

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

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

**Wednesday, May 9, 2018**  
**5:07 PM**

**I. CALL TO ORDER- 5:07 PM**

- Jim Horn, President
- Desiree Beck, Clerk
- Gregory Appling
- Jennifer Koelemeijer
- Steven Schwartz

**II. PUBLIC COMMENTS—None**

**III. REPORTS, AND ORAL COMMUNICATIONS**

**A. Gravenstein Union Teachers' Association**

*GUTA thanked GSF and MPF for the appreciation received during Teacher Appreciation Week. CAASPP testing is in full swing at both campuses. The staff parking lot at Gravenstein is being used by parents, and GUTA would like the Board to be aware that it is a possible safety issue. GUTA surveyed their membership about District leadership and shared the questions that they are using. Pres. Horn pointed out that the District Board did not request the survey; individual Board members requested this.*

**B. School Site Council**

- I. Seeking Parent reps
- II. LCAP underway

*Supt Schwinn updated the Board on the ongoing process. She reported that we need 5 total parents and we are still in need of 3 more.*

**C. GSF/MPF**

- I. A big "thank you" to GSF and MPF for their week of staff appreciation goodies, plants, signs, and more! Our staff was so grateful for all the acts of kindness from our parents.  
*No GSF members present. New officers were selected at the last GSF meeting, with Lori Jones being elected President and Renee Lott continuing as Vice President.*  
*Mem. Rick Brody, MPF member, reported that new Board members and officers were elected at their last meeting. The MOU between MPF and the District is in draft, and MPF requested that this item be tabled to the June meeting. MPF has recently enjoyed two successful fundraisers. Rick shared with the board the compliments Lagunitas bestowed upon our families/children in regards to behavior.*

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D. Trustee Reports

*Mem. Schwartz attended the Open House at Hillcrest and said that it was "great." Mem. Appling attended the TK-K Open House, 2nd/3rd grade Open House and enjoyed the student wax museum. He has also been attending construction meetings and is a volunteer swim instructor for the Gravenstein swim lessons provided by the Rotary Club of Sebastopol. Mem. Koelemeijer has also been volunteering as a swim instructor, finished the Sexual Harassment training, and attended the 2nd/3rd grade Open House. She also attended the board member training at SCOE.*

E. Facilities Report

I. Phase 3 –Gravenstein modernization update

1. Gym & kitchen, Learning Lab, Staff Restrooms

II. Hillcrest Middle School Improvement Project update

1. Increment #1: Transformer/electrical system, ADA access to field

*Switchgear equipment has been procured.*

2. Increment #2 solar parking shelter

*Special inspections are included for Board consideration this evening.*

III. Gravenstein Elementary solar project

IV. Report on additional planned maintenance projects for summer of 2018

V. STREAM Lab at Hillcrest

*AXIA provided feedback that the electrical work called for in the STREAM Lab would require DSA approval, and they expect that this can be added onto the existing electrical project already in process in that building at Hillcrest. The opening of the hinged wall is determined maintenance, and the egress implications are being checked by AXIA.*

VI. Purchase new tables for TK/K/1<sup>st</sup> Grade classrooms

*Mem. Schwartz inquired about where the funding would come from for this, and CBO Holden responded that this would be paid out of one time funds.*

F. Hillcrest Principal Report

I. Report on active shooter training via Sheriff Dept. & RESIG

II. Feedback on curriculum adoption

*Principal Fichera shared the end-of-the-year events. ELA Team recommended district adopt StudySync. Scheduled CAASPP tests are complete, with only make-ups still remaining. Principal Fichera reviewed the key takeaways from the active shooter training he attended on April 20. Superintendent Schwinn added that the district has added a Staff cell phone list to increase communication in emergency situations.*

G. Gravenstein Principal Report

I. Feedback on curriculum adoption

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- II. Pick up & Drop off times and procedures for 2018-19
- III. Summer School update: 1-3<sup>rd</sup> grade Academic Support & Kindergarten Blast Off!

*Principal Pugno shared CAASPP data for grades 3-5, aggregated by program. She also shared plans for summer programs at Gravenstein that provide students entering grades K-3 with opportunities to prepare for school through academic and enrichment experiences. Strategies for improving traffic flow in the Gravenstein parking lot were discussed.*

H. CBO Report

- I. Restart Grant – Fire recovery grant  
*Grants will offset costs incurred by the Sonoma County wildfires will be covered by this grant.*
- II. Update on modernization funding with Jack Schreder & Associates  
*Mem. Schwartz inquired to CBO Wanda Holden if she received suggestions from Board members about reserve strategies, and she said that she had not.*

I. Superintendent Report

- 1. Annual Board Calendar Template
- 2. 2017-18 Enrollment
- 3. 2018-19 Enrollment Forecast
- 4. Transportation JPA Update  
*West County Transportation is implementing an app-based system called Zpass+ to track/monitor student bus ridership. Parents and schools can use the app to check if students have entered or left the bus. This would fulfill a new legal requirement.*
- 5. 2017-18 calendar end-of-year events (May)
- 6. Safety Plan Update
  - 1. Received Threat Assessment training via RESIG
  - 2. Window covering bids
    - 1. Trial installation May 2018
    - 2. Full installation in summer 2018

*Mem. Koelemeijer inquired about the warranty for the product used in the trial installation.*

  - 3. Shelter in Place drill conducted 4-11-18. Next one May 2018
  - 4. Staff safety drill training May 1 & 2, 2018
  - 5. 16 new door locks ordered for classrooms
- 7. LCAP Stakeholder's input phase:
  - 1. School Site Council met to work on LCAP April 25, 2018
  - 2. Next SSC meeting to review LCAP updates is Wed., May 23 @ 3:45 PM

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8. Hiring anticipated for 2018-19:
  1. School Nurse
  2. Hillcrest Secretary
  3. 1 Temporary Teacher (5<sup>th</sup> grade leave)
  4. 1 Permanent Teacher (extra 5<sup>th</sup> grade class)
  5. Spanish Teacher (7-8<sup>th</sup> grade & ELD)
  6. Teaching Assistant/Daycare Pool

**IV. CONSENT AGENDA**

**ACTION ITEM**

A. Minutes

1. Special meeting April 12, 2018, & Regular Meeting April 18, 2018

B. Warrants/Payroll

C. Budget Updates and Transfers

D. Donations

1. Congratulations to Ani Hansen for writing a successful Rotary Grant for \$2,500 to fund a 5<sup>th</sup> grade Lego Robotics program

E. Communication

1. Letter from SCOE Business Services indicating the receipt of an approved Second Interim budget report
2. Accept resignation of School Nurse, Anne Wilson, who is retiring effective the end of the 2017-18 school year.
3. Accept letter of resignation from Secretary job by Amy Gloeckner, effective the end of her 2017-18 duties, June 8, 2018.  
Ms. Gloeckner will take on a new role as School Counselor in the 2018-19 year.
4. Letter from Liz Saldivar, Director of External Affairs from the office of the Attorney General regarding rights of undocumented students and their families.
  1. Quick reference guide for school officials

Action taken/comments: *There were two corrections made to the minutes. Pres. Horn inquired about a sample policy from CSBA related to undocumented students.*

Motion: Horn Second: Appling Vote: 5-0 yes

**V. GENERAL**

**A. 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!)

Action taken/comments:

*No action taken.*

**B. Approve 2018-19 GUSD Calendar**

The Board will be asked to approve the 2018-19 District calendar, as negotiated between GUTA and GUSD representatives.

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Action taken/comments:

*Supt Schwinn explained the preference of GUTA to schedule Parent-Teacher conferences on Friday, October 5.*

Motion: Appling      Second: Koelemeijer      Vote: 5-0 approved

**C. Specifications of Elections Resolution 180509-1**

The Board is asked to approve the Specifications of Election order resolution as presented.

Action taken/comments: *In the past, the candidate paid the District to print a statement in the voter pamphlet. Mem. Schwartz suggested that the District pay for the candidates statements because it may discourage candidates who lack funds. Pres. Horn moved to approve with the candidate paying the cost of printing a statement, with a drawing in the event of a tie.*

Motion Horn      Second Appling      Vote 5-0 approved

**D. Approve 18-19 Declaration of Need for Fully Qualified Educators**

The Board will be asked to approve a declaration of Need for Fully Qualified Educators. This action is taken annually, as a precautionary measure, in case enrollment numbers change during the year to the extent they require emergency staffing options. This declaration gives the District greater facility in re-assigning staff, if needed.

Action taken/comments:

Motion: Horn      Second: Beck      Vote: 5-0 approved

**E. Consider Adoption of Board Policy – AR 5145.7 Sexual Harassment**

The Board is asked to consider adopting Board Policy AR 5145.7, using the latest CSBA template. At the April 18, 2018 Board meeting, the corresponding BP 5145.7 was approved.

Action taken/comments:

*Pres Horn made the motion to rescind current policy and adopt updated AR 5145.7.*

Motion: Horn      Second: Koelemeijer      Vote: 4-0 approved (Schwartz temporarily absent)

**F. Consider Adoption of Board Policy – AR 3230 Federal Grant Funds**

The Board is asked to consider adopting Board Policy AR 3230, using the latest CSBA template.

Action taken/comments:

*President Horn made the motion to adopt AR 3230.*

Motion: Horn      Second: Appling      Vote: 5-0 approved

**G. Consider Adoption of Board Policy – BP/AR 3551 Food Service Operations/Cafeteria Fund**

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The Board is asked to consider adopting Board Policy **BP/AR 3551**, using the latest CSBA template.

Action taken/comments: *Mem. Koelemeijer requested that the schools consider a "share table" model where students can offer to share unused/unopened school lunch items. Principal Fichera expressed his concern of ensuring a dedicated 20-minute seated, eating period. Principal Pugno expressed concern over making the "Shared Table" available to students (allergies, food preferences). It was suggested that the table be monitored by an adult and donated items be used in Beyond the Bell program. Member Schwartz asked for follow-up.*

*Member Appling made the motion to adopt BP/AR 3551 with the optional changes as noted.*

Motion: Appling      Second: Koelemeijer      Vote: 5-0 approved

**H. Consider Update of Board Policy – BP/AR 3553 Free & Reduced Priced Meals**

The Board is asked to consider adopting updates to Board Policy **BP/AR 3553**, using the latest CSBA template.

Action taken/comments: *Mem. Koelemeijer inquired about the breakfast program. Supt. Schwinn responded that the District does not currently offer a breakfast program, and that she suspects that it would cause an additional encroachment. Mem. Koelemeijer suggests that this program should be considered because it could benefit the students who need free/reduced meals. The Board requests that staff create a report on the cost of providing breakfast.*

*The superintendent designees authorized to use individual records are Accounts Clerk and Food Service Clerk.*

*President Horn made the motion to approve the new BP/AR and rescind the prior.*

Motion: Horn      Second: Koelemeijer      Vote: 5-0 approved

**I. Consider Adoption of Board Policy – BP/AR 5022 Student & Family Privacy Rights**

The Board is asked to consider adopting Board Policy **BP/AR 5022**, using the latest CSBA template.

Action taken/comments: *Prohibit personal information being used for marketing purposes. Member Appling suggested removing optional paragraph on page 157. President Horn said we would take out all of the Notes. President Horn made the motion to approve with deletion of all references to Option 2.*

Motion: Horn      Second: Appling      Vote: 5-0 approved

**J. Consider Update of Board Policy – BP/AR 6171 Title 1 Programs**

The Board is asked to consider adopting updates to Board Policy **BP/AR 6171** using the latest CSBA template.

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Action taken/comments: *GUSD is not eligible for schoolwide programs. CBO Holden clarified that GUSD is considered Targeted Assistance and we follow all of those rules. Member Koelemeijer suggested removing section 3b about post-secondary credits earned in high school.*

*President Horn made the motion to adopt BP/AR 6171 as amended and rescind the current policies.*

Motion: Horn                      Second: Koelemeijer                      Vote: 5-0 approved

**K. Contract for School Counselor**

The Board is asked to approve a contract with Amy Gloeckner as a 1.0 FTE School Counselor for 2018-19.

Action taken/comments:

Motion: Appling                      Second: Koelemeijer                      Vote: 5-0 approved

**VI. BUSINESS & FACILITIES**

**A. Select Inspector of Record for Hillcrest Improvement Projects**

The Board will be asked to select Isaac Kuster as Inspector of Record for the Hillcrest Improvement Projects to be completed this summer.

Action taken/comments:

Motion: Appling                      Second: Schwartz                      Vote: 5-0 approved

**B. Approve Guaranteed Maximum Price (GMP) for Gravenstein Phase III**

The Board will be asked to approve the GMP for Gravenstein Phase III construction project as provided by GCCI. On February 21, 2018 The Board of Trustees approved Resolution #180314-2 selecting GCCI, Inc. for the Gravenstein Elementary School, Phase III Project. Attached is the final Guaranteed Maximum Price (GMP) of \$2,213,216, along with the draft Lease/Leaseback documents that will be finalized after the Board of Trustees approval of the GMP.

Pres Horn clarified that changes that remain below the 10% contingency would not need to come back to the board. He added that the contingency amount, if unused, would come back to the district. Mem. Koelemeijer inquired about fingerprinting requirements for construction personnel during the times of summer school. Supt. Schwinn explained that the supervisor will be fingerprinted, other workers will remain inside the construction gate, and the classrooms utilized for summer school will be away from the site.

Motion: Horn                      Second: Beck                      Vote: 5-0 approved

**C. Approve Special Testing Firm Proposals for Hillcrest Improvements**

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The Board is asked to approve special testing firm proposal for Hillcrest Improvements.

Action taken/comments: There is a proposal from Signet for \$5,635 that is recommended.

Motion: Horn                      Second: Appling                      Vote: 5-0 approved

**D. Approve Special Testing Firm Proposal for Gravenstein Phase III**

The Board is asked to approve special testing firm's proposal for Gravenstein Phase III.

Action taken/comments: There is a proposal from Signet for \$2,987 that is recommended.

Motion: Horn                      Second: Appling                      Vote: 5-0 approved

**E. Approve 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:

*President Horn made the motion to table this until the regular June board meeting.*

Motion: Horn                      Second: Beck                      Vote: 5-0 tabled

**F. Discuss Development of a Reserve Strategy**

The Reserve Strategy board sub-committee may lead a discussion with the Board; report on progress so far; and/or provide advisory to District staff via Board action.

Action taken/comments: *CBO Holden does not have an update. Member Schwartz and President Horn will meet with CBO Holden before the June meeting to create a draft strategy.*

**No action taken**

**G. Mental Health Service Agreement for Grief Counseling**

The Board is asked to approve this agreement with SAY (Social Advocates for Youth) to provide grief counseling for Hillcrest students. The District supported SAY in applying for the grant that funds this service at no cost to the District.

Action taken/comments: *The agreement will need to be backdated to the time services began. Principal Fichera will provide that date to Supt Schwinn.*

Motion: Horn                      Second: Koelemeijer                      Vote: 5-0 yes

**H. Accept Bond Report**

The Board will be asked to accept the required Bond Continuing Disclosure Report as presented by CBO Holden.

Action taken/comments:



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*CBO Holden presented an additional handout to correct an error on Exhibit 8 (page 370 in board packet), which did not contain Basic Aid Supplement, Fund 17 or Fund 20.*

Motion: Horn                      Second: Beck                      Vote: 5:0 accepted

**I. Approve Art Instruction Contract for 2018-19**

The Board is asked to approve contract with Nanci Ricciardi to serve as artist in residence for the 2018-19 school year.

*Action taken/comments: There is a discussion about the distribution of Nancy's time between the ENRICH! and Traditional programs. Members Appling and Koelemeijer advocate for her time being divided equally between the programs. The District will pay for art classes for students equally, in both programs. On the contract, there should be automobile insurance verification. Commercial liability insurance is not required. Pres. Horn expressed a desire to distribute her time equally between programs, to the extent that this is possible. The Board would like to be updated on that topic as it develops.*

Motion: Horn                      Second: Appling                      Vote: 5-0 approved

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

**VIII. CLOSED SESSION—9:04 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) Superintendent Evaluation
- 3) Public Employee

- i. Approve Superintendent Schwinn's Contract for 2018-20  
Horn moved / Koelemeijer seconded to approve updated contract for 2018-20. Approved 4-1 (Schwartz opposed). Contract will be ratified in open session at the June meeting.

**IX. OPEN SESSION—10:17 PM**

- A. Report District Sunshine for 2018-19 GUTA negotiations**  
District approved a Sunshine Letter reopening Article VIII Working Conditions

**X. FUTURE BOARD MEETINGS: Future topics will include Reserve Policy and Master Facilities Plan**

- |  |                              |
|--|------------------------------|
| <b>I. <u>Next Regular Board Meeting:</u></b> | <b>June 13, 2018—5 p.m.</b>  |
| <b>Special Board Meeting:</b>                | <b>June 20, 2018 – 5p.m.</b> |

**XI. ADJOURNMENT—10:18 PM**