

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**SPECIAL GOVERNING BOARD**  
**MEETING MINUTES**  
**Gravenstein School, Rm. 13**

**Wednesday, June 20, 2018**

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

**Present**

Jim Horn, President  
Desiree Beck, Clerk  
Steven Schwartz  
Jennifer Koelemeijer

**Absent**

Gregory Appling

**II. PUBLIC COMMENTS ON ITEMS IN CLOSED SESSION:**

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.

GUTA President Beth Trivunovic presented the Board with a report related to closed session.

President Horn adjourned to closed session at 5:08 PM.

**III. CLOSED SESSION**

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

- 1) Public Employee Discipline/Dismissal/Release
- 2) Conference with Labor Negotiator

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

**IV. OPEN SESSION**

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

*No reportable action in closed session. Closed session will be tabled until the end of the meeting.*

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Pres. Horn moved to add item 7G to the agenda the approval of a PG&E Contract for the work at Hillcrest as, Schwartz seconded, 4-0 approved.

**V. REPORTS, AND ORAL COMMUNICATIONS**

**A. Hillcrest Principal Report**

**I. 2018-19 Enrollment Forecast- revisited**

*The Hillcrest Traditional 6th grade enrollment is currently 23 students. Supt. Schwinn reported that this would only require one teacher in the 6th grade Traditional program. Hillcrest has been running two small 6th grade Traditional classrooms, including in 17-18. Mem. Koelemeijer inquired about one of the 6th grade teachers becoming a Teacher on Special Assignment to develop the STEAM model. Clrk. Beck expressed a desire to support small classes as the STEAM model is being developed. Pres. Horn requested that the July meeting include an agenda item that addresses curriculum and class configuration for Hillcrest 6th grade.*

**B. Gravenstein Principal Report**

**I. Summer School update: 1-3<sup>rd</sup> grade Academic Support & Kindergarten Blast Off!**

*There are 36 students enrolled in the summer camp and feedback has been positive.*

**VI. CONSENT AGENDA**

**ACTION ITEM**

**A. Communication**

1. Sunshine letter from GUTA for the 2018-19 school year.
2. Sunshine letter from GUSD for the 2018-19 school year.

**B. Accept resignation of TA, Chris Trusendi, effective immediately.**

Action taken/comments:

Motion: Schwartz      Second: Horn      Vote 4-0 approved

**VII. BUSINESS & FACILITIES**

**A. 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: *Table to the July 2018 meeting.*

Motion: Horn      Second: Schwartz      Vote 4-0 approved

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**B. Approve MOU w/ West County Consortium for 18-19**

The Board is asked to approve an annual contract with West County Special Ed Consortium, run by WCHSD, to provide an educational placement in 2018-19 for a student who was already in their program when his family moved to the Gravenstein District. The cost to the District is \$40,250 in 2018-19. This contract does not include cost for transportation, which is billed separately.

Action taken/comments: *The contract is not included in the board packet because it contains personal information about a student. The contract was shown to the Board during the meeting.*

Motion: Horn                      Second: Beck                      Vote 4-0 approved

**C. Approve Removal from Inventory – Surplus Textbooks**

The Board is asked to approve the removal of surplus *Imagine It!* textbooks and other materials from this old ELA adoption from Gravenstein inventory. Teachers will no longer use the materials now that we are adopting the updated Open Court ELA program at the elementary school.

Action taken/comments: *Mem. Schwartz inquired about what will happen with the books. Principal Pugno responded that the book buyer who contacted her was not interested in older editions, and she is not aware of any schools who would want them.*

Motion: Schwartz                      Second: Koelemeijer                      Vote: 4-0 approved

**D. Approve Contract w/ School Loop for Websites**

The Board is asked to approve a contract with School Loop to support our school and district websites.

Action taken/comments: *Principal Fichera reported that the new template provided by School Loop is Section 508 (ADA) compliant and has been used to create the updated District and school websites.*

Motion: Schwartz                      Second: Horn                      Vote: 4-0 approved

**E. Approve the 2018-19 GUSD Budget**

The Board will be asked to approve the 2018-19 budget as presented by CBO Wanda Holden.

This is the second of a two-part process to approve the annual budget, following the public hearing on the budget at the June 13, 2018 Board meeting.

\*The budget has been posted as a separate attachment, and is available on the District website.

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Action taken/comments: *CBO Holden reviewed some updates to the budget since the hearing. Mem. Koelemeijer asked if this budget meets the reserve strategy. Pres. Horn responded that the “reserve for rainy day” was increased to cover enrichment for all students for five years, if donations stopped. Mem. Koelemeijer inquired about other reserve items and CBO Holden pointed out that there are new assignments included in the budget, outlining items that the reserve funds could be used for. Pres. Horn shared that these assignments can be changed. Mem. Koelemeijer inquired about the STRS and PERS increases and CBO Holden responded that the budget accounts for this.*

Motion: Schwartz Second: Koelemeijer Vote: 4-0, approved

**F. Approve the 2018-19 LCAP**

The Board will be asked to approve the 2018-19 LCAPs (Local Control Accountability Plans, as presented by Supt. Schwinn. This is the second of a two-part process to approve the LCAPs, following the public hearing on the LCAPs at the June 13, 2018 Board meeting.

\*The Board received hard copies of the LCAPs at the June 13 meeting. The entire LCAPs are also posted on the District website.

Action taken/comments: *Supt. Schwinn reported that “industry standards” was changed to “industry best practices” and “transportation” was clarified to “home to school transportation.” Mem. Schwartz inquired to Supt. Schwinn about how the LCAP might be shared in a succinct and easily digestible format. Supt. Schwinn responded that she can post the goals and action sheet, and can post the LCAP story and highlights separately.*

Motion: Horn Second: Beck Vote: 4-0 approved

**G. Approve contract with PG&E for work at Hillcrest**

The Board is being asked to approve a contract for PG&E to complete work required to replace the transformer at Hillcrest Middle School. The contract is for \$47,862.02.

Action taken/comments: *This contract needs to be executed immediately in order to ensure that the power will be restored to Hillcrest by August 12, 2018. This is not included in the GMP for the Hillcrest projects, but was an anticipated additional expense.*

Motion: Horn Second: Beck Vote: 4-0 approved

## VIII. GENERAL

### A. Set Board Meeting Date for July

The Board will review Trustee availability and see if we have enough for a quorum on July 11, 2018, or if a new meeting date will be needed.

Action taken/comments: *July 10, 2018, 5 PM will be the next regular GUSD Board Meeting.*

Motion: Schwartz      Second: Horn      Vote: 4-0 approved

### B. Approve Changes to Bell Schedule at Gravenstein Elementary

The Board is asked to approve changes to the bell schedule at Gravenstein Elementary, as presented, beginning the 2018-19 school year. The minimal changes to the schedule are intended to add additional enrichment opportunities throughout the year, without reducing core instruction time or increasing the classroom teacher's instruction duties. The changes are also required to ease traffic congestion at drop off and pick up.

Action taken/comments: *Principal Pugno received feedback about the schedule proposed at the last meeting and presented four scheduling options that include options for adding instructional minutes to the Gravenstein schedule in order to provide additional enrichment opportunities for students in the Traditional program. Mem. Schwartz inquired to the Board and GUTA about a letter that GUTA provided to the Board indicating that GUTA would file an "Unfair Labor Practice" complaint if the minutes at Gravenstein were increased to allow Traditional students to have an enrichment each week. The GUTA negotiating team reported that they are in support of the idea of adding enrichment opportunities for the Traditional program, but request that the process include negotiations. Pres. Horn received permission from GUTA to discuss the content of previous negotiations. The District presented in previous negotiations a bell schedule that increased instructional time for 1-5th Traditional students, by 10 minutes per day to allow for additional enrichment opportunities for those students. GUTA countered with a proposal to increase enrichment time without extending the school day. The District contends it is in the best interest of students to maintain the current level of core instruction and add enrichment opportunities for traditional students. The District had proposed to negotiate the effect on teachers related to 10 minutes per day of instruction in exchange for an enrichment that is taught by an enrichment provider, and therefore, provides a 45 min prep period per week also. MPF asked what implications this would have for the MPF MOU and MPF contributions to enrichments. The schedule needs to be sent to the printer tomorrow in order to have it included in the handbook.. Mem. Koelemeijer voiced that she is in favor of the additional 10 minutes for enrichment, but also feels that the teachers need to be taken into consideration. Pres. Horn is in favor of the additional ten minutes, in exchange for an added enrichment class.*

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*Member Koelemeijer moved to approve “Option D,” ten additional minutes for first through fifth grade Traditional program classes with no change to the lunch schedule.*

Motion: Koelemeijer Second: Horn Vote: 4-0, approved

**IX. FUTURE BOARD MEETINGS:**

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

Mem. Schwartz inquired to GUTA about the “Unfair Labor Charge” being included in the packet and GUTA President Beth Trivunovic replied that it was still valid.

Pers. Horn moved to adjourn to Closed Session at 7:03 PM.

**X. 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.**

**2) Public Employee Discipline/Dismissal/Release**

**3) Public Employee Hiring**

**4) Superintendent Evaluation**

**XI. OPEN SESSION 8:24pm**

**No reportable action taken**

**XII. ADJOURNMENT 8:25pm**

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.