

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**REGULAR GOVERNING BOARD**  
**MEETING MINUTES**

**Wednesday, April 18, 2018**  
**Gravenstein School, Rm. 13**

**I. CALL TO ORDER at 5:10 PM—All members present**

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

**II. PUBLIC COMMENTS**

No public comment received

**III. REPORTS, AND ORAL COMMUNICATIONS**

A. Gravenstein Union Teachers' Association

*GUTA President Beth Trivunovic presented on SBAC Testing and the shelter in place drill, and on meetings with some Board members.*

B. School Site Council

*The Site council is seeking parent representatives. Site council is working on the LCAP.*

C. GSF/MPF

*No reports given. Supt. Schwinn shared that the GSF Jog-a-Thon was successful at both campuses and MPF is preparing a fundraiser at Lagunitas.*

D. Trustee Reports

*Mem. Appling attended the District construction meetings. Mem. Schwartz shared that he was aware of some students sharing concerns about a coach with Hillcrest staff and felt that it had been handled in a positive way. Pres. Horn will be having an exit interview with outgoing MPF President Alexis Boutin.*

E. Facilities Report

Phase 3 –Gravenstein modernization update

*Doug Hilberman shared that the contractor is working on developing the Guaranteed Maximum Price (GMP). Construction will begin after school lets out, with the possibility of completion extending into the school year. Supt. Schwinn shared that it's possible that the gym floor, gym windows, and Learning Lab modernization may need to be completed after the start of the school year.*

Hillcrest Middle School Improvement Project update

*Doug Hilberman shared that this project is currently at DSA. Curtis Schmitt shared that the solar projects are waiting for RFPs.*

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F. Hillcrest Principal

*David Fichera shared the slideshow that recapped the previous week in review (included in the week's bulletin). Included were pictures of: spirit days, 6th grade field trip to Schulz Museum and Ice rink, 5-minute film festival finalists, jog-a-thon, TV Club, and 50s dance.*

G. Gravenstein Principal Report

*Keri Pugno shared that Gravenstein began giving character trait awards at the trimester award assemblies. She also shared that Gravenstein teachers worked at their staff meeting to identify particular projects and field trips that happen at each grade level.*

H. CBO Report

*Update on modernization funding with Jack Schreder & Associates  
CDE has approved the modernization application. A bond oversight committee meeting was held last month.*

I. Superintendent Report

- 1. Current District enrollment is 750*
- 2. Numbers at Gravenstein are strong for 2018-19. Kindergarten is full with a wait-list. Hillcrest enrollment is also healthy.*
- 3. Transportation JPA Update*
- 4. Review Financial Impact of Changes to Facility Use Policy*
- 5. Highlights from 2017-18 calendar end-of-year events*
- 6. Safety Plan Update*

*Supt. Schwinn attended a Threat Assessment Team Training at SCOE and David Fichera will be attending an active shooter training through RESIG. Supt. Schwinn shared that the shelter in place drills held at each school were successful. She led both drills with the Principals observing. The next step is a shelter in place drill, during recess. Mem. Appling suggested that professional walkthroughs should occur at each site.*

*Three vendors have provided bids for the window coverings. Supt. Schwinn and Maintenance Lead Brian Sposato prefer the "honeycomb" option. It has weather insulating qualities and is easy to lower and raise. If the total for the project is below \$175,000, the District does not need to go through the competitive bid process. Three Board members expressed favoring the "honeycomb" product, Mem. Koelemeijer expressed favoring reflective film surfaces, and Mem. Schwartz deferred to other members. Mem. Koelemeijer expressed concern over the durability of the honeycomb product.*

- 7. Supt. Schwinn has been meeting with stakeholders and developing the LCAP with their input. Mem. Koelemeijer asked administration to present the number of students not performing at grade level for each program.*

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**IV. CONSENT AGENDA**

**ACTION ITEM**

- A. Minutes
  - 1. Special meeting March 13, 2018 & Regular Meeting March 14, 2018
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Communication
  - 1. 2018-19 Sunshine letter from GUTA to the GUSD Board
- E. Approve Williams Quarterly Report

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

**V. GENERAL**

**A. Update on New Programmatic Developments**

*Hillcrest principal David Fichera reported on work that the Hillcrest staff is engaging in to accomplish the Board directive of developing a plan to implement a single program at Hillcrest by 2020-21. No action taken.*

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

*This item needs to be renegotiated with GUTA before it can be approved. No Action Taken*

**C. Set Board Meetings for May and June 2018**

*By consensus, the Board agreed on a June 13 regular meeting and June 20 special meeting to approve the 18-19 Budget and LCAP.*

**D. Review Annual Board Calendar Template 2018-19**

*The Board reviewed a draft Annual Board Calendar Template by Board President Horn. No action taken.*

**E. Approve Updated Sexual Harassment Prevention AR/BP #5145.7, 4119.11, 4219.11, 4319.11**

***AR/BP 4119.11, adopt new and rescind old***

*Motion: Pres. Horn      Second: Mem. Koelemeijer      Vote: 5-0 approved*

***Table AR/BP 5145.7***

*Motion: Pres. Horn      Second: Mem. Appling      Vote: 5-0 approved*

**F. Consider Update of Board Policy Based on Law Changes in 2018**

*The Board selected policies to be reviewed and updated from the CSBA Master Policy List. These will be presented at future Board meetings.*

**VI. BUSINESS & FACILITIES**

**A. Select Inspector of Record for Gravenstein Phase 3 Projects**

*The Board approved Isaac Kuster as Inspector of Record for the Phase 3 projects to be completed this summer, not to exceed \$23,400.*

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*Motion: Pres. Horn Second: Mem. Appling Vote: 5-0 approved*

**B. Approve Notice of Completion - Shade Structure**

*The Board approved the Notice of Completion for the Shade Structure, with corrections.*

*Motion: Mem. Appling Second: Pres. Horn Vote: 5-0 approved*

**C. Approve RFP for Acquisition of Solar System**

*The Board approved issuance of an RFP that will allow us to install a solar system on Gravenstein and Hillcrest campuses.*

*Motion: Pres. Horn Second: Mem. Appling Vote: 5-0 approved*

**D. Consider Proposal for STREAM Lab at Hillcrest**

*The Board reviewed the proposal provided by Principal Fichera. Jim Horn moved to approve up to \$50,000 for the STREAM Lab, subject to not needing DSA approval, Clrk. Beck seconded, 5-0 approved.*

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

*Members Horn and Schwartz met with CBO Holden to discuss possible reserve strategies. Schwartz proposed maintaining a 30% unassigned reserve fund. He also proposed having separate “buckets” for assigned reserves to potentially include: programs, personnel, facilities, risk mitigation for single program. Pres. Horn commented that the reserves would not be “spent down” but rather planned for. He sees this as budgeting by allocating the reserves to different categories. Board members should email Wanda with any suggestions for the “buckets” to include in the reserve plan.*

*No action taken.*

**F. Accept Bond Report**

*The Board reviewed the required Bond Continuing Disclosure Report as presented by CBO Holden.*

*Pres. Horn moved to table to the May meeting, Mem. Appling, 5-0 tabled.*

**G. Approve Beyond the Bell Contract for 2018-19**

*The Board reviewed the proposed 2018-19 Beyond the Bell contract. The prior contract had different hourly rates for different parts of the contract. This new contract includes a recalibration of the rates to make the hourly rates the same across the contract. Members Schwartz and Koelemeijer requested that the pickup times be extended to accommodate working parents. Pres. Horn moved to approve this contract, with the Superintendent having the ability to extend Hillcrest pick-up time to 5:30 PM.*

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*Pres. Horn Second: Clrk Beck Vote: 3-2, approved. Members Schwartz and Koelemeijer opposed.*

**H. Approve Updated Management Salary Schedule**

*The Board approved an updated management salary schedule, as presented.*

*Motion: Schwartz Second: Horn Vote: 5-0 yes*

**I. Approve Updated Classified Salary Schedule**

*The Board approved the updated classified salary schedule, as presented.*

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

**J. Approve Art Instruction Contracting for 2018-19**

*The Board reviewed a proposed contract with Nanci Ricciardi to serve as artist in residence for the 2018-19 school year. Horn moved to table this to the next meeting.*

*Motion: Horn Second: Schwartz Vote: 5-0 tabled to May meeting*

**K. Layoff of Classified Position – Special Day Class TA**

*The Board approved the layoff of a one Special Day Class TA position (5.75 hr/day). The service will no longer be needed in the 2018-19 school year.*

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

**L. Final Layoff of 0.57 Certificated Position**

*The Board approved Resolution #180418-1 to complete the layoff of 0.57 FTE certificated position, due to reduction in work.*

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

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

**VIII. CLOSED SESSION—Adjourn to closed session at 9:53 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—*no reportable action*

District Negotiator: Jennifer Schwinn, Superintendent

Represented Employees: Gravenstein Union Teachers Assoc.

2) Public Employee – Hiring

*The Board approved hiring Tara Kellett as a 1.0 FTE Long-term sub for 5<sup>th</sup> Grade Enrich! Appling moved / Koelemeijer seconded, 5-0.*

3) Superintendent Evaluation—*no reportable action*

**IX. OPEN SESSION—10:57 PM**

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*Reportable action taken in closed session as noted above.*

**X. FUTURE BOARD MEETINGS:**

*Next Regular Board Meeting: May 9, 2018—5 p.m.*

**XI. ADJOURNMENT—10:58 PM**