

**GRAVENSTEIN UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING  
MINUTES**

*January 17, 2018*

- I. **CALL TO ORDER** Pres. Horn called the meeting to order at 4:52 PM. Clerk Beck and Members Koelemeijer, Appling, and Schwartz present.
  
- I. **PUBLIC INPUT ON ITEMS IN CLOSED SESSION** No public comment was received
  
- II. **CLOSED SESSION**
  - A. **With respect to every item of business to be discussed in closed session pursuant to Government Code 54957.6:**
    - i. Conference with Labor Negotiator District  
Negotiator: Jennifer Schwinn,  
Superintendent  
Represented  
Employees: Gravenstein Union Teachers Assoc.
  
- III. **OPEN SESSION** The Board returned to open session at 5:01 PM
  
- IV. **PUBLIC INPUT ON ITEMS NOT ON THE AGENDA** The Board received public comment.
  
- IV. **APPROVAL OF CONSENT AGENDA**
  - I. **Approval of Agenda Order** President Horn moved to approve the Consent Agenda and Clerk Beck seconded. 5-0 yes.
  - II. **Minutes of regular Board mtg. Dec 13, 2017**
  - III. **Warrants/Payroll** Donation was recognized and accepted.
  - IV. **Donations**
    - A. **Thank you to Karyn Pulley for the donation of \$250 to the GUSD Music program, in memory of Rev. John Kienitz.**
    - B. **Approve Williams Quarterly Report for the period ending Dec 31, 2017**
      - 1. **No complaints**

**VI. REPORTS/CORRESPONDENCE**

**VI.**

**A. GUTA Report**

The GUTA report was received.

**B. School Site Council**

No report

**C. GSF/MPF**

GSF and MPF reports were received.

**D. Trustee Reports**

Clerk Beck reported on her attendance at the Kindergarten Nutcracker performance.

Superintendent Schwinn shared potential professional growth opportunities for Board members.

President Horn shared information on the upcoming training on the Brown Act.

**E. Hillcrest Report**

Principal Fichera shared information on the upcoming Open House on February 3. He also thanked the Hillcrest staff for their efforts toward the new monthly character trait assemblies.

**F. Gravenstein Principal Report**

Principal Keri Pugno shared some of the work that is being done at Gravenstein in support of their monthly character traits. She also shared upcoming events including the TK/Kindergarten Open House on January 27, and the Spelling Bee. Mr. Pulley will now be instructing all elementary students in general music. The upper grades will be piloting Open Court for English Language Arts with lower grades continuing with the Wonders curriculum.

**G. Superintendent Report**

**1. 2017-18 Enrollment report**

Enrollment has remained steady in the month of January.

**2. Transportation JPA Update**

The JPA is continuing to search for new bus drivers and is offering a program with on-the-job training.

**3. Update on modernization funding with Jack Schreder & Associates**

Update on Modernization Funding report presented by CBO Holden (handout provided). The funding could result in approximately 1.4 million dollars.

**4. Phase II update**

Phase II modernization at the Gravenstein campus has been completed.

**5. Shade Structure update**

Installation of the shade structure is complete, but Supt Schwinn has a few, small cosmetic items for the

Contractor to address.

**6. Review Basic Aid Supplemental Funding for GUSD**

CBO Wanda Holden explained Basic Aid Supplemental Funding.

Supt. Schwinn reported that she continues to search for full-time counselor for the District, but it has been difficult to attract qualified candidates.

**7. Update on installing window blinds on both campuses**

Supt. Schwinn and Head of Maintenance Brian Sposato are working on blackout shades being installed at Hillcrest to assist in keeping classrooms cool on hot days in the absence of air conditioning. This would also increase school safety in the event of a lockdown.

**8. Developer Fee Study**

CBO Holden shared that we are hiring Jack Schreder to do the developer study on our behalf. This will allow the district to validate why we collect fees.

**VII. General**

**A. Rescind 12/13/2017 Board Decision to Expand Discovery! to 1st Grade in 2019-20**

Pres. Horn moved to rescind, Mem. Schwartz seconded, 4-0 yes, 1 abstained (Mem. Appling).

**B. Extension of Discovery! Program to 1st Grade in 2019-20**

Pres. Horn moved to direct the Supt. to assemble a stakeholder committee to develop a first grade Discovery! program and return to the March meeting with a report/proposal, Mem. Beck seconded:

2-3 No, (Members Horn and Beck voted yes; Appling, Schwartz, Koelemeijer voted no).

Mem. Appling moved that the Board direct the supt. to begin the development of the Discovery! program for First grade in 2019-2020 and return to the Board at the February meeting with a plan for community engagement in the development of the plan. Mem. Schwartz seconded the motion. The motion subsequently was withdrawn.

Mem. Appling moved that the board direct administration to explore development of a first grade Discovery! program to begin in 2019-2020 Mem. Schwartz seconded. 5-0 yes.

**C. Procedures to Develop Programs to Serve All Students**

Pres. Horn moved to direct the Supt. to consult with staff and return with a plan to implement a single program to

begin the 2020-2021 school year. Mem. Appling seconded. 5-0 yes.

**Options to Evaluate Success of Kindergarten Discovery! Program**

Pres. Horn moved to direct the Supt. to present monthly reports on the Kindergarten Discovery! Program. Mem. Koelemeijer seconded the motion. 5-0 yes.

**D. Consider Approval of Development of STEAM Instructional Model for 6th Grade at Hillcrest for the 2018-19 School Year**

Principal Fichera shared his presentation about bringing STEAM curriculum (science, technology, engineering, arts, mathematics) to Hillcrest 6th grade. In summary, Mr. Fichera is proposing a scheduling shift, asking for funds for resources (anticipated amount of \$3000), and he is asking for funds for professional development (anticipated amount of \$5,000).

**(At 9:30 PM, Clerk Beck left.)**

Pres. Horn moved to approve the development of a STEAM Instructional Model for 6th grade along with the proposed expenses. Mem. Appling seconded. 4-0 yes.

**E. Update Administrative Regulation AR 5111—Admissions**

Pres. Horn moved to Table Item F to the February meeting. Member Koelemeijer seconded. 4-0 yes.

**F. Set Deadlines for Charter School Admissions and Lotteries**

Mem. Appling moved to set deadlines as listed by administration (entered below). Pres. Horn seconded. 4-0 yes.

Registration priority deadlines:  
First period: Jan 1-Feb 15  
Second period: Feb 16- April 15  
Third period: April 16- June 15

**G. Update Board Bylaw BB 9010—Public Communication**

Pres. Horn moved to table Item H. Mem. Schwartz seconded. 4-0 yes.

**H. Consider Development of School Gardening Program**

Pres. Horn directed Principal Pugno to meet with a master gardener to gather information about developing the garden program at Gravenstein.

**VIII. Business & Facilities**

- A. Phase III and Phase IV Update**  
A. Pres. Horn updated the board on the status of Phase III and Phase IV.
- B. Approve School Psychologist Contract**  
Supt Schwinn asked the board to increase the hourly rate to \$125/hour, not to exceed \$13,500 for the year. Mem. Appling moved to approve the school psychologist contract. Pres. Horn seconded. 4-0 yes.
- C. Approval of Updated Classified Salary Schedule**  
Supt. Schwinn reported that the minimum wage is gradually increasing, and there were some steps on the schedule that were below minimum wage.  
  
Mem. Appling moved to approve the Updated Classified Salary Schedule to be in compliance. Mem. Koelemeijer seconded. 4-0 yes.
- D. Approve School Counselor Job Description**  
Pres. Horn moved to approve the School Counselor Job Description. Mem. Appling seconded. 4-0 yes.
- E. Approval of School Counselor Salary Schedule**  
Mem Schwartz moved to approve the School Counselor Salary Schedule. Mem. Koelemeijer seconded. 4-0 yes.
- F. Review & Accept Annual Facility Inspection Reports**  
Pres Horn moved to Review and Accept the Annual Facility Inspection Reports. Mem. Appling seconded. 3-0-1 yes; Mem. Schwartz abstained .
- G. Acceptance and Certification of June 30, 2017, Fiscal Year Financial Audit**  
CBO Holden reported that there were no findings in the audit. The District's financial position increased by 16.5% over the year. Pres. Horn moved to accept and certify the 2017 Fiscal Year Financial Audit. Mem. Koelemeijer seconded. 3-0-1 yes; Schwartz abstained.
- H. Acceptance and Certification of June 30, 2017, Fiscal Year Measure M Bond Performance Audit**  
Pres. Horn moved to accept and certify the 2017 Fiscal Year Measure M Bond Performance Audit. Member Koelemeijer seconded. 3-0-1 yes; Mem. Schwartz abstained.
- I. Acceptance and Certification of June 30, 2017, Fiscal Year Measure M Bond Financial Audit**  
Mem. Appling made a motion to accept and certify the 2017 Fiscal Year Measure M Bond Financial Audit. Pres. Horn seconded. 3-0-1 yes; Mem. Schwartz abstained.

- J. Approve Public Disclosure of Proposed Collective Bargaining Agreement per AB1200**
- Pres. Horn suggested corrections:  
 -page 147, item 12: “there is not change” should be “there is no change”  
 -page 145 : the date of CBO’s signature shows 2019  
 -page 145: 2017-2018 years should be reflected rather than 2016-2017  
 -On name of bargaining unit, Gravenstein was misspelled.
- Pres Horn moved to approve with corrections. Member Schwartz seconded. 4-0 yes
- K. Approve GUTA Contract for 2017 - 2020**
- Mem. Appling moved to approve. Mem. Schwartz seconded. 4-0 yes.
- L. Approve Salary Increase for Unrepresented Groups**
- Mem. Schwartz expressed that he wants this salary increase to be merit based and not automatic. He inquired about performance evaluations of non-represented groups.
- Pres. Horn moved to approve a one-time, off-schedule payment of 4% for unrepresented groups, Mem. Appling seconded, 3-1 yes; Schwartz opposed.
- M. Approve Notice of Completion for Silver Creek**
- Pres. Horn moved to approve the Notice of Completion for Silver Creek. Mem. Appling seconded. 4-0 yes.
- N. Approve Contract with Stephen Roatch Accountancy**
- Pres. Horn moved to approve the contract with Stephen Roatch Accountancy for \$14,700 for the general audit and \$2,750 for the Measure M audits for the 2017-18 fiscal year. Mem. Appling seconded, 4-0 yes.
- O. Approve Resolution # 180117-1 to Move Resources to Fund 40**
- Pres. Horn moved to approve Resolution #180117-1 to Move \$2,012,719 to Fund 40. Mem. Appling seconded. 4-0 yes.
- (Mem. Schwartz left at 11:23 PM)**
- P. Consider Date for February Regular Board Meeting**
- Pres. Horn moved to change the February meeting Member to Wednesday, February 21. Mem. Appling seconded. 3-0 yes.

**IX. PUBLIC COMMENT ON ITEMS IN** No comment

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**CLOSED SESSION**

**X. ADJOURN TO CLOSED SESSION**

**With respect to every item of business to be discussed in closed session pursuant to Section 54957.6**

**A. Public Employee:**

- I. Approve hiring of full-time School Counselor

**B. Conference with Labor Negotiator**

District Negotiator: Jennifer Schwinn, Superintendent  
Represented Employees: Gravenstein Union Teachers Association

**C. Public Employee Discipline/Dismissal/Release**

**D. Superintendent Evaluation**

**XI. RECONVENE TO OPEN SESSION**

No reportable action was taken

**XII. Future Board Meetings:**

- A. Next Regular Board Meeting:  
Jan 17, 2018— 5:00 PM

Trustees requested that the following items be added to the agenda for the next regular meeting:

- Develop a fiscal reserve strategy for the District
- Schedule a formal superintendent evaluation

**XIII. ADJOURNMENT**

Pres. Horn adjourned the meeting at 11:29 PM.