

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

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

**Wednesday, March 14,**  
**2018—5:00 PM**

**I. CALL TO ORDER**

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

**Pres. Horn called the meeting to order at 5:06 PM. Members Appling, Koelmeijer, and Clerk Beck present. Member Schwartz arrived at 5:19 PM.**

**II. PUBLIC COMMENTS**

Parent Rick Brody inquired about the reason for the GUSD Board's Special Meeting on 3/12/18. Parent Geri McNiel read a statement regarding the GUSD TK program.

**III. REPORTS, AND ORAL COMMUNICATIONS**

A. Gravenstein Union Teachers' Association

*GUTA President Christina Urmini shared that GUTA appreciates GUSD Board members meeting with their officers to receive feedback. She introduced the new GUTA Presidents: Beth Trivunovic and Aimee Otterson.*

B. School Site Council

I. Single Plan for Student Achievement

*This item will be discussed later in the reports.*

C. GSF/MPF

*GSF is planning jog-a-thons on both campuses. MPF is planning an April 23 fundraiser at Lagunitas. All are welcome and invited to attend.*

D. Trustee Reports

*Mem. Appling met with GUTA and attended construction projects. He also completed sexual harassment training this month and shared some new regulations with Supt. Schwinn. Mem. Beck attended Guys & Dolls at Hillcrest and was very impressed. She also attended a "Schools for Climate Action" meeting, and shared that other Districts are approving resolutions related to climate change, brought to the Board by students. She suggested that GUSD encourage a student led initiative of this kind.*

E. Facilities Report

I. Phase 3 -Gravenstein modernization update

1. *GCCI was approved as the contractor for this project.*

II. Hillcrest Middle School Improvement Project update

1. *The application has been submitted to PG&E. The switchgear is in the design process.*

III. Gravenstein Elementary solar project

*The solar array drawings for the Gravenstein campus will be submitted to DSA by the end of this month.*

F. Hillcrest Principal Report

*Principal Fichera shared about the SCOE-sponsored STEAM Showcase projects. Four teams*

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*(12 students) went from Hillcrest. He also shared that 4 of the 5-minute film submissions met the theme-criteria and will continue in the submission process. At the Hillcrest ERD, Principal Fichera led a discussion on moving toward a single-program model for 2020-2021. He plans to present that condensed information at the following board meeting.*

*His research on ADA-requirements regarding live streaming of board meetings was that if we livestream, there would either need to be a person present to immediately translate into ASL or a running transcript. He also mentioned the technology needs that would be necessary.*

G. Gravenstein Principal Report

I. CAASPP Testing Update

1. GUSD's testing window April 24-May 18

*Principal Keri Pugno shared that Gravenstein students attended Guys and Dolls Jr. at Hillcrest. The focus of the recent Gravenstein ERD was safety. Several classes are taking overnight field trips this month. She applied for an account at Harmony Farm Supply that will enable certain grants to be awarded.*

H. CBO Report

I. Update on modernization funding with Jack Schreder & Associates

*The application went to CDE, returned to architect who will re-submit to CDE by the end of next week.*

II. Dark Fiber update

*The end of July is the estimated install date.*

I. Superintendent Report

1. 2017-18 Enrollment

*A corrected version of the report was presented. The total is still 744, but the form is more accurate.*

2. 2018-19 Enrollment Forecast

*Gravenstein has strong kindergarten enrollment with a wait list beginning. ENRICH! third grade capacity will be increased to 24 to accommodate more students.*

3. Review features of the Enrich! program and application criteria

*This information is available on the District website, and is included in the packet for convenience: the criteria for acceptance into the ENRICH! program; FAQs; and a PowerPoint presentation highlighting the differences between the school programs. Mem. Schwartz inquired about the ENRICH! enrollment process. Principal Keri Pugno responded with the process, including a lottery for qualified applicants.*

4. Transportation JPA Update

*Supt. Schwinn shared the JPA Interim Report with a positive certification. There was an unusually large ending fund balance in 2016-17. The 2017-18 fund balance is more aligned to prior trends. Only four GUSD students are transported out of the District for Special Education services.*

5. School Counselor update

1. Amy Gloeckner recommended for School Counselor beginning 8/13/18.

6. Safety Plan Update

1. Window covering bids (three bids in the works)

*Clrk. Beck inquired about the possibility of replacing the large classroom windows with drywall and "hopper" windows.*

2. Continued staff training at March staff meetings and ERD

*Principal Keri Pugno shared the collaborative process that was used at Gravenstein to discuss the lockdown procedure and considerations for an active shooter scenario.*

3. Lockdown drill coming soon; parents will be notified in advance

7. LCAP Stakeholder's input phase:

1. Open stakeholder's meeting for parents, staff, board and

community Friday, March 23, 2017@Gravenstein DO

2. Next steps:

- a. Input will be gathered from certificated and classified staff
- b. School Site Council will meet to work on LCAP Wed., March 21 @3:45pm

**IV. CONSENT AGENDA**

**ACTION ITEM**

- A. Minutes of Regular Meeting January 17, 2018 (tabled from 2/21/18) & February 21, 2018
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Correspondence/Publications
  1. Accept resignation of David Canfield, effective June 2, 2018.
  2. Accept resignation of Marianne Davis, effective June 2, 2018
  3. Accept resignation of Helen Segal, effective March 2, 2018

Motion to approve: Horn

Second: Appling

Vote: 5-0 yes

**V. GENERAL**

**A. Update on New Programmatic Developments**

Supt Schwinn reviewed the changes done within the last year and a half, increasing opportunities for many students while not decreasing activities for any. Principal Fichera further explained the plan to convert room 5 and 6 on the Hillcrest campus to an updated Library/Media Learning Center. Member Schwartz requested information be included about possible staffing needs and hours of availability.

**B. Approve Single Plan for Student Achievement (SPSA)**

Supt. Schwinn shared that there is culture goal to increase and improve recycling. She recommends moving this forward to the next year because there is still work to be accomplished in this area.

Mem. Appling inquired about progress monitoring. There is a section included in the goal form for progress monitoring that will be completed by teachers throughout the year.

Motion to approve: Appling

Second: Horn

Vote: 5-0

**C. Approve 2 018-19 GUSD Calendar**

Supt. Schwinn shared that there is a goal of having a common calendar. She pointed out that this calendar differs by taking off 3 days at Thanksgiving, two days before/after Easter, and Rosh Hashanah (instead of a full week at Thanksgiving).

Motion to approve: Horn

Second: Appling

Vote: 5-0

**D. Review & Consider Changes to BB 9322**

Mem. Appling requested that the Board packet be provided to the Board before Friday evening. Supt. Schwinn responded that moving the process up would be challenging.

Amend language to include the draft agenda be published at 8 AM six days prior to the meeting, with trustees providing feedback before five days prior at 8 AM.

Remove the language calling for an agenda calendar.

Remove "a rotating member of the Board (on a monthly basis)" from the agenda preparation

section.

Under agenda preparation, "Any agenda item not slated for the upcoming meeting shall be listed on the 'future agenda items' section of the agenda."

Pres. Horn will provide a calendar of yearly agenda items, but doesn't feel that this needs to be included in the policy.

Last paragraph on page 122, change the length from 7 days to 10 days.

Page 125, insert language "Whenever possible, the Superintendent or designee shall post the agenda and packet on the District website at least 72 hours before a regular meeting and 24 hours before a special meeting."

Motion to approve w/ revisions: Koelemeijer                      Second: Schwartz                      Vote: 4-1  
(Koelemeijer dissent)

## VI. BUSINESS

### A. Resolution Regarding Consideration of Certificated Layoff

The Board considered Resolution# 180314-1 certificated reduction in force (0.57 F.T.E layoff).

Motion to approve: Horn                      Second: Beck                      Vote: 5-0

### B. Approval of Second Interim Budget Report

CBO Wanda Holden reviewed the Report and showed that the Recommended certification is positive, deficit spending is projected but reserves are still adequate, and enrollment projections are constant.

Pres. Horn inquired about the historical ADA to enrollment ratio declining.

There will be \$295 per ADA of one time money in 2018-19. In future years, estimated COLA increases are 3% per year.

2015-16 basic aid supplemental (BAS) is being included in the budget to show the ability to fund enrichment programs in 2018-19 & 2019-20 in the event that donations from parent foundations decline. These funds are now being included in the budget to demonstrate the District's ability to ensure program stability with District funds.

Pres. Horn inquired about the end date for the EPA funding. CBO Holden reported that it is not projected to end at this time.

Motion to approve: Schwartz                      Second: Koelemeijer                      Vote: 5-0

### C. Approval of Consolidated Application

Motion to approve: Horn                      Second: Beck                      Vote: 5-0

### D. Ratify Hiring of Coaches

The Board considered the hiring of the following employees for coaching sports at Hillcrest Middle School, for a stipend of \$1,500 per team they coach:

6th Girls' basketball - John Kolsrud  
6th Boys' basketball - Evan Clinton  
Boys' Volleyball - Matt McDowell

Girls' Flag Football - George Sotiras

Motion to ratify: Horn                      Second: Appling                      Vote: 5-0

**E. Approve Preconstruction Services w/ GCCI for Phase 3**

The Board considered the contract with GCCI to provide preconstruction services, at no cost to the District, for the Gravenstein Phase 3 modernization project.

Architect Doug Hilberman stated that GCCI has been selected as the contractor for this project and has offered these meetings at no cost to the District, prior to the Guaranteed Maximum Price being developed.

Motion to approve: Horn                      Second: Beck                      Vote: 5-0

**F. Resolution #180314-2 Selecting GCCI for HMS Improvements**

The Board considered resolution #180314-2 indicating that the District has determined to go forward with GCCI, following an interview process, to provide the Lease-Leaseback general contracting services to complete Hillcrest Middle School Improvement Projects, Increment 1.

Architect Doug Hilberman stated that GCCI is able to pass along savings to the District and has a history of completing projects on time or early.

Motion to approve: Appling                      Second: Koelemeijer                      Vote: 5-0

**G. Preconstruction Services w/ GCCI for HMS Improvements**

The Board considered the contract with GCCI to provide preconstruction services, at a cost to the District not to exceed \$1,000, for the Hillcrest Middle School Improvement Projects, Increment 1.

Motion to approve: Beck                      Second: Horn                      Vote: 5-0

**H. Approve Notice of Exemption (NOE) Filing**

The Board considered filing a Notice of Exemption (NOE) under the California Environmental Quality Act (CEQA) for the parking lot free standing solar array installation projects associated with the Hillcrest Middle School Improvements.

Mem. Schwartz inquired to Architect Doug Hilberman about the possibility of including aesthetic elements into projects. Doug Hilberman responded that some of these elements were suggested in the master planning process, but had been removed for budgetary reasons. He would be eager to revisit these with the site committee.

Motion to approve: Horn                      Second: Beck                      Vote: 5-0

**I. Approve Moving April's Regular Board Meeting Date**

The Board considered moving the date of the regularly scheduled April Board meeting from April 11, 2018 to a date later in the month, due to the fact that the first week of April is a school holiday.

Motion to change the April regular meeting to 5 PM, April 18, 2018: Horn  
Second: Schwartz                      Vote: 5-0

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

**VIII. CLOSED SESSION**

**Pres. Horn moved to closed session at 9:03 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' Association

2) Public Employee Discipline/Release

3) Public Employee –Hiring:

Approve hiring of 1.0 FTE School Counselor for the 2018-19 school year - Amy Gloeckner

Motion to approve: Appling Second: Schwartz Vote: 5-0

Approve hiring of full time 1.0 FTE TA - Chantal Harper

Motion to approve: Horn Second: Beck Vote: 5-0

4) Superintendent Evaluation

**IX. OPEN SESSION**

A. Action was taken as noted above.

**X. FUTURE BOARD MEETINGS:**

**Next Regular Board Meeting: April 18, 2018-5 p.m.**

**XI. ADJOURNMENT at 10:12 PM**

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