

# Board of Education

## Regular Meeting Minutes

DATE: Thursday, August 13, 2020  
TIME: 5:00 PM  
LOCATION: Gravenstein Elementary, Multipurpose Room

**Steve Schwartz, President**  
**Gregory Appling, Clerk**  
**Alexander Kahn, Trustee**  
**Jennifer Koelemeijer, Trustee**  
**Patrick Lei, Trustee**

### [Zoom Link](#)

#### **I. CALL TO ORDER AT 5:00 PM**

Meeting called to order at 5:06pm

All board members in attendance.

#### **II. ADOPTION AND APPROVAL OF THE AGENDA** **Approval of the agenda for August 13, 2020 (2 min.)**

Action taken/comments:

No changes made to agenda

#### **III. REPORTS, AND ORAL COMMUNICATIONS**

##### **A. Emergency Powers Utilized by the Superintendent Pursuant to Resolution 200316-1 (1 min.)**

- Superintendent approved additional workdays for Administrative staff to prepare for DL opening.
- The not to exceed estimate for additional technology that was approved at the July meeting ended up being short \$22 so Superintendent approved this overage.
- Approved \$26,000 to purchased technology devices for staff to aid with Distance Learning (DL).
- Approved contract for language services for \$34,000 due to speech and language teaching continuing leave.

##### **B. (p. 1) Gravenstein Principal (5 min.)**

Report included in packet. KP noted overall enrollment is stable with some decreasing due to some parents deciding to homeschool. TK does not currently have a waiting list. Facebook account is up and running as well as we expanded professional development opportunities for staff. Teachers have worked together in grade level groups through the summer to prepare schedules and to provide consistent education across the grade levels (proposed schedules shown on screen but are not included in the packet). We have hotspots ready for students without internet and we have computers ready to be provided to students who do not have them.

**C. (p. 3) Hillcrest Principal (5 min.)**

Report included in packet. WD noted the work that teachers have done throughout the summer to prepare and how this year is different from any other year in his 21 years of working in education. Maintenance group has installed the new digital marquee. We have lost a number of students due to families moving out of state or choosing to homeschool. Would like to recognize the amount of extra work that teachers have done throughout the summer.

**D. Gravenstein Union Teachers' Association (5 min.)**

No report from GUTA. Very happy with the MOU that was negotiated with the District.

**E. District Site Council (0 min.)**

No report at this time due to no meetings held.

**F. Gravenstein Parent Association, GPA (5 min.)**

Report included in the packet. Due to the current situation the ask for donations has been changed for this year only to \$45/month per student. The pledge documents will go out in the student supply packets.

- 1. (p. 4) August 11, 2020 Agenda**
- 2. (p. 5) July 21, 2020 Minutes**
- 3. (p. 9) Financials Through June 30, 2020**

**G. Trustee Reports (5 min.)**

GA the negotiations team met daily last week with GUTA and the new union Gravenstein Union Classified Employees (GUCE) to develop the MOU's included in the packet. It was a very collaborative effort.

PL with how difficult the summer has been for himself, staff, and all of the GUSD family, would like to extend a thank you to all that have worked extra hard to prepare for the school year

SS - had three meetings related to the Racial Equity Resolution

**H. Climate Committee (0 min.)**

No report, no meetings at this time.

**I. Master Plan Committee (5 min.)**

[Current Master Plan](#)

**1. (p. 16) Update on work with Counterpoint and Quattrocchi Kwok Architects (QKA)**

Report is included in the packet. Working with Counterpoint to go over details of the proposal for the heat mitigation project. Board raised questions about the cost listed in the proposal. DR noted that it is not final as they are still working through those items. The heat mitigation project will be at both campuses with the starting focus being on Hillcrest. When site visits are necessary, the goal is to do both campuses back to back to save on cost.

**J. (p. 18) Facilities Report (5 min.)**

Report is included in the packet. BS and his staff have worked tirelessly to prepare the campuses for the school year.

**K. (p. 19) CBO Report (5 min.)**

Report is included in the packet. WH noted that additional backup for the report is in various places in the packet. An updated budget will be discussed later in the agenda. The Basic Aid Supplement is still in the budget at a conservative amount as the final amount is still an unknown.

**1. (p. 21) Certification of Application for Elementary and Secondary School Emergency Relief (ESSER) Funds**

This has been approved.

**2. (p. 25) Certification of Application for Learning Loss Mitigation Funds \$292,000**

WH noted this will be used to cover additional staff hours needed to prepare for the upcoming school year and purchasing electronics and services for students. All of this will be used during this school year.

**L. Superintendent Report/District Correspondence (10 min.)**

**1. Questions from July Board Meeting**

Governor Newsom answered all the questions we had.

No questions from previous meeting to follow up on. DR noted the work that the teachers have been doing is just phenomenal. DR is very optimistic and anxious to get students on campus safely if possible during the year.

**IV. PUBLIC COMMENT (15 min.)**

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.

Mrs. Grimm (5<sup>th</sup> grade teacher) Thanked Administration and Board for allowing teachers to work from home. Grimm noted her home workspace and improved internet connection. Grimm also noted that the 5<sup>th</sup> grade will be using a “flip classroom” teaching method for this coming school year and working as a team to teach.

**V. CONSENT AGENDA (2 min.)**

**ACTION ITEM**

- A. (p. 31) Warrants**
- B. (p. 36) Payroll**
- C. (p. 37) Minutes from the Regular Board Meeting of July 9, 2020**
- D. (p. 45) Consolidated Application and Reporting System, 2020-2021 Spring Submission**

Action taken/comments:

Motion to approve consent agenda

Motion \_ GA\_\_ Second \_\_JK\_ Vote: SS: \_\_aye\_ GA: \_\_aye\_\_ PL: \_\_aye\_\_  
JK: \_\_aye\_\_ AK: \_\_aye\_\_

**VI. GENERAL ACTION ITEMS**

- A. (p. 61) Resolution Declaring Instructional Method for 2020-2021 School Year, Resolution #200813 (5 min)**

**Situation:** Sonoma County is currently on the state watch list due to COVID-19 and the associated rates of positive tests, hospitalization rates, as well as ICU bed and ventilator availability. Additionally, on July 17,2020, Governor Gavin Newsom declared that all schools in California shall open using a distance learning model of instruction.

**Plan:** To open the 2020/2021 school year with a distance learning program.

**Recommended motion:** For the Board to approve Resolution #200813.

Action taken/comments:

DR noted this is needed to begin the year DL. Once we are off the state's watch list we will apply for a waiver to provide limited instruction on campus. This does not affect IEP's, 504's, etc. meetings or evaluations. The current plan is to stay with DL until October 2<sup>nd</sup>. The hope is that when it expires we will be able to provide some form of in person instruction.

JK raised the concern about being restricted to DL until October 2<sup>nd</sup>. JK noted that there is not a clause that would allow us to provide in person instruction prior to that date in the event we come off of the watch list sooner. DR noted the resolution is for while the Governor's orders are in place. If things change he would bring the issue back to the board. The resolution is only to give us the ability to open in a DL format.

Note: Discussion continued around the October 2<sup>nd</sup> date and it is noted that this date appears in the MOU's with GUTA and GUCE and was a negotiation item. Board raised the concern about the need to set a date for parents to plan but at the same time not limiting the ability to make changes if necessary. DR noted that changes would need to be negotiated with GUTA and GUCE and that this document does not limit the ability of the Board to make changes if needed.

After discussion it was decided to make a change on the second page in the wording going from "offering" to "able to offer"

Motion was to approved Resolution #200813 with the wording change.

Motion \_ GA\_\_\_ Second \_\_AK\_ Vote: SS: \_\_aye\_ GA: \_aye\_\_ PL: \_\_aye\_\_  
JK: \_\_aye\_\_ AK: \_\_aye\_\_

**B. (p. 63) Memorandum of Understanding Between GUSD and Gravenstein Union Teacher's Association (GUTA) Regarding the COVID-19 Pandemic and School Opening during the 2020-2021 School Year (30 min.)**

**Situation:** Due to the governor's order to suspend in-person instruction and open with a distance learning model, an MOU is necessary to outline the details of the instructional plan and to agree upon the working conditions for GUSD teachers. This MOU incorporates the work of the Reopening Committee and the members of the negotiating teams to set a plan for instruction for the coming school year and defines the working conditions for teachers as they provide instruction for GUSD students to open the 2020/2021 school year.

**Plan:** To implement the guidelines of this MOU with fidelity as we endeavor to provide engaging and rigorous educational opportunities for our students.

**Recommended motion:** For the Board to approve the MOU with GUTA.

Action taken/comments:

Note: long discussion was held on this topic. Information provided is to show the general discussion. Additional information can be provided if requested.

MOU is included in the packet. DR is very appreciative of all the work that was done on this resolution. Noted the safety items included as well as the instructional items meet the State requirements. The document is compensation neutral as there are no compensation items included in the documents. It only covers DL so if changes to the instructional plan changes, Administration will renegotiate and come back to the Board. Documents also covers applying for the waiver, follows the health orders, and covers the whole year if needed. It does not limit the Board's abilities to make changes if the situation changes, only calls for negotiations.

GA noted that the process to develop the document worked well. It also allows for a safe "meet the teacher" day for students as we get ready for the school year. Noted the amount of time and effort the teachers put into getting ready for the school year.

WH noted that this also covers additional training time for staff.

JK raised several questions related to the October 2<sup>nd</sup> date, waivers, and the instructional time. Concerned about setting low minimums referring to the chart in the MOU that list times for live instruction. JK trusts the teachers to do a good job but does not want our school to do the "minimum". JK raised the concern that our students might not end up getting as much instructional time as surrounding districts.

AB noted the collaboration between the teachers at the different grade levels focused on providing a consistent and strong DL plan. Also noted the need to teach students in "pods" instead of the whole class at once all the time to provide more focused support.

Parent thanked the Board and Administration for clarifying statements. Parent is concerned about the amount of screen time and is hoping that the screen time will be dedicated more to interacting with teachers and staff than videos.

JK noted that we talked at previous meetings about compiling data around student/teacher instructional time. DR said we have compiled data but have not collected it down to the minute. If the Board request and additional survey be done, then that will be done.

AR spoke regarding teachers planning through the summer to develop a schedule and system for live instruction minutes and not compare what will happen during this school year to the previous spring.

AK comments about how he hopes the parents will see how much work the teachers have done. Studies show that being just lectured to is not conducive to learning. There is a lot of other work that goes into learning like working in groups. The flip classroom approach has been shown to be successful and happy to see that it is being put into place.

JK - appreciates what you both said. She believes in the teachers; this is really about being able to communicate to the parents. Really hopes this is not being taken personally.

Motion to approve MOU between GUSD and GUTA

Motion \_ GA\_\_ Second \_\_AK\_ Vote: SS: \_\_aye\_ GA: \_aye\_\_ PL: \_\_aye\_\_  
JK: \_\_aye\_\_ AK: \_\_aye\_\_

**C. (p. 131) Memorandum of Understanding Between GUSD and Gravenstein Union Classified Employees (GUCE) Association Regarding the COVID-19 Pandemic and School Opening during the 2020-2021 School Year (5 min.)**

**Situation:** Due to the governor's order to suspend in-person instruction and open with a distance learning model, an MOU is necessary to outline the details of the instructional plan and to agree upon the working conditions for GUSD classified employees. This MOU incorporates the work of the Reopening Committee and the members of the negotiating teams to set a plan for instruction for the coming school year and defines the working conditions for classified employees as they provide support for GUSD students to open the 2020/2021 school year.

**Plan:** To implement the guidelines of this MOU with fidelity as we endeavor to provide engaging and rigorous educational opportunities for our students.

**Recommendation:** For the Board to approve the MOU with GUCE.

Action taken/comments:

DR noted that the language is very similar to the GUTA contract but there are differences due to class supervision, childcare and other duties.

SI representing GUCE noted they were happy with the process and happy with the agreement.

SS raised the concern around part-time employees and health insurance. WH noted that they can participate at pro-rated rate and that while there are some employees that don't have health insurance through the district, it is not cost effective, by law all must have health insurance.

Motion to approve MOU between GUSD and GUCE

Motion \_ SS\_\_ Second \_\_GA\_ Vote: SS: \_\_aye\_ GA: \_aye\_\_ PL: \_\_aye\_\_  
JK: \_\_aye\_\_ AK: \_\_aye\_\_

**D. (p. 111) 45 day Revised 2020/2021 Budget (5 min)**

**Situation:** Annually, the Board is presented with a revised version of the annual budget prior to the 45th day of the fiscal year for their consideration. Potential revisions could arise due to shifts or changes in funding from state or federal sources or significant changes in enrollment or instructional model. For 2020/2021, our proposed budget presented to the Board in June has undergone some changes due to a reversal of anticipated funding cuts from the state.

**Plan:** To revise the 2020/2021 budget and resume activities and planning that were placed on hold due to anticipated funding cuts.

**Recommendation:** For the Board to approve the 2020/2021 Revised Budget.

Action taken/comments:

DR funding for this year has been restored to the same as last year plus adds for DL. WH noted increase in salaries (per contract) and increase in some FTE's to handle increase in students. Also, there was an increase in professional development.

WH big takeaways are:

- 7.92% reduction has been changed to 0%
- The deferrals will still happen, but we have a strong reserve
- We are still deficit spending but could break even if Basic Aid Supplement is the same as last year.

Motion to approve 2020/2021 Revised Budget

Motion    GA    Second    JK    Vote: SS:    aye    GA:    aye    PL:    aye     
JK:    aye    AK:    aye   

**E. (p. 110) Management Salary Schedule (5 min.)**

**Situation:** Our current Management Salary Schedule is inconsistent from position to position in terms of the number of column steps and the step increments included on the schedule. The current number of column steps range from 5 to 11 steps and the step increments range from 1.29% to 2.5%. If this revised schedule is adopted for the 2020/2021 school year, the total combined increase in administrative salaries would be \$24,024 for all 6 management employees.

**Plan:** To amend the salary schedule so that all positions are on one schedule, each position has 11 column steps with equivalent incremental increases, and add language to address doctoral degree holders and longevity increases beyond eleven years. A Management Salary Schedule Committee, including Trustees Koelemeijer and Appling, was created and reviewed the details of this situation, the attached draft is the product of the committee's work. Action on this item was tabled pending an update on the status of the state budget. The anticipated funding cuts from the state were reversed, and funding for GUSD was returned to 2019/2020 levels



**Recommended motion:** For the Board to approve the revised Management salary schedule.

Action taken/comments

Motion to approve revised Management salary schedule

Motion \_JK\_\_\_ Second \_\_AK\_ Vote: SS: \_\_aye\_ GA: \_abstain\_\_ PL: \_\_aye\_\_  
JK: \_\_aye\_\_ AK: \_\_aye\_\_

Item G was completed prior to break at 7:14pm returned from break at 7:19pm

**F. (included in packet, pages not numbered) Racial Equity Resolution (10 min)**

**Situation:** The Board is considering language for a Resolution to support racial equity practices in place for GUSD.

**Plan:** For the Board to consider and discuss a draft resolution from a committee led by Board President Schwartz and including staff and parents.

**Recommendation:** None at this time.

Action taken/comments:

SS - we started a committee about 3 weeks ago and had our first meeting, but felt there wasn't enough diversity. The 2nd meeting had 11 people with some more diverse voices. Thank you to all who weighed in on the committee.

Parent - one of the things that came up was how accessible we can make this to our community members. Hopes that some of this can be incorporated into the classroom. The goal is to make sure that all students feel welcome in their classroom.

BT - greatly appreciates the individuals who joined in the discussion. Looking forward to what the district does with it, looking forward to the professional development, enhancing our classroom libraries with new books. Thank you for getting something out there.

TH - appreciates that SS led these meetings and appreciates all that called in. Equally important that these be followed with action items and feels that that is what is reflected in the second part of this document.

DR - After talking about it over the last couple of days with staff and Admin we are excited to see this happen. This document contains strategies to work with the entire school and to work with students and families who may be facing a challenge or barrier.

AK - would like to thank everyone for crafting this statement. He feels if the admin is comfortable with this statement he would like to support it.

BT - would like to comment that this is ongoing. This is not just talking about Black history month or lunar new year this is an ongoing process.

JK - compliments everyone for all the work involved. It is much more robust than she had anticipated and very excited that we are going to get to move forward with this.

PL - Also thanks everyone for all the work and thinks this is going to take us a lot further.

AK moves to approve with changes indicated in the document.

DR noted that legal counsel suggest we change Black Lives Matter to Black lives matter. The concern raised was around the district supporting a political organization.

Parent from the committee noted that what is being supported is not a political movement but a social movement.

There was discussion about Black Lives Matter and whether it is political or social or an actual organization.

Decision was to re-write the sentence; “. . . we take this moment to affirm that we support the principles of the Black Lives Matter movement.

Motion to approve Resolution dated 8/11/2020 with edits

Motion \_ AK\_\_ Second \_\_GA\_ Vote: SS: \_\_aye\_ GA: \_aye\_\_ PL: \_\_aye\_\_  
JK: \_\_aye\_\_ AK: \_\_aye\_\_

#### **G. (p. 128) GUSD Mental Health Coordinator (5 min)**

**Situation:** During the March 12, 2020 Board Meeting, the Board approved the creation of a Mental Health Coordinator for GUSD. The position would require a license to provide mental health counseling, and the successful candidate would not only provide student mental health counseling, but would also provide mental health related professional development to staff and recruit and supervisor license candidate trainees and interns to increase the level of service for GUSD.

**Plan:** For the Mental Health Coordinator to receive an orientation to the district and begin planning support services and activities for students and staff to begin the 2020/2021 school year.

**Recommendation:** For the Board to approve the hiring of Rosie Steen-Larsen as the GUSD Mental Health Coordinator.

Action taken/comments

DR - introducing Rosie Steen-Larsen. She has worked as a school-based counselor at Santa Rosa High School. RS-L is currently working with SC and DR, have been working together to come up with a plan to deal with the possible emotional stress when we begin with distance learning.

Attempts to connect RS-L to the conversation via phone were not successful

Motion to approve hiring of Rosie Steen-Larsen as the GUSD Mental Health Coordinator.

Motion \_ GA\_\_\_ Second \_\_SS\_ Vote: SS: \_\_aye\_ GA: \_aye\_\_ PL: \_\_aye\_\_  
JK: \_\_aye\_\_ AK: \_\_aye\_\_

#### **H. GUSD Actions to Support Distance Learning and Other Related Essential Services (5 min.)**

**Situation:** With the constant changes in guidelines and mandates related to the suspension of in-person instruction due to the Coronavirus for GUSD students, this item is a placeholder in the event that any action items arise between the time this agenda is posted and the time of the meeting, as well as serving as a potential action item that arises based on Board discussion during the meeting.

**Plan:** For the Board to consider any new action item based on new or additional mandates as well as any action item put forth by the Board during the meeting.

**Recommended motion:** None at this time.

No actions for this item at this time.

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

No comments on items in closed Session

Adjourned to closed session at 8:05pm

#### **VIII. ADJOURNMENT TO CLOSED SESSION (15 min.)**

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

**1.0 Student Discipline**

**2.0 Pending litigation**

**3.0 Administrator Performance Updates**

**4.0 Conference with Negotiations team:  
GUTA negotiations update**

**IX. RECONVENE TO OPEN SESSION**

Returned to open session at 8:19pm

**X. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION  
(2 min.)**

Action taken/comments

Nothing to report from closes session

**XI. FUTURE BOARD MEETINGS**

**A. September 10, 2020 at 5pm**

**B. October 8, 2020 at 5pm**

**C. November 12, 2020 at 5pm**

**XII. ADJOURNMENT**

Adjourned at 8:21pm

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 Dave Rose, District Superintendent, Gravenstein Union School District, 3840 Twig Ave., Sebastopol, CA 95472. Telephone (707) 823-7008.