

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA
Gravenstein School, Rm. 13

Wednesday, September 12, 2018
5:00 PM

I. CALL TO ORDER

Jim Horn, President
Gregory Appling
Steven Schwartz
Jennifer Koelemeijer
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
 - I. Seeking Parent reps
- C. GSF/MPF
- D. Trustee Reports
- 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
 - 2. Increment #2 solar parking shelter
 - III. Gravenstein Elementary solar project
- F. Gravenstein Principal's report
 - I. Gravenstein enrollment
 - II. Enrichment schedule
 - III. 18-19 Annual theme/monthly character traits planning
- 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

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- 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.
 4. Safety Plan Update
 1. Window covering bids
 1. Trial installation continued – pull-across curtains; roller shades; tracking temps in Hillcrest classrooms
 2. Full installation plan

IV. CONSENT AGENDA

ACTION ITEM

- A. Minutes of regular Board meeting August 8, 2018
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Approve SCOE Media Center contract
- 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.
 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.

Action taken/comments:

Motion _____ Second _____ Vote _____

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 8th 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.

VI. BUSINESS & FACILITIES

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

The Board will receive a report outlining the expenses tied to unexpected complications to the building projects arising after the approval of the initial bid. The initial bid included a 10% contingency fund, which allows the job to progress as long as excess expense remains below 10% of the total budget. The Board is kept apprised of expenses applied to the contingency via this monthly report.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approve Notice of Completion for Hillcrest Improvements

If the Hillcrest Improvements projects are complete, the Board will be asked to approve the Notice of Completion. At the time of posting, it was close to completion. Final walk-through planned 9/11/18.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Approve 2017-18 Unaudited Actuals

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

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Approve Update to Speech Teacher Salary Schedule

The Board is asked to approve an update to the Speech Teacher salary schedule, adding a second step, representing a 5% longevity increase, after a Speech Teacher has been with us for five years. So Step B would begin the employee's sixth year with the District. The Board is asked to make this action retroactive to July 1, 2018.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Approve Hire of Coaches for 2018-19

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The Board will be asked to approve the hire of athletic coaches for 2018-19 as listed.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Approve Adding 0.25 FTE Classified Yard Supervisor

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

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Approve Adding a 0.50 FTE Classified Business Clerk

The Board will be asked to consider approving the addition of a 0.50 FTE classified Business Clerk to the District Office to provide needed clerical support. The addition of this position would cost \$15,742.60 annually. However, 10% of current business staff time can be shifted to the Beyond the Bell program administration, therefore, the overall annual increase to the general fund would only be \$7,499.60.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Add Business Clerk to the Classified Salary Schedule

If the Board has determined to take action to add a full time classified position to the 2018-19 budget, then the Board is asked to approve the addition of "Business Clerk" to the classified salary schedule.

Action taken/comments:

Motion _____ Second _____ Vote _____

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:

Motion _____ Second _____ Vote _____

J. Approve Payment for Dark Fiber

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The Board is asked to decide between paying the entire cost of the dark fiber upfront, or over five years. The CBO will review pros and cons of each option.

Action taken/comments:

Motion _____ Second _____ Vote _____

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 is asked to approve an increase to the SCLS retainer by an additional 60 or 120 hours for 2018-19.

Action taken/comments:

Motion _____ Second _____ Vote _____

L. Adopt Resolution #180912-2 The Gann Limit

The Board is asked to adopt the GANN limit resolution #180912-2 as presented.

Action taken/comments:

Motion _____ Second _____ Vote _____

M. Hire 0.80 FTE School Nurse

The Board is asked to hire a 0.80 School Nurse. GUSD will use the nurse services 0.20 of the time, and sell 0.60 FTE to WCUHSD, including a 10% handling charge.

Action taken/comments:

Motion _____ Second _____ Vote _____

N. Approve MOU w/ WCUHSD to Provide School Nurse

The Board is asked to approve an MOU with WCUHSD. The MOU spells out the arrangement where GUSD will be the employer of the .80 School Nurse, and sell .60 of the contract, plus a 10% handling charge, to WCUHSD.

Action taken/comments:

Motion _____ Second _____ Vote _____

O. Approve GASB 75

The Board will be asked to approve the GASB75 report that CSBA has prepared on behalf of the District.

Action taken/comments:

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Motion _____ Second _____ Vote _____

VII. GENERAL

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

The Board will consider adoption of Resolution #180912-1, regarding the sufficiency of textbooks and instructional materials in the four core academic areas. The resolution will reflect information obtained during the Public Hearing.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Certification of Compliance with Standards-Aligned Instructional Materials

Superintendent Schwinn will review the District's Selection and Evaluation of Instructional Materials process. The Board will be asked to certify 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.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Update on New Programmatic Developments

Supt. Schwinn will review 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!)

•Staff will report on Kindergarten Discovery! pilot and increased enrichment schedule in 2018-19.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Consider Communication Around New Programmatic Developments

Supt. Schwinn and Trustee Koelemeijer will report on meetings with local marketing company. The Board will consider next steps in 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.

Action taken/comments:

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Motion _____ Second _____ Vote _____

E. Approve Agreement – Providing Transportation for Foster Students

The Board will be asked to approve an Interagency Agreement, in order to meet requirements to provide transportation for foster students.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Administer the Oath of Office to Incumbent Trustees

The Board President will administer the Oath of Office to Incumbent Trustees. Because we had the same number of applicant as openings, there is no need for an election and the incumbents will continue in office for another term.

Action taken/comments:

Motion _____ Second _____ Vote _____

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

The Board will discuss 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. The Board can choose an appointment process or special election.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Appoint an Interim Board Clerk

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

Action taken/comments:

Motion _____ Second _____ Vote _____

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

IX. 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.

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- 2) Hiring:
 - Teaching Assistant
 - HR clerk
 - School Nurse
- 3) Superintendent Evaluation

X. OPEN SESSION

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

XI. FUTURE BOARD MEETINGS:

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

XII. 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.