

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**REGULAR GOVERNING BOARD MINUTES**

**Wednesday, February 21, 2018**

Gravenstein School, Rm. 13

**I. CALL TO ORDER**

Pres. Horn called the meeting to order at 5:03 PM. Clerk Beck and Members Koelemeijer, Appling present, and Schwartz absent (Schwartz arrived at 5:11 PM).

**II. PUBLIC COMMENTS**

Terese Hillborn commented on District procedures for active shooter drills and on programs offered at other schools she had visited.  
Molly Jackel requested that the Board evaluate the District special education program.  
Sean Miles and Rick Brody commented on relations between the Enrich! and traditional parents and on differences between the programs.

**III. REPORTS, AND ORAL COMMUNICATIONS**

**Gravenstein Union Teachers' Association**

GUTA President Christina Urmini expressed gratitude to the Board for the negotiated contract and concern about the absence of lock-down drills.

**District Site Council**

Supt. Schwinn shared that the site council has been working on the Safety Plan and the Single Plan for Student Achievement.

**GSF/MPF**

Vy Le shared that GSF had a successful bingo night, and thanked Jennifer Koelemeijer and Keri Pugno for attending. GSF brought the Lion Dancers to both schools and is organizing Jog-a-Thons for the spring.  
Alexis Boutin shared information about the MPF fundraiser scheduled for Monday, April 23 at Lagunitas.

**Trustee Reports**

Mem. Koelemeijer has attended various trainings this past month, including Board and administrative trainings. Mem. Appling attended sexual harassment training and various District construction projects. Mem. Schwartz recognized Vy Le for bringing the Lion Dancers. Pres. Horn attended both Open Houses and felt that they were well attended.

**Facilities Report**

Supt. Schwinn reported that the shade structures at Gravenstein have been completed.

Phase III will begin at Gravenstein this summer and will include renovation of the gym, learning lab and staff bathrooms. Architect Doug Hilberman shared that Phase III back-check appointment is next Tuesday, which will hopefully lead to DSA approval. The lease/leaseback contractor for Phase III is moving toward the development of the guaranteed maximum price (GMP).

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Phase IV will begin at Hillcrest with new electrical switchgear for the campus, ADA access to the field and solar array shade structures. Plans for phase IV at Hillcrest are going to DSA. Phase IV is being split into two increments, with the photovoltaic aspect being delayed. The two photovoltaic projects at the two schools will be combined to create an economy of scale, resulting in some savings.

*At this point in the meeting, the Board chose to consider agenda items VI.C through VI.G out of order. Upon completing those items, the Board returned to the agenda at this point.*

**Hillcrest Principal Report**

Principal Fichera reported on athletics, the new student open house, Hillcrest participation in the SCOE STEAM Showcase and 5-Minute Film Festival, the spring musical, and the progress of the Hillcrest digital media studio.

**Gravenstein Principal Report**

Principal Pugno shared that much of this past month has been focused on gathering staff input on programs, CAASPP preparation, and enrollment for next year. An update on the Garden Inquiry was shared with the Board.

Principal Pugno shared a slideshow that was used with Gravenstein staff to explore the implementation of a single program. The slideshow includes a proposal to expand enrichment in the Traditional program for 2018-19 that would involve extending the school day for the Gravenstein traditional program. This will be discussed by the Board in closed session.

**CBO Report**

CBO Holden thanked Doug Hilberman for working directly with CDE to explain the architectural drawings as needed.

CBO Holden shared the Pocket Budget for 2018-19 prepared by School Services of California. There are some increases in funding projected for 2018-19, but they do not appear to be ongoing. There will be a state budget revision in May that is projected to be similar to the currently proposed budget.

**Superintendent Report**

***2018-19 Enrollment***

Supt. Schwinn shared an enrollment forecast for Gravenstein and Hillcrest. There are currently 75 kindergarteners who have turned in applications. Projected enrollment for Gravenstein is 487 and Hillcrest is 270.

***Results of staff survey***

Supt. Schwinn shared the results of the staff survey. Overall, the staff expressed approval of the Kindergarten Discovery Pilot and the idea of moving toward one program. These results will be posted on the District website by February 26, 2018.

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***Program offerings forecast for 2018-19: Discovery!, Enrich!, Traditional, and STEAM***

Supt. Schwinn discussed the importance of analyzing the class size distributions and what implications this has for programs.

***Transportation JPA Update***

Supt. Schwinn shared that our regular bus driver was out sick this week, and was conscientious in letting the District know that she would be absent.

***School Counselor Update***

Supt. Schwinn shared that the search for a counselor continues. In the interim, school psychologist Jack Correa is providing counseling as needed.

***Window Covering Update***

Supt. Schwinn reported that the second bid for window coverings has come in. She hopes to have the window coverings in place before the lockdown drill this spring.

**IV. CONSENT AGENDA**

**Minutes of Regular Meeting Jan 17, 2018**

Mem. Schwartz requested that the Minutes of the Regular Meeting Jan 17, 2018 be retracted from the consent agenda.

Pres. Horn moved to adopt the Consent Agenda with the subtraction of the minutes, Clerk Beck seconded, 5-0 yes.

Pres. Horn moved to table the approval of the Minutes of the Regular Meeting Jan 17, 2018, until the next regular meeting, Mem. Koelemeijer seconded, 5-0 yes.

**Warrants/Payroll**

**Budget Updates and Transfers**

**Correspondence/Publications**

*Admission instructions to parents who indicated interest in the Enrich! program for 2018-19*

*Accept resignation of Cordelia Kritz effective 2/9/2018*

*Letter from Shelley Stiles of SCOE Business Department concurring with the District's positive budget certification for the 2017-18 year.*

*Approve Christina Urmini's 2018-19 parenting leave as provided for in the GUTA contract.*

*Accept resignation of Kassidy Fisher effective 2/15/2018.*

**V. GENERAL**

**Review & Consider Changes to BB 9322**

The Board reviewed the new CSBA sample policy BB 9322 and discussed revisions by a Board member. Horn moved/Beck seconded to table the item until the next regular meeting. The motion was approved with Horn, Beck and Appling in favor; Koelemeijer opposed; and Schwartz abstaining (3-1-1).

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**Review & Consider Changes to BB 9324 – Board Minutes**

The Board reviewed the new CSBA sample policy BB 9324 and discussed whether to make audio recordings of Board meetings and post them on the District website. The Board discussed website accessibility requirements.

Horn moved/Appling seconded to adopt the CSBA sample policy, including a requirement for the Board President to sign the adopted minutes. The vote was 5-0 to adopt the new policy and rescind the existing policy. The Board agreed that “raw” minutes would be distributed to Board members two weeks after each meeting, and the Board directed Principal Fichera to investigate the feasibility of live-streaming meetings.

**Consider Creating Board Committee to Develop Roll-Out of Discovery! Model**

The Board discussed the creation of a standing board committee to develop a Discovery!-type model for all grades. No action was taken, but the Board asked the Superintendent to provide monthly updates on this topic for Board review and discussion.

**Review & Consider Changes to AR 5111 - Admissions**

The Board reviewed the new CSBA sample policy AR 5111 and the merits of allowing Transitional Kindergarten enrollment for students whose fifth birthday is after Dec. 2 of the school year. Horn moved/Beck seconded to adopt the CSBA policy and rescind the current policy, with the following addition: “Any child that has his/her fifth birthday between December 3-January 31 shall be offered a TK education if space permits.” Motion passed by a 4-1 vote with Appling opposed.

**Review & Consider Changes to BB 9010 – Public Communications**

The Board reviewed the new CSBA sample policy BB 9010. Horn moved/Beck seconded to adopt the CSBA policy and rescind the current policy. Motion passed 5-0.

**Review & Approve School Accountability Report Cards (SARCs) for District Schools**

The Board reviewed the SARCs for the four District schools: Gravenstein Charter, Gravenstein First, Hillcrest Charter and Community Day School. The Board discussed test scores, particularly for ED and EL students, and the lack of some salary data in the reports. Appling moved/Schwartz seconded to approve the SARCs. Motion passed 5-0.

**Review & Approve District Safety Plan**

The Board reviewed the plan and discussed active shooter and lock-down procedures. Koelemeijer moved/Horn seconded to approve the Plan. Motion passed 5-0.

**VI. BUSINESS**

**Consider Development of Strategy to Manage & Assign Reserves**

Horn moved/Schwartz seconded to create an ad hoc committee, consisting of Members Horn and Schwartz, to work with the Superintendent and CBO to consider development of a strategy to manage and assign reserves. Motion passed 5-0.

**Revise Educator Effectiveness Plans**

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Appling moved/Horn seconded to approve the revised Educator Effectiveness Plan.  
Motion passed 5-0.

**Approve Lease-Lease Back Process for HMS Phase 4 Projects**

Beck moved/Schwartz seconded to approve. Motion passed 5-0.

**Approve Miller Pacific Contract to Provide Geo Tech Services**

The Board discussed the contract for services on Hillcrest Phase IV. Contract includes a \$7500 fixed fee for Geotechnical Investigation; \$1500 time & material fee estimate for Supplemental Consultation; and to-be-determined time & material fee for Construction Observation and Testing.

Horn moved/Beck seconded to approve the contract. Motion passed 5-0.

**Approve Resolution #180221-3 Selecting GCCI for Phase 3**

Schwartz moved / Koelemeijer seconded to approve the resolution. Motion passed 5-0.

**Review & Consider Contract w/ ARC Alternatives for Prop 39 Project Management**

Horn moved / Appling seconded to approve the contract for a maximum of \$45,000, subject to scope refinement by the Construction Site Committee.

**Approve Contract w/ Counterpoint to Provide Lease-Leaseback Oversight Services for Hillcrest Phase 4**

Beck moved / Koelemeijer seconded to approve the contract with a not-to-exceed total of \$15,000. Motion passed 5-0.

**VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

There was no public comment.

**VIII. CLOSED SESSION**

The Board moved to closed session at 10:34 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.

Unrepresented Employees: Two Classified staff

*No reportable action taken.*

2) Public Employee – Hiring: Teaching Assistant – Kathleen Byrne

Horn moved / Schwartz seconded to approve the hiring. Motion passed 5-0

3) Public Employee Discipline/Dismissal/Release

-Resolution #180221-1 Release 2.43 FTE Temporary Certificated Staff at the end of the 2017-18 school year.

Appling moved / Schwartz seconded to approve the resolution. Motion passed 5-0, to adopt a Resolution to Release Temporary Certificated

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Employees and authorize the District Superintendent, or her designee, to notify the employees listed on Attachment “A,” that they will be released at the end of the current school year.

-Resolution #180221-2 Non-Reelection of Probationary Certificated Employees

*No reportable action taken.*

4) Superintendent Evaluation

The Board will hold a special meeting at 3:30 PM on Tuesday, March 13, to consider superintendent evaluation.

**IX. OPEN SESSION**

The Board returned to open session at 11:15 PM.

Reportable action was taken as noted above.

During the previous closed session, the Board acted to authorize the District Superintendent, or designee, to notify 2.43 F.T.E. temporary certificated employees, pursuant to Education Code section 44954(b), that they will not be reemployed for the 2018-19 school year. All Trustees voted in favor of the release. (5-0)

**X. FUTURE BOARD MEETINGS:**

**Next Regular Board Meeting: March 14, 2018—5 p.m.**

**XI. ADJOURNMENT**

Horn adjourned the meeting at 11:16 PM