elections. ***

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Provisional Appointments

***Note: The Board is authorized to make a provisional appointment to fill a vacancy pursuant to item #2 in the section above entitled "Timelines for Filling a Vacancy." The law does not specify procedures for making provisional appointments for vacancies caused by reasons other than a failure to elect; however, such procedures must comply with the requirements of the Brown Act (Government Code 54950-54963). Secret ballots are prohibited by Government Code 54953. ***

***Note: The following optional paragraph should be modified to reflect district practice. See CSBA's publication Filling a Board Vacancy for additional information about provisional appointments, including sample questions for interviewing and evaluating candidates. ***

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)
(cf. 9323.2 - Actions by the Board)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election

pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

***Note: The following procedure applies when an appointment is being made because of a failure to elect pursuant to Education Code 5090, 5326, and 5328 (item #13 in section entitled "Events Causing a Vacancy" above). ***

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE

- 5000-5033 Elections
- 5090-5095 Vacancies
- 5200-5208 Districts governed by boards of education
- 5300-5304 Elections
- 5320-5329 Order and call of election
- 5340-5345 Consolidation of elections
- 5360-5363 Election notice
- 5420-5426 Cost of elections
- 5440-5442 Miscellaneous provisions, elections
- 35107 Eligibility of board members
- 35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

CSBA: <http://www.csba.org>

California State Attorney General's Office, Quo Warranto Applications:

http://ag.ca.gov/opinions/quo_warranto.php

(11/04 11/08) 11/11

Adopted: 3/11/2004

Revised: 6/11/2014

GRAVENSTEIN UNION SCHOOL DISTRICT

Sebastopol, California

January 2017	TK	K	1	2	3	4	5	6	7	8	Totals
Teachers											
Crandall ENRICH!		19									19
Briggs ENRICH!		20									20
Trivunovic		19									19
Reid-Tomsky TK	16	2									18
Redfern		21									21
Candau ENRICH!			21								21
Kindred ENRICH!			21								21
Dellosa			20								20
Clement			20								20
Otterson				21							21
Basque ENRICH!				20							20
DeBolt ENRICH!				20							20
Sprinkle				20							20
Vestal					21						21
Mattish ENRICH!					20						20
Nordstrom ENRICH!					21						21
Haas					20						20
Brown ENRICH!						26					26
Sully ENRICH!						22					22
Molina						21					21
Davis						11					11
Gorman ENRICH!							25				25
Pugno ENRICH!							24				24
Urmini							18				18
Davis								9			9
Helton								15			15
Kinman								15			15
Dexter ENRICH!								24			24
Rich ENRICH!								25			25
Collins ENRICH!									26		26
Clements ENRICH!									25		25
Blanco									19		19
Sotiras									18		18
Cole										31	31
Shore ENRICH!										26	26
Sporrer ENRICH!										27	27
Gravenstein Campus	0	81	82	81	82	80	67				489
Hillcrest Campus								88	88	84	260
January 2017	16	79	82	81	82	69	78	79	88	84	738
January 2016	4	96	76	84	71	78	76	89	84	84	742
January 2015		94	79	68	69	68	74	71	84	84	691
January 2014		100	61	70	64	69	64	74	101	108	711
January 2013		75	68	69	61	68	69	85	111	101	707
January 2012		80	71	61	68	64	86	90	92	78	690
January 2011		67	54	62	52	83	73	83	75	91	640
January 2010		56	61	48	76	69	69	65	84	92	620

2016
485
257
742



Wanda Holden <wholden@grav.k12.ca.us>

Fwd: 2016/17 Modernization Eligibility Analysis

Jennifer Schwinn <jschwinn@grav.k12.ca.us>
To: Wanda Holden <wholden@grav.k12.ca.us>

Wed, Dec 28, 2016 at 1:14 PM

----- Forwarded message -----

From: **Tamara Caspar** <tcaspar@jschreder.com>
Date: Fri, Dec 23, 2016 at 9:41 AM
Subject: 2016/17 Modernization Eligibility Analysis
To: "Jennifer Schwinn (jschwinn@grav.k12.ca.us)" <jschwinn@grav.k12.ca.us>
Cc: Jim Horn <jhorn@homengineers.com>, "Justin Walling (jwalling@counterpointcs.com)" <jwalling@counterpointcs.com>, Brian Sposato <bsposato@grav.k12.ca.us>

Good Morning Jennifer,

I have completed the 2016/17 modernization eligibility analysis for enrollment and additional area coverage in 2017. I have prepared and attached the following:

- Baseline eligibility worksheet for Gravenstein Elementary
- Baseline eligibility worksheet for Hillcrest Middle
- 2016/17 modernization funding estimate summary
- SAB 50-03 for Gravenstein Elementary – please sign, and mail the original to my attention. **Do not date the form.**

Gravenstein Elementary Summary

This site had an increase in enrollment and seven buildings turned over 25 years old. This generated 109 K-6, 31 non-severe and 7 severe pupils of eligibility. The net baseline eligibility is 280 K-6, 31 non-severe and 7 severe pupils of eligibility.

Hillcrest Middle Summary

There were no changes at this site. The net baseline eligibility is 60 K-6 and 15 7-8 pupils of eligibility.

I would like to schedule a conference call to discuss the update. What is your availability January 3rd – 5th?

Thank you,

Tamara

Tamara Caspar

Jack Schreder & Associates, Inc.

**ELIGIBILITY DETERMINATION
SCHOOL FACILITY PROGRAM****GENERAL INFORMATION**

This form is used by the School District to calculate the district's eligibility for new construction and modernization funding under the School Facility Program (SFP). The business address entered on the application should be the location that the school district wishes the Office of Public School Construction (OPSC) to mail all correspondence regarding this application.

Part I

Complete to designate or change the authorized district representative and/or alternate. Should this be the case, complete the school district information, identify the district representative(s) in Part I and complete the district certification information at the bottom of the form, including the date the district's governing board took appropriate action.

Part II

Complete for new construction baseline eligibility determination. This part is also used to request an adjustment to an approved new construction baseline eligibility as a result of subdivisions (f), (k) and (l) of Section 1859.51 due to either errors or omissions of information submitted by the district when it requested the initial baseline eligibility, because of a reorganization election that has changed the classroom inventory of the district or to change the classroom inventory that was reported at the time the district requested its initial determination of existing school building capacity as a result of special day class loading. The following documentation is necessary to determine new construction baseline eligibility and must be submitted with this form:

- A completed Form SAB 50-01 based on the latest enrollment data.
- A completed Form SAB 50-02.

Part III

Complete for modernization baseline eligibility determination at a specific site. Districts must be able to provide a drawing of the site where eligibility for modernization is generated with its request for an eligibility determination. The drawing must identify all permanent and portable classrooms on the site and their ages. If the district intends to use the square footage method in Option B, the drawings must also identify the square footage of all facilities on the site.

Part III is also used to request an adjustment to the approved baseline eligibility at a specific site as a result of subdivisions (c), (d), (e), (g), (i), and (k) of Section 1859.61 due to one or more of the following:

- an increase in enrollment,
- additional facilities becoming at least 20/25 years old,
- facilities becoming eligible for an additional modernization apportionment, for permanent school buildings every 25 years after the date of its previous apportionment or for portable classrooms every 20 years after the date of its previous apportionment,
- because of errors or omissions of information submitted by the district when it requested the initial baseline eligibility for the site, or
- to change the classroom inventory that was reported at the time the district requested its initial determination of existing school building capacity as a result of special day class loading,

- a replacement of a facility that was previously deemed eligible for modernization but subsequently replaced in a project funded with local funds with no participation from the State. The district should submit a site diagram indicating the replaced facilities and a copy of the contract for construction or acquisition of facilities.

The following documentation is necessary (if not previously submitted to the OPSC) to determine modernization baseline eligibility and must be submitted with this form (as appropriate):

- Site diagram of school where modernization funding is requested. The diagram must indicate the ages and number of all permanent and portable classrooms on the site in accordance with the gross classroom inventory as provided by Section 1859.31.
- If the modernization eligibility will be determined by Option B, the site drawings must also include square footage and/or dimensions of all buildings on the site.

It is not necessary to complete Part III if the district is only requesting funding for new construction and it is not necessary to complete Part II if the district is only requesting funding for modernization.

A district may request that eligibility for new construction or modernization be reviewed and approved by the Board pursuant to Section 1859.20 prior to submitting Form SAB 50-04 to the Board.

For a list of the documents that must be submitted in order for the OPSC to deem an eligibility request for new construction or modernization complete and ready for OPSC processing, consult the OPSC Web site at www.dgs.ca.gov/opsc.

SPECIFIC INSTRUCTIONS**Part I – District Representative Information**

Enter the name(s) of district employee(s) that can act on behalf of the district's board. A consultant who is on contract with the district to communicate with the OPSC on behalf of the district's board may be listed. The designee of the Superintendent of Public Instruction shall file modernization applications on behalf of the California Schools for the Deaf and Blind.

Part II – New Construction Eligibility Determination

Indicate if this request is for a new or adjusted eligibility determination. Enter the district-wide information unless filing on a High School Attendance Area (HSAA) or Super HSAA basis. The enrollment projection and the existing school building capacity data are obtained from information reported and determined on the Form SAB 50-01 and the Form SAB 50-02. Once the OPSC has verified the information provided on these forms, it will automatically be transferred to this form to determine the district's eligibility for new construction. The district may manually enter the information from these forms and compute its eligibility; however, it may be adjusted by the OPSC based on verification of Form SAB 50-01 and Form SAB 50-02.

1. Enter either the fifth-year or the tenth-year projected enrollment as shown in Part I of Form SAB 50-01 for grades K–6, 7–8, 9–12 and for the total of non-severe and severe special day class (SDC) projected enrollment.

ELIGIBILITY DETERMINATION SCHOOL FACILITY PROGRAM

2. Enter the amounts on Form SAB 50-02, Part III, line 3 for grades K–6, 7–8, 9–12, non-severe and severe.
3. New construction eligibility (i.e., the “baseline eligibility”) is determined by subtracting the existing school building capacity (line 2) from the projected five year enrollment (line 1). Report negative numbers in brackets.

Adjustments to the district’s new construction baseline eligibility will be made by the OPSC pursuant to Section 1859.51. Contact your project manager at the OPSC for the adjusted baseline eligibility for future request for new construction grants.

Part III – Modernization Eligibility Determination

Modernization eligibility is calculated based on information at a specific site when modernization SFP grants are requested within the district. Therefore, completion of Form SAB 50-01 and Form SAB 50-02 are not needed to determine eligibility for modernization funding. Since the eligibility is site specific, the district must submit a separate Form SAB 50-03 for each site for which it is requesting modernization funding. Indicate if this request is for new baseline eligibility determination or for an adjustment to an approved baseline eligibility as a result of Section 1859.61.

The district may use one of two options to calculate its modernization eligibility at a specific site within the district. The district may select only one option at a time to calculate its modernization eligibility at any given school site. The district may switch options at a later date, if it results in a net gain in eligibility at the site, regardless of whether a funding application has been submitted. Hence, for purposes of adjusting modernization eligibility to include non-classroom buildings previously modernized under the Lease-Purchase Program, a district may switch options for the purposes of obtaining additional modernization apportionments as provided by Section 1859.78.8. To assure timely processing of the application, districts must provide a drawing of the site (if not previously submitted to the OPSC) where modernization funds are generated with the eligibility request to the OPSC. The drawing must identify all permanent and portable classrooms and their ages on the site. If the square footage of Option B is selected, the drawings must also identify the square footages of all facilities on the site. For purposes of determining the age of the building for modernization funding, the 25/20 year period shall begin 12 months after the plans for the building were approved by the Division of the State Architect (DSA); or in the case of permanent or portable classrooms previously modernized with State funds, which are eligible for an additional apportionment, the 25/20 year period shall begin on the date of its previous modernization apportionment. Any drawing that includes classrooms eligible for an additional apportionment pursuant to Section 1859.78.8 should specify both the date the classroom’s plans were originally approved by the DSA and the date of its previous modernization apportionment.

1. Enter the school site name from the California Public School Directory published by the California Department of Education.

Option A

2. Enter the number of permanent classrooms by grade level at the school site that would have been included in the Gross Classroom Inventory pursuant to Section 1859.31 that are at least 25 years old and include any

permanent classrooms not previously reported that have become at least 25 years old. If the school is a 6–8 middle school only, then report all classrooms at the 7–8 grade level. If this request is to adjust the classrooms reported for non-severe or severe pupil loading, the total classrooms reported must be equal to the classrooms reported at the time of the district request for initial modernization baseline eligibility. In no event may the number of classrooms reported for non-severe or severe pupils exceed the number of classrooms needed to house non-severe and severe pupils as reported on line 6 using loading standards of 13 for non-severe and 9 for severe classrooms. For purposes of the California Schools for the Deaf and Blind, the loading standard for these severe pupils shall be 9.

3. Enter the total number of portable classrooms by grade level at the school site that would have been included in the Gross Classroom Inventory pursuant to Section 1859.31 that are at least 20 years old and include any portable classrooms not previously reported that have become at least 20 years old. If the school is a 6–8 middle school only, then report all classrooms at the 7–8 grade level. If this request is to adjust the classrooms reported for non-severe or severe pupil loading, the total classrooms reported must be equal to the classrooms reported at the time of the district request for initial modernization baseline eligibility. In no event may the number of classrooms reported for non-severe or severe pupils exceed the number of classrooms needed to house non-severe and severe pupils as reported on line 6 using loading standards of 13 for non-severe and 9 for severe classrooms.
4. Add lines 2 and 3 by the grades shown.
5. Multiply line 4 by 25 for K–6, 27 for 7–8 and 9–12, 13 for non-severe and 9 for severe.
6. Enter the latest California Basic Educational Data Systems (CBEDS) enrollment for the school site identified as it would have been reported utilizing the criteria in Parts A, C and D of Form SAB 50-01. Report continuation high pupils as 9–12. If the school is a 6–8 middle school only, report 6th graders as 7–8.
7. Modernization eligibility (i.e., the baseline eligibility) is the lesser of each column of lines 5 or 6.

Option B

2. Enter the total number of permanent classrooms at the school site that would have been included in the Gross Classroom Inventory pursuant to Section 1859.31 or all permanent square footage at the site that is at least 25 years old.
3. Enter the total number of portable classrooms at the school site that would have been included in the Gross Classroom Inventory pursuant to Section 1859.31 or all portable square footage at the site that is at least 20 years old pursuant to Section 1859.60.
4. Add lines 2 and 3.
5. Enter the remaining number of permanent and portable classrooms at the school site that would have been included in the Gross Classroom Inventory pursuant to Section 1859.31 or all remaining permanent or portable space that is under 25/20 years old.
6. Add lines 4 and 5.
7. Determine the percentage of space on the site that is at least 25/20 years old by dividing line 4 by line 6. Round to four decimal places.

ELIGIBILITY DETERMINATION
SCHOOL FACILITY PROGRAM

8. Enter the latest CBEDS enrollment for each grade group at the school site identified as it would have been reported utilizing the criteria in Parts A, C and D of Form SAB 50-01. Report continuation high pupils as 9–12. If the school is a 6–8 middle school only, report 6th graders as 7–8.
9. Modernization eligibility (i.e., the baseline eligibility) is determined by multiplying line 7 by each grade group reported in line 8. Round up.

Adjustments to the District's modernization baseline eligibility will be made pursuant to Section 1859.61. These adjustments will be made by the OPSC. Contact your project manager at the OPSC for the adjusted baseline eligibility for future requests for modernization grants at the specific site.

SCHOOL DISTRICT Gravenstein Union Elementary	FIVE-DIGIT DISTRICT CODE NUMBER (SEE CALIFORNIA PUBLIC SCHOOL DIRECTORY) 70714
BUSINESS ADDRESS 3840 Twig Avenue	HIGH SCHOOL ATTENDANCE AREA (HSAA) OR SUPER HSAA (IF APPLICABLE)
CITY/COUNTY Sebastopol	Sonoma

Part I – District Representative Information

The following individual(s) have been designated as district representative(s) by school board minutes or the designee of the Superintendent of Public Instruction:

DISTRICT REPRESENTATIVE Jennifer Schwinn	TELEPHONE NUMBER (707) 823-7008	E-MAIL ADDRESS jschwinn@grav.k12.ca.us
DISTRICT REPRESENTATIVE	TELEPHONE NUMBER	E-MAIL ADDRESS

Part II – New Construction Eligibility Determination NEW ADJUSTED

	K-6	7-8	9-12	Non-Severe	Severe
1. Projected Enrollment (Part I, Form SAB 50-01)					
2. Existing School Building Capacity (Part III, Line 3 of Form SAB 50-02)					
3. New Construction Baseline Eligibility (Line 1 minus Line 2)					

Part III – Modernization Eligibility Determination NEW ADJUSTED

1. School Name **Gravenstein Elementary (2016/17 CBEDS increase & additional area coverage) Option B**

Option A	K-6	7-8	9-12	Non-Severe	Severe
2. Permanent classrooms at least 25 years old	19				
3. Portable classrooms at least 20 years old	4				
4. Total (Lines 2 and 3)	23				
5. Multiply Line 4 by: 25 for K-6, 27 for 7-8 and 9-12, 13 for Non-Severe and 9 for Severe	575				
6. CBEDS enrollment at school	400			32	7
7. Modernization Eligibility (lesser of each column of Lines 5 or 6)	400				

Option B

2. Permanent space at least 25 years old (report by classroom or square footage)	19				
3. Portable space at least 20 years old	4				
4. Total (Lines 2 and 3)	23				
5. Remaining permanent and portable space (report by classroom or square footage)	1				
6. Total (Lines 4 and 5)	24				
7. Percentage (divide Line 4 by Line 6)	96%				
	K-6	7-8	9-12	Non-Severe	Severe
8. CBEDS enrollment at school	400			32	7
9. Modernization Eligibility (multiply Line 7 by each grade group reported on Line 8)	384			31	7

I certify, as the District Representative, that the information reported on this form is true and correct and that:

- I am designated as an authorized district representative by the governing board of the district or the designee of the Superintendent of Public Instruction; and,
- A resolution or other appropriate documentation supporting this application under Chapter 12.5, Part 10, Division 1, commencing with Section 17070.10, et seq., of the Education Code was adopted by the School District's Governing Board or the designee of the Superintendent of Public Instruction on July 1, 2016; and,
- This form is an exact duplicate (verbatim) of the form provided by Office of Public School Construction. In the event a conflict should exist, then the language in the OPSC form will prevail.

SIGNATURE OF DISTRICT REPRESENTATIVE	DATE
NAME OF DISTRICT REPRESENTATIVE (PRINT OR TYPE) Jennifer Schwinn	E-MAIL ADDRESS jschwinn@grav.k12.ca.us
	TELEPHONE (707) 823-7008

ESTIMATED SFP MODERNIZATION ELIGIBILITY BASELINE ADJUSTMENT WORKSHEET

School District: Gravenstein Union Elementary

Application No. 57170714-00-

Site: Hillcrest Elementary 4-8

County Sonoma

SAB Approval	Baseline Adjustments Adjustments to Baseline Eligibility + OR -					Type	Type of Adjustment Pursuant to Section 1859.51	Net Baseline Eligibility					
	K - 6	7 - 8	9 - 12	Non- Severe	Severe			K - 6	7 - 8	9 - 12	Non- Severe	Severe	
7/28/99	261	0	0	0	0		Establish eligibility with 1998/99 CBEDS. No SDC pupils.	261	0	0	0	0	0
12/6/06	-236	216	0	0	0	e	errors & omissions (originally approved as a K-6. adjusted to reflect 6-8) & 2005/06 CBEDS	25	216	0	0	0	0
12/6/06	-25	-193	0	0	0		57/001 Unfunded	0	23	0	0	0	0
1/24/07	0	0	0	0	0		57/001 Funded	0	23	0	0	0	0
Filed 10/31/13	60	-8	0	0	0		2012/13 CBEDS increase (filed 10/31/13)	60	15	0	0	0	0

CBEDS last used = 2012/13 @ 297 (4-6 85, 7-8 208 and NS 4)

2016/17 CBEDS = 245 (4-8 234, 10 non severe & 1 severe)

Additional area coverage in: 2018, 2020 & 2026

ESTIMATED SFP MODERNIZATION ELIGIBILITY BASELINE ADJUSTMENT WORKSHEET

School District: Gravenstein Union Elementary

Application No. 57170714-00-

Site: Gravenstein Elementary K-5

County Sonoma

SAB Approval	Baseline Adjustments Adjustments to Baseline Eligibility + or -					Type	Type of Adjustment Pursuant to Section 1859.51	Net Baseline Eligibility					
	K - 6	7 - 8	9 - 12	Non- Severe	Severe			K - 6	7 - 8	9 - 12	Non- Severe	Severe	
7/28/99	125	135	0	0	0		Establish eligibility with 1998/99 CBEDS. No SDC pupils.	125	135	0	0	0	0
12/6/06	150	-135	0	0	0	e	errors & omissions (originally approved as a K-8. adjusted to reflect K-5) & 2005/06 CBEDS	275	0	0	0	0	0
12/6/06	-104	0	0	0	0		57/002 Unfunded	171	0	0	0	0	0
1/27/07	0	0	0	0	0		57/002 Funded	171	0	0	0	0	0
Filed 10/31/13	0	0	0	0	0		12/13 CBEDS increase. However no additional eligibility generated because eligibility is capped by the capacity. Submit to lock in CBEDS increase. (filed 10/31/13)	171	0	0	0	0	0
Submit in January	109	0	0	31	7		2016/17 CBEDS increase & additional area coverage in 2017 Option A to B	280	0	0	31	7	

CBEDS last used = 2012/13 @ 385 (K-6 381 and NS 4)

2016/17 CBEDS = 439 (K-5 400, 32 non-severe & 7 severe)

Additional area coverage in: 2017 & 2018

GRAVENSEIN ELEMENTARY SCHOOL DISTRICT
2016/17 State Modernization Funding Estimate

School Name	2016 Estimated Eligibility*										Regular Grant	50 Year Old Grant	Project Assistance	Fire Detection	Small Size Project	3% ADA Compliance	State Share (60%)	District Share (40%)	Total Project Cost**	
	Regular Pupils			50 Year Old Pupils			Total													
	K-6	7-8	9-12	NS	S	K-6	7-8	9-12	NS	S										
Gravenstein Elem	177	0	0	0	20	4,103	0	0	11	3	318	\$ 940,953	\$ 765,041	\$ 3,468	\$ 46,716	\$ -	\$ 51,180	\$ 1,807,358	\$ 1,204,905	\$ 3,012,263
Hillcrest Middle	60	15	0	0	0	0	0	0	0	0	75	\$ 307,185	\$ -	\$ 3,468	\$ 9,825	\$ 36,862	\$ 9,216	\$ 366,556	\$ 244,370	\$ 610,926
Totals											393	\$ 1,248,138	\$ 765,041	\$ 6,936	\$ 56,541	\$ 36,862	\$ 60,395	\$ 2,173,913	\$ 1,449,276	\$ 3,623,189

*The estimated figures require the Office of Public School Construction review and approval of the 2016/17 eligibility update.

**Funding estimates do not include potential additional eligible augmentations. The estimates require the Office of Public School Construction review and approval of funding application documents.

School Name	Additional area coverage in:
Gravenstein Elem	2017 & 2018
Hillcrest Middle	2018, 2020 & 2026

In order to submit an SAB 50-04 Application for Modernization Funding the following documents are required:

- DSA approved plans & specifications
- DSA plan approval letter
- DSA approved access compliance checklist, if applicable
- DSA approved fire life safety checklist, if applicable
- DSA approved Compliance Review Verification Form HPH-1 for High Performance Incentive Grant, if applicable
- CDE final plan approval letter
- Career Technical Education Certification letter, JSA to provide
- SAB 50-04 Application for Funding, JSA to provide
- Detailed construction cost estimate
- Approved school board resolution authorizing the submittal of funding applications, JSA to provide sample

Grade Level	2016 Pupil Grant (Regular)	2016 Pupil Grant (50 yr)	2016 Fire Detection
K-6	\$ 4,049	\$ 5,625	\$ 131
7-8	\$ 4,283	\$ 5,949	\$ 131
9-12	\$ 5,607	\$ 7,788	\$ 131
Non-Severe	\$ 8,633	\$ 11,989	\$ 242
Severe	\$ 12,905	\$ 17,929	\$ 362

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REGULAR GOVERNING BOARD
MEETING MINUTES

Wednesday, November 9, 2016
5:00 PM
Gravenstein School, Rm. 13

I. CALL TO ORDER Mtg called to order at 5:10

- Jim Horn, President, present
- Desiree Beck, Clerk, Present
- Gregory Appling, present
- Jeff Weaver, attended from 5:20 - 6:13 PM
- Sandra Wickland, present

II. PUBLIC COMMENTS

GUTA President Christina Urmini read a letter to the board expressing a desire for greater administrative presence at Gravenstein Elementary School. The letter asked the board to consider restructuring the duties of the currently combined Superintendent/Principal position.

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association**
- B. School Site Council**
- C. GSF/MPF- given by Supt. Schwinn**
- D. Trustee Reports**
- E. Hillcrest Principal Report-given by Mr. Carn**
- F. Principal/Supt. Report- given by Mrs. Schwinn**

- 1.2016-17 Enrollment: Five new students entered the district since last week.
- 2.Transportation JPA Update - No meeting this month
- 3.Charter School Renewal Update-expires at the end of this school year
- 4.Traffic Committee Update- first meeting held with three parents, "greeter" coordinator position established. Next meeting will be Nov 21 at 3:30 PM at Gravenstein School.
- 5.Board Email Update- all members using board emails.
- 6.Music/Band Update-Response to Mr. Pulley's concerns about space issue at Gravenstein School. Supt. Schwinn shared some possible solutions, including a part-time assistant to reduce numbers in the classroom.

IV. CONSENT AGENDA

ACTION ITEM

- A. Minutes of Regular Meeting, October 12, 2016** A change to last month's minutes was made that noted that Mr. Pulley's main concern was space constraints at Gravenstein.
- B. Warrants/Payroll Budget Transfers and Updates**
- C. Correspondence**
 - a. Letter from Judy Thomson, SCOE's Director of Fiscal Services, indicating that GUSD's 2016-17 budget plan is approved

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b. Letter from CHP regarding traffic safety reports made by Superintendent Schwinn

D. Resignations & Retirements

1. Resignation of Tonia Sedita, effective October 31, 2016.
2. Retirement of Tonia Sedita, effective Nov 1, 2016
3. Resignation of Catrina Howatt, effective October 17, 2016.
4. Retirement of Catrina Howatt, effective October 18, 2016.

E. Donations

1. Thank you to the John Jordan Foundation for the donation of \$600 to George Satiris and Kate Crandall
2. Thank you to Thuy Machica for the regular donations of delicious treats for staff
3. Thank you to James J. O'Hara, for the large donation of acrylic paints, foam art stamps, and assorted math and ELA curriculum.

Motion to accept the Consent Agenda made by President Horn and seconded by Member Wickland, vote 4 - 0.

BUSINESS

A. Update on Gravenstein Modernization, Phase II

The Board received a report from AXIA Architects on the Gravenstein Modernization, Phase II project.

Action taken/comments: No action taken.

Member Weaver entered the meeting at 5:20 PM

B. Approve AXIA Architects Contract for Gravenstein Modernization, Phase III, and Shade Structure Design

Pres. Horn recused himself from the discussion and vote because AXIA is one of his clients.

The Board approved a contract with AXIA Architects for Gravenstein Modernization, Phase III for \$78,640 and for the Gravenstein Shade Structures for \$12,000.

Motion Wickland Second: Beck Beck Vote 4-0-1 (Horn abstain)

Member Weaver left the meeting at 6:13 PM

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C. Approve Resolution 20161109-1 Regarding Application to the State Allocation Board for School Construction Funds

Action taken/comments: Resolution tabled to December

Motion to table.

Motion ___Horn___ Second___Wickland___ Vote ___5-0___

D. Approve Resolution 20161109-2 Regarding Designation of District Representative for the State School Facilities Program

Action taken/comments: Tabled until December.

Motion ___Horn___ Second___Beck___ Vote ___5 - 0___

E. Approval of Contract with Counterpoint Construction Services, Inc. for Construction Management Services

The Board ratified a contract with Counterpoint Construction Services for Construction Management Services for Gravenstein Modernization Phase II project, not to exceed \$5,000 per month.

Motion ___Wickland___ Second___Appling___ Vote ___4-0___

F. Consider Staffing of Gravenstein School and District

The Board received an update from the Superintendent on the hiring of staff to replace recently retired employees. The Board discussed the staffing of the Gravenstein School and District Offices. The Board provided direction regarding additional staff that may be needed to adequately provide for needs of an increased number of students, staff and parents, etc. and ensure manageable employee workloads. Pres. Horn stated that a principal's office has been added to the new construction. Member Appling suggested an organizational chart for the office to help clarify the needs. Member Wickland requested new job descriptions for the new positions. All members asked for cost projections for the new positions. Board members expressed support for the direction that Supt. Schwinn was moving in this area.

Action taken/comments: No action taken.

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G. Approval of Salary Schedule for Business Manager Position

The Board approved a salary schedule for the Business Manager position.

Motion ___Horn_____ Second___Wickland_____ Vote ___4-0_____

H. MOU w/ SCOE for E-Rate Services

The Board approved the MOU with SCOE to receive discounted telephone and internet services.

Motion ___Horn_____ Second___Appling_____ Vote ___4-0_____

I. Approve MOU w/ SCOE for Temporary Business Services

The Board approved an MOU with SCOE for temporary business services, such as completing the Food Program Audit and the First Interim budget report.

Motion ___Horn_____ Second___Beck_____ Vote ___4-0___

J. Approval of Salary Schedule for Superintendent Position

The Board approved a salary schedule for the District Superintendent position.

Motion ___Appling_____ Second___Beck_ Vote ___4-0___

K. Approval of Pear Deck Pupil Assessment Software

The Board approved a one-year District-wide license for pupil assessment software for \$1,000. Pear Deck allows students to make interactive notes and PowerPoint presentations. Grades 4 - 8 are using

Motion ___Appling_____ Second___Wickland_____ Vote ___4-0_____

V. GENERAL

A. Approve BP 9270—Conflict of Interest

The Board reviewed and approved an updated Conflict of Interest policy, including BP 9270 and E 9270. The board rescinded the old policy.

Motion ___Horn_____ Second___Wickland_____ Vote ___4-0_____

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B. Approve Resolution 20161109-1—Conflict of Interest

The Board approved a resolution to adopt the revised Conflict of Interest policy.

Motion ___Horn_____ Second__Beck_____ Vote __4-0_____

C. Consider Providing CPR Training for All Employees

The Board considered providing mandatory CPR training for all employees. All employees who may be in a situation that requires administering an Epi Pen (e.g. a teacher on a field trip, yard supervisors, and office staff) are required to have CPR training. The district has also recently installed AED devices, and would benefit from staff trained in its use. Therefore, the Board may determine to provide CPR training for all interested and available staff at a cost of \$30 each.

Action taken/comments: Motion to provide CPR training for all interested and available staff at a cost of \$30 each.

Motion ___Horn_____ Second___Appling_____ Vote _4-0_____

D. Approve Policy on Epi Pen Use BP 5141.21

The Board approved a policy on the use of Epi Pens.

Motion _Appling_____ Second__Wickland_____ Vote __4-0_____

E. Approve Policy on Toilet Training for TK and KG Students BP 6170.1

The Board approved a policy on toilet training guidelines for TK and KG students.

Motion ___Horn_____ Second__Beck_____ Vote __4-0_____

F. Approve CALPERS Waiver for the Employment of Cheryl De Marta

Action taken/comments: It was determined that the Sonoma County Board must approve such a waiver. Supt. Schwinn is working with SCOE staff to that end. No action taken.

G. Consider Nominations for CSBA Delegate Assembly

The Board considered nominations for the CSBA Delegate Assembly.

Action taken/comments: No action taken

VI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No public comments were offered.

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VII. CLOSED SESSION

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) Hiring of Wanda Holden as Chief Business Official (CBO)
-Full-Time Exempt Classified Position**

The Board hired Wanda Holden as CBO, Appling moved/Beck seconded, 4-0 vote.

3) Existing Litigation per GC 54956.9(d)—Case #SCV258468

4) Potential Litigation per GC 54956.9(d)

VIII. OPEN SESSION

A. The Board announced action as noted above.

IX. FUTURE BOARD MEETINGS:

Next Regular Board Meeting: December 14, 2016—5 p.m.

Approval of First Interim Budget Report

X. ADJOURNMENT

Horn moved/Beck seconded to adjourn at 8:20 PM. 4-0 vote.

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IV A

REGULAR GOVERNING BOARD
MEETING MINUTES

Wednesday, December 14, 2016
Gravenstein School, Rm. 13

I. CALL TO ORDER at 5:10 PM

Jim Horn, President, present
Desiree Beck, Clerk, present
Steven Schwartz, present
Jeff Weaver- absent
Sandra Wickland; present

II. PUBLIC COMMENTS

Mrs. Helton spoke regarding the grievance letter that was forwarded to staff.

III. ANNUAL REORGANIZATION MEETING

A. Swearing in of new trustee. Mr. Schwartz took the oath of office, presided over by school board President Jim Horn. Mr. Schwartz expressed his interest in learning from his colleagues and supporting the students of the Gravenstein Union School District.

B. The Board elected trustees to serve in the following positions:

- Jim Horn, President; motion by Beck, second by Schwartz, vote 4-0.
- Desiree Beck, Clerk; motion by Horn, second by Wickland, vote 4-0.
- Steve Schwartz, Voting Representative on the Sonoma County Committee on School District Organization; motion by Horn, second by Beck, vote 4-0.
- Sandra Wickland, Alternate Representative on the Sonoma County Committee on School District Organization: motion by Horn, second by Beck, vote 4-0.

C. The Board determined the monthly Board Meetings will continue to be held on the 2nd Wednesday of every month, with the exception of February 2017, which will be held on February 15th. These dates will remain in effect through December 2017. Meeting will continue to start at 5 PM.

IV. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association:** GUTA President Christina Urmini reported on current teaching and learning themes at Gravenstein Elementary, and touched on the outpouring of love and support, coming from colleagues and the community, toward a Hillcrest teacher who is battling cancer. Christina reported that district teachers have donated sick leave days to benefit the teacher.
- B. School Site Council-** next meeting will be January 24, 2017.
- C. GSF/MPF-** Mrs. Schwinn reported on great turnout at the recent MPF Town Hall meeting to discuss the MPF funding gap. Many interesting funding ideas were generated, some of which the MPF board has already acted upon. She also mentioned the success of the recent GSF holiday pancake breakfast that exceeded fundraising expectations.
- D. Trustee Reports-** Trustees Beck and Horn spoke about the recent Winter Concerts.
- E. Hillcrest Principal Report-** Brad Carn spoke about the recent Hillcrest 1st trimester awards assembly.
- F. Principal/Supt. Report-** Superintendent Schwinn gave the following reports.

- 1. Update on Systems Coherence Leadership Project: GUSD's Dual Programs-** Mrs. Schwinn introduced the leadership team for the 2016-2017 school year which includes Michelle Dellosa, Allie Brown, Christopher Shore and David Cole and district administrators. She explained the team's approach to the work as a "year of inquiry" to promote excellence and equity in both the Enrich and Traditional programs. Mr. Cole highlighted some of guiding principles presented at the SCOE workshop; including the "leading from the middle" approach, relying on concrete evidence to guide the implementation of reforms and deep inquiry before designing reforms. Mrs. Schwinn spoke about the recent district staff meeting that occurred on December 6 where the strengths and weaknesses of the dual program was discussed. Finally, the board was presented with data regarding the two district programs, and Mrs. Schwinn requested further guidance from the board. The board decided to take some time to study the data. The topic will be placed on the January 2017 agenda.
- 2. 2016-17 Enrollment-** information provided in agenda packet.
- 3. West County Transportation Agency JPA Update-** Supt. Schwinn reported on

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the recent meeting she attended for the transportation JPA and the current issues with the level of service.

4. Charter School Renewal Update: Administrative work to be done at both schools.
5. Traffic Committee Update- Two morning greeters now in place at Gravenstein.
6. Update on modernization funding with Schreder & Associates - Enrollment data needed and we are on track to receive funding.

V. CONSENT AGENDA

ACTION ITEM

- A. Minutes of Regular Meeting of October 12, 2016; Special & Regular Meetings of November 9, 2016; and**
- B. Minutes of Special Meeting, November 14, 2016. These minutes were pulled from the consent agenda and tabled until January 2017 meeting. The October minutes were approved.**
- C. Warrants/Payroll-**
- D. Correspondence/Publications**
 - a. Letter from Superintendent Schwinn to Judy Thompson, Director SCOE Fiscal Services, requesting an extension on the 2015-16 audited actuals, allowing necessary time for the new Business staff to provide backup documents to the auditor to complete the audit.
 - b. Memo from School and College Legal Update: "Recent Developments in California Law – Nov 2016"
 - c. SCOE: "Overview of the State School Facility Program, Facilities Utilization Master plan"

Action taken/Comments: Consent agenda adopted with the exception of the item A which was modified as noted above.

Motion: Horn, Second:Schwartz Vote: 3-0

E. Donations

1. Thank you to Rotary Club of Sebastopol for the donation in the form of teacher mini-grants. Congratulations to the following teachers:
 - a. Debbie Candau \$250 for 6 android tablets for grade 1
 - b. Shannon DeBolt \$500 for Team Spots, Velcro catch sets, run set for PE.

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- c. Cassidy Fisher \$240.16 for high interest books for the special ed classroom.

BUSINESS

A. Approve Lease to own Contract with Ray Morgan to provide copiers for GUSD

Ray Morgan representative, Jim Adams explained the “piggy back” option to allow reduced pricing. He discussed the monthly expenses which includes everything except paper and staples. And answered questions from board members. After five years the district will own the machines and only pay maintenance. The current copiers are very old and have limited functions, and need service frequently. The District has been using the current copiers on a month-to-month basis, as the previous lease with a different vendor expired over a year and a half ago. The approved copiers will provide a significant upgrade in technology at a significant annual savings of approximately \$5,000/yr., compared to last year’s copier cost with the current provider the District is using.

Action taken/Comments The Board approved a 5-year lease to own contract with Ray Morgan to provide new copiers for the District – 2 copiers at the elementary campus, and 2 copiers at the middle school.

Motion: Horn Second: Wickland Vote: 4-0.

B. Update on Gravenstein Modernization, Phase II

The Board received a report from Doug Hilberman of AXIA Architects on the Gravenstein Modernization, Phase II project. He went on to give a report on Phase III.

Action taken/comments: No action taken

C. Approve Change Orders, Phase II

Project manager Doug Hilberman reviewed the details of each change order.
Action taken/comments: The Board approved the following change orders:

COR #41, amount \$16,921.60

COR #42, amount \$1,442.79

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COR #43, amount \$19,885.83
COR #44, amount \$4,050.52
COR #45, amount \$9,156.14
COR #46, amount decreased (\$620.16)
COR #47, amount \$10,074.66
COR #48, amount \$19,528.92
COR #49, amount \$11,478.38

Motion: Horn Second: Beck Vote: 3-0

D. FIRST INTERIM REPORT FOR 2016-17 SCHOOL YEAR

Action taken/comments: The Board received information from Sarah Lampenfeld, an accountant from SCOE business services, who is assisting the district, regarding the financial status of the District as of October 31, 2016 (the first interim period). The Board gave a positive certification, meaning that the District is able to meet its financial obligations this year and for two subsequent years.

Motion: Beck Second: Schwartz Vote 3-0

E. Approve Contract with SCOE for Co-op Services to Complete Con Ap

Action taken/comments: The Board approved a contract with SCOE's Co-op, to complete and submit the District's Consolidated Application.

Motion: Beck Second: Horn Vote: 3-0

F. Approve Resolution -161214-2 Appointing GUSD Representatives to RESIG JPA

Action taken/comments: The Board approved a resolution to name Jennifer Schwinn and Wanda Holden as the District's representatives to the RESIG JPA.

Motion: Schwartz Second: Horn Vote: 3-0

G. Approve Resolution - 161214-3 Fund 25-Accounting of Developer Fees

Action taken/comments: The board approved a required resolution to account for the District's use of Fund 25 - Developer Fees

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Motion: Horn Second: Beck Vote: 3-0

H. Approve Resolution 161214-1 Updating Signing Authority w/ B of A

Action taken/comments: The Board moved to approve a resolution updating the signing authority with Bank of America, allowing our new Business office staff, with the exception of the account clerk, to sign checks, and conduct other business on behalf of the Gravenstein Union School District. This move maintains the past practice of the district.

Motion: Horn Second: Schwartz Vote: 3 - 0

I. Approval of change of pay rate – Daycare Asst. Director

Action taken/comments: The Board recognized Jen Ponsey's position as 45% daycare, 34% TA, and 21% yard duty. The resulting increase will be funded from the daycare enterprise fund, at an additional expense to the 2016-2017 budget of \$830.91.

Motion: Horn Second: Schwartz Vote: 3 - 0

J. Ratify Hire of Additional Teaching Assistant & Daycare Aide

Action taken/comments:

The Board ratified the hiring of an additional Teaching Assistant and Daycare Aide than was previously budgeted for this year. The hire was needed to replace a teaching assistant and daycare aide that went on leave for the next 12 weeks. Ben Sloan began work on Nov 28, 2016. The board recognized Ben Sloan's position as 34% daycare, 53% TA, and 13% yard duty. This additional position will be retained after the leave is ended, as we have a need for more staff for supervision and staff in the daycare program. This position will be funded from the general fund and the daycare enterprise fund, at an additional expense to the 2016-17 budget of \$22,884.53

Motion: Horn Second: Beck Vote 3 - 0

K. Approval of Updated Classified Salary Schedule

Action taken/comments: The Board determined that this item was not agendized properly and moved to table this item until January 2017.

Motion: Horn

Second: Beck

Vote: 3 - 0

VI. GENERAL

A. Approve BP & AR 6164.6— 504 Plan Board Policy & Administrative Regulations

Action taken/comments: The Board reviewed and approved BP 6164.6 with the deletion of the last two paragraphs on page 2. The board reviewed and approved AR 6164.6 and added the name of Brad Carn as district 504 coordinator. These policies will be posted on the District website and will guide the District use of 504 Plans.

Motion: Horn

Second: Beck

Vote: 3 - 0

B. REVIEW AND ACCEPT THE FACILITY INSPECTION TOOL

Supt. Schwinn reviewed the Facility Inspection Report completed by Brian Sposato, Head of Maintenance. Supt. Schwinn will discuss the results of the inspection.

Action taken/comments: Motion to accept.

Motion: Horn

Second: Beck

Vote: 3 - 0

Meeting adjourned to closed session at 8:44 PM. Horn moved/Beck seconded, 3-0 vote.

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. CLOSED SESSION

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

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1) **Conference with Labor Negotiator**
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Assoc.

2) **Hiring of Ben Sloan as Teaching Assistant & Daycare Aide**
-Full-Time classified position
Horn moved to hire/Schwartz seconded, 3-0 vote.

3) **Existing Litigation per GC 54956.9(d)—Case #SCV258468**

4) **Potential Litigation per GC 54956.9(d) – Inquiry OCR**

IX. OPEN SESSION

The Board returned to open session at 9:05PM. Horn moved/Schwartz seconded, 3-0 vote.

A. The Board took reportable action as noted above.

X. FUTURE BOARD MEETINGS:

Next Regular Board Meeting: Jan 11, 2017—5 PM

XI. ADJOURNMENT

The Board adjourned at 9:05PM. Horn moved/Beck seconded, 3-0 vote.

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.