

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**REGULAR GOVERNING BOARD**  
**MEETING AGENDA**  
**Gravenstein School, Rm. 13**

**Wednesday, September 12, 2018**  
**5:07 PM**

**I. CALL TO ORDER**

Jim Horn, President (JH)  
Gregory Appling (GA)  
Steven Schwartz (SS)  
Jennifer Koelemeijer (JK)  
Vacant

**II. PUBLIC COMMENTS**

Music teacher Nick Pulley discussed music at both schools  
Parent shared a concern about communication around fundraisers and how they are put out to the public

**III. REPORTS, AND ORAL COMMUNICATIONS**

- A. Gravenstein Union Teachers' Association  
Discussed Back to School Night and concerns around early release day schedule for Hillcrest
- B. School Site Council  
1st meeting happened, we have had successful outreach to parents
- C. GSF/MPF  
MPF- BBQ at Ives- very successful  
Need more board members  
MOU is finished  
Future of Enrich! program questions- copy provided
- D. Trustee Reports  
SS- Attended Ives event  
GA- Attended construction meeting and BTSN - especially liked video made at Hillcrest
- E. Facilities Report
- I. Phase 3 –Gravenstein modernization update
    1. Gym & kitchen, Learning Lab, Staff Restrooms  
LL & staff bathrooms- next week- all the rest in late October  
Window coverings- not sure about which ones to use and looking at trying a few different options- provider being changed- getting measurements next week
  - II. Hillcrest Middle School Improvement Project update
    1. Increment #1: Transformer/electrical system, ADA access to field—Completed
    2. Increment #2 solar parking shelter—Designed but not started
  - III. Gravenstein Elementary solar project—Back to DSA
- F. Gravenstein Principal's report
- I. Gravenstein enrollment—growing

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II. Enrichment schedule

T1 Enrichment schedule- more in place than last year- more opportunities

III. 18-19 Annual theme/monthly character traits planning

Worked on at the last Faculty meeting -- still a working document

G. Hillcrest Principal's report

I. Hillcrest enrollment

II. STREAM Lab update

III. Yosemite

IV. Student Council

V. Bench Dedication

VI. School Counselor

H. CBO Report

I. Analysis of possible breakfast service

"Grab-and-go" breakfasts won't meet nutrition requirements

Teachers feel like students are coming fed and with snacks

Possibly do a program paid for by district for all kids?

Costs for full breakfast?

Could be sourced through SRCS? Staffing cost for full breakfast?

I. Superintendent Report

1. Annual Board Calendar Template

2. Communication update:

1. Meeting with marketing firm (see action item below)

3. Staff Professional Development

1. Oct 5, 9am-1pm – Conference Day - Classified Staff receive CPR training

2. Oct 25, 2-3:30pm – ERD – District Classified staff attends ACES Social Emotional Learning at Hillcrest Hall

3. Dec 13, 1:30-4:30pm – ERD- Certificated Staff receive CPR training

4. Other District led ERDs include: Jan 24, Feb 21, & May 9. Activities will be provided from 1:30-3:30pm.

Will be getting feedback for Jan and Feb District days

*(Appling left the meeting temporarily)*

**IV. CONSENT AGENDA**

**ACTION ITEM**

A. Minutes of regular Board meeting August 8, 2018

ADD- PG 26- Section C- Discuss and increase options of Local and Organic food options

B. Warrants/Payroll

C. Budget Updates and Transfers

D. Approve SCOE Media Center contract- \$4887.00

E. Communication

1. Letter from Renee Fong, SCOE Credentials Analyst, indicating that the District successfully completed a credentials audit.

2. Letter from Mary Downey and Jennie Snyder of SCOE, indicating that GUSD successfully completed the 18-19 LCAPs.

GRAVENSTEIN UNION SCHOOL DISTRICT  
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3. Letter of commitment from Supt. Schwinn joining all other Districts in Sonoma County to submit a hazard mitigation grant, making us eligible for future funding, if the grant application is successful.
4. Letter from Supt. Schwinn to Tierney O'Brien at California Valued Trust, requesting another low cost Kaiser benefit option for teachers.

Thank you to Wanda for getting a low cost Kaiser option

Action taken/comments: Approve

Motion \_\_\_SS\_\_\_ Second \_\_\_JH\_\_\_ Vote \_\_3-0\_\_\_

*(Appling returned to the meeting)*

**V. PUBLIC HEARING:**  
**SUFFICIENCY/INSUFFICIENCY OF TEXTBOOKS**

**Annual Public Hearing Regarding Sufficiency/Insufficiency Of Instructional Materials According To Education Code Section 60119 (As Revised By Chapter 900, statutes of 2004) and CCR, Title 5, Section 9531 (c).**

By the 8<sup>th</sup> week of school, the Board of Trustees must hold a public hearing to discuss the sufficiency/insufficiency of textbooks in the CORE curricular areas of reading/language arts, mathematics, science, and history-social science. Schools are to have a sufficient number of textbooks (or electronic textbooks) and instructional materials for every student in these four areas, and textbooks must be from the *current* State Adopted Textbook list.

Public Hearing -- opened at 6:36 PM- no comments- closed at 6:37 PM

**VI. BUSINESS & FACILITIES**

**A. Review & Accept 10% Contingency Report -- Phase 3 & Hillcrest Improvements**

The initial bid included a 10% contingency fund, which allows the job to progress as long as excess expense remains within the contingency and is approved by District Site Committee. The Board is kept apprised of expenses applied to the contingency via this monthly report.

Action taken/comments: Approve

Motion \_\_\_JH\_\_\_ Second \_\_\_GA\_\_\_ Vote \_\_\_4-0\_\_\_

**B. Approve Notice of Completion for Hillcrest Improvements**

The Board was asked to approve the Notice of Completion.

Action taken/comments: Approve

Motion \_\_\_GA\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_4-0\_\_\_

GRAVENSTEIN UNION SCHOOL DISTRICT  
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**C. Approve 2017-18 Unaudited Actuals**

The Board was asked to approve the 2017-18 unaudited actuals as presented by CBO, Wanda Holden.

Unaudited actuals are available on website- PowerPoint will be added to website

Motion to approve \_\_\_GA\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_4-0\_\_\_

*(Schwartz left the meeting temporarily)*

**D. Approve Update to Speech Teacher Salary Schedule**

TABLED to October 2018 meeting.

Motion \_\_\_JH\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_3-0\_\_\_

**E. Approve Hire of Coaches for 2018-19**

The Board approved the hire of athletic coaches for 2018-19 as listed.

Action taken/comments: All have been fingerprinted

Motion \_\_\_GA\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_3-0\_\_\_

**F. Approve Adding 0.25 FTE Classified Yard Supervisor**

The Board added a classified position to help with yard supervision at Hillcrest at lunch. The Board approved one 0.25 (2 hrs/day, 5days/week) position, representing an increase to the 2018-19 budget by \$7,182.28 annually.

Action taken/comments:

Motion \_\_\_GA\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_3-0\_\_\_

*(Schwartz returns to the meeting)*

**G. Approve Adding a 0.50 FTE Classified Business Clerk**

The Board was asked to consider approving the addition of a 0.50 FTE classified Business Clerk to the District Office to provide needed clerical support. Discussion on need and possible tasks for the additional employee.

Action taken/comments:

Motion-- for up to a 1.0 FTE business clerk--duties TBD

Motion \_\_\_JH\_\_\_ Second \_\_\_GA\_\_\_ Vote \_\_\_4-0\_\_\_

**H. Add Business Clerk to the Classified Salary Schedule**

The Board was asked to approve the addition of "Business Clerk" to the classified salary schedule.

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

Action taken/comments: Approve

Motion \_\_\_GA\_\_\_\_\_ Second\_\_\_JK\_\_\_\_\_ Vote \_\_\_4-0\_\_\_\_\_

**I. Approval of MOU w/ MPF for 2018-19**

The Board will be asked to consider the proposed revised MOU with MPF for the 2018-19 school year.

Action taken/comments:

Discussion about reporting, invoicing and auditing requirements, along with requirements of existing BP/AR 1230 for School-Connected Organizations.

Motion to approve with changes to correct typos & timing of “meet and confer” and final invoice to MPF for school year. Revisions will be submitted to MPF for review and approval.

Motion \_\_\_JH\_\_\_\_\_ Second\_\_\_SS\_\_\_\_\_ Vote \_\_\_4-0\_\_\_\_\_

**J. Approve Payment for Dark Fiber**

The Board was asked to decide between paying the entire cost of the dark fiber upfront, or over five years at no interest. The CBO reviewed pros and cons of each option.

Action taken/comments: Motion to pay in installments over five years at no interest. Total of payments = \$78,000.

Motion \_\_\_JH\_\_\_\_\_ Second\_\_\_JK\_\_\_\_\_ Vote \_\_\_4-0\_\_\_\_\_

**K. Approve Increase to Legal Retainer**

Due to increased legal costs this year, the District has already exhausted the annual legal retainer with School and College Legal Services. The Board was asked to approve an increase to the SCLS retainer for 2018-19.

Action taken/comments: Motion to increase to 120 hour retainer for the current school year. Leftover hours will roll over to the 2019-20 year.

Motion \_\_\_JH\_\_\_\_\_ Second\_\_\_JK\_\_\_\_\_ Vote \_\_\_4-0\_\_\_\_\_

**L. Adopt Resolution #180912-2 The Gann Limit**

The Board adopted the GANN limit resolution #180912-2 as presented.

Motion \_\_\_GA\_\_\_\_\_ Second\_\_\_JH\_\_\_\_\_ Vote \_\_\_4-0\_\_\_\_\_

**M. Hire 0.80 FTE School Nurse**

The Board was asked to hire a 0.80 School Nurse. GUSD will use the nurse services 0.20 FTE and sell 0.60 FTE to WCUHSD, with an additional 10% handling charge.

Action taken/comments: Approve hire—employee TBD.

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

Motion \_\_\_GA\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_4-0\_\_\_

**N. Approve MOU w/ WCUHSD to Provide School Nurse**

The Board approved an MOU with WCUHSD that spells out the arrangement discussed previously.

Motion \_\_\_GA\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_4-0\_\_\_

**O. Approve GASB 75**

This item was not ready for Board review and was tabled.

Motion \_\_\_JH\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_4-0\_\_\_

**VII. GENERAL**

**A. Adopt Resolution #180912-1 Sufficiency of Instructional Materials**

The Board adopted Resolution #180912-1, regarding the sufficiency of textbooks and instructional materials in the four core academic areas.

Motion \_\_\_SS\_\_\_ Second \_\_\_JH\_\_\_ Vote \_\_\_4-0\_\_\_

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

Superintendent Schwinn reviewed the District's Selection and Evaluation of Instructional Materials process. The Board certified compliance with Education Code Section 60422(a) and California Code of Regulation (CCR), Title 5, Section 9531(a) stating that all textbooks that have been purchased using LCFF funds were from the State Adopted list, aligned to the standards.

Motion \_\_\_JK\_\_\_ Second \_\_\_GA\_\_\_ Vote \_\_\_4-0\_\_\_

**C. Update on New Programmatic Developments**

Supt. Schwinn reviewed the expansion of educational opportunities provided to GUSD students, including plans for the future. This item will appear on the agenda monthly, allowing the public to provide the Board with feedback around programmatic developments throughout the District (e.g. Kindergarten Discovery!; STEAM; Traditional; Enrich!)

**Comments:**

Keri Pugno (KP) - Kindergarten Discovery - 5 meetings- how will we gauge success, clear positives- enrollment- all classes at 20- all kids are getting enrichments- length of day helps play and student choice- teachers love having the enrichment teachers add tools to their teaching tool box. A few things coming up -- concerns- maybe extra support- two students over for one bus- academically seeing differences- Kindergarten team working as a group- fully committed to the pilot  
GA-isn't this basically Enrich for all?

GRAVENSTEIN UNION SCHOOL DISTRICT  
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KP- shorter day- screening process- does screening stop people from even applying?  
Each grade level has its own personality  
JK- How has differentiation gone?  
KP- plan to increase differentiation as year goes on- students haven't been ready for that yet -- now will happen at 6 weeks  
Jennifer Schwinn (JS)- Success would be enrollment, teacher feedback, parent feedback  
SS- what is current status of moving forward?  
JS- Kinder is still gathering data- maybe October for reporting out. Set date for town hall  
JH- Get stakeholder group together to work on Town Hall  
JS- Does board want the Town Hall or have Schwinn and admin set them up  
JK- When does board want to get involved?  
JH- We need a committee for next year- by Xmas we will have a direction  
GA- Have admin and teachers get together for format for Town Halls  
JH\_ Can we give every kids more without taking away from others? Need to start the process how to get these decisions made  
SS- Likes what JH said  
JK- Implementation comes from the teachers- not going to have enough data from this so far  
KP- need a flexible schedule- need to be OK with transitions. Not everyone wants enrichments- some are refusing. Some things need more study. Work together to help create a plan  
JK- Gather stakeholder data in November  
JS- K team presents to board in October, stakeholder group to prepare for Town Hall, Town Hall November and then Board decides- maybe Leadership team focusing on the future -- Leadership team will be changed  
JH- Leadership team is only site members -- not board. December or January at the latest decisions must be made. Hopefully start this month  
JK- October board meeting would like a report

NO ACTION TAKEN

**D. Consider Communication Around New Programmatic Developments**

Supt. Schwinn and Trustee Koelemeijer reported on meetings with local marketing company. The Board considered next steps in a communication plan regarding new programmatic developments including the following: whether to contract with a marketing firm; plan a town hall meeting date/time; and plan a special Board meeting, if more time is needed for additional marketing planning.

Comments:

JH- no marketing until decision is made- not sure about marketing group- seems like overkill

JK- Not what we need now- overriding idea is that we have things we cannot answer. Relook at this later. Many things to consider -- we need more sense of direction. And set up board retreat to discuss things.

GA- retreat in November

No Action Taken

*(Appling left the meeting temporarily)*

**E. Approve Agreement – Providing Transportation for Foster Students**

The Board approved an Interagency Agreement, in order to meet requirements to provide transportation for foster students.

Motion \_\_\_JH\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_3-0\_\_\_

*(Appling returned to the meeting)*

**F. Administer the Oath of Office to Incumbent Trustees**

Superintendent Schwinn administered the Oath of Office to Incumbent Trustees Appling, Horn and Koelemeijer. Because we had the same number of applicants as openings, there is no need for an election and the incumbents will continue in office for another term.

**G. Review and Approval of Procedure and Timeline to Fill Vacancy on GUSD Board**

The Board discussed the options for filling the vacant trustee seat on the GUSD Board, per BP 9223, that was created when Dez Beck resigned effective August 31, 2018. The term ends in December 2020.

Motion for Board to select replacement at the October 10 regular meeting.  
Applications are due in the District office by October 3.

Motion \_\_\_JH\_\_\_ Second \_\_\_GA\_\_\_ Vote \_\_\_4-0\_\_\_

**H. Appoint an Interim Board Clerk**

The Board appointed a new Board Clerk to serve until the organizational meeting on Dec 12, 2018.

Action taken/comments: SS volunteers

Motion \_\_\_JH\_\_\_ Second \_\_\_JK\_\_\_ Vote \_\_\_4-0\_\_\_

**VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION—None**

**IX. CLOSED SESSION—10:12 PM**

**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:

-Teaching Assistant

-HR clerk

GRAVENSTEIN UNION SCHOOL DISTRICT

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-School Nurse

3) Superintendent Evaluation

**X. OPEN SESSION**

No reportable action

**XI. FUTURE BOARD MEETINGS:**

**I. Next Regular Board Meeting: October 10, 2018— 5 PM**

**XII. ADJOURNMENT**