

GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**Board of Education
Regular Meeting Minutes**

DATE: Thursday, April 9, 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

I. CALL TO ORDER AT 5:00 PM

Call to meeting at 5:02 pm

In attendance GA, SS, and JK. Attending remotely via Zoom AK and PL.

Public able to view the meeting via the youtube link with questions being sent to DR via email.

II. ADOPTION AND APPROVAL OF THE AGENDA

Approval of the agenda for April 9, 2020 (2 min.)

Action taken/comments:

GA moves to approve
JK 2nds
GA Yes
PL yes
JK Yes
Ak yes
SS yes

Passes 5 to 0

SS is leaving at 6:45 for religious observance.

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

III. REPORTS, AND ORAL COMMUNICATIONS

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

Review of special meeting to give powers to Supt. as recommended by SCOE and as needed.

DR noted that at this point he has not used the executive powers provided by the board in March. There was only one purchase that was made but that was within regular purchase powers.

B. (p. 3) Gravenstein Principal (15 min.)

Reported included in packet. No questions from the Board. KP noted that she will speak later as a “tag team” with WD during the Superintendent report.

C. (p. 4) Hillcrest Principal (15 min.)

Report included in packet. No questions from the Board. WD noted that he will speak later as a “tag team” with KP during the Superintendent report.

D. Gravenstein Union Teachers’ Association (5 min.)

GUTA submitted their report in advance and there is nothing additional to report. JK requested that the Board also receive copies of the job descriptions that are being requested in the GUTA report. BT noted everyone is doing a wonderful job and they greatly appreciate the board and admin.

E. District Site Council (0 min.)

No report at this time.

F. (p. 9) Gravenstein Parent Association, GPA (5 min.)

DR shares multiple reports from GPA. GPA did agree to pay their contractors through April 7th. They had to cancel their fundraiser Boots and Bourbon. The suspension of in person instruction has impacted their fundraising. JK asked regarding the impact on the fundraising. DR noted there has been a major decrease but we do not have solid numbers at this time.

KP has been in contact with all enrichment contractors, for many of them they are looking forward and building for next year.

- 1. February 25, 2020 Minutes**
- 2. Financials Through February 29, 2020**
- 3. March 31, 2020 Agenda**

4. GPA Communication with Contractors

G. Trustee Reports (5 min.)

JK very impressed by all the staff and how coordinated they all are.

GA thank you to the teachers and how they are making his life so easy with the detailed lessons and activities. GA has been asked to join the Sonoma Land Trust Board. DR has had the issue reviewed by SCLS and there is no current conflict of interest.

AK so impressed by teachers and the staff and their efforts. 4th grade teachers have done an amazing job with the transition to online training.

DR Says thank you on behalf of all the staff.

PL He says he is extremely grateful and amazed. Brought a tear to his eye when he heard about the school helping those having a struggle connecting.

SS Very impressed with everything the staff has done. We did have a committee meeting about reserves, but we have not had one since last meeting, but thinks we should invite someone from GPA and GUTA

H. Climate Committee (0 min.)

no report

I. (p. 18) Facilities Report (5 min.)

Report included in packet.

Any visits to campus are being cleaned up right after by staff.

The solar panels are out performing the expected production rates.

SS I didn't think there were plans to hire a contractor. When do we think we will have a bid?

RFP has already gone out and we are bringing a candidate tonight.

J. CBO Report (5 min.)

WH presented some basic information related to funding at this moment.

Based on info posted yesterday COLA can dip below 2%. Created a scenario of what if we decreased by 1%. Regardless of the current uncertainty, there is a reserve of approximately 8 million. FEMA has encouraged us to apply for emergency funding. Board questions reason. DR noted we do not have a current need but were told by SCOE to file paperwork to get into the que. The school purchased "Hot Spots" to aid students in connecting to the internet for

distance learning. GUTA requested that teachers are also surveyed to make sure they are not having connection issues. DR will make sure that is done.

Board noted concerns about current year funding. DR noted that at this time there are no impacts. WH noted that there are possible changes down the road and we will know more at the May revise.

K. Superintendent Report/District Correspondence (15 min.)

1. Questions from March Board Meeting

Town hall traffic session...putting it on back burner. However as we talk about the master plan we will be talking to board members about this. Board noted that this is not currently a high priority.

Presentation from parents last time and about release of records...we did consult with SCOE legal and they said the school is to follow current mandates.

Mental health position description that was requested is in the agenda has been provided.

Classified staff have posted a notification and are looking to start a union.

2. (p. 25) Coronavirus Update

WD and KP presenting updated distance learning information via presentation that will be uploaded to the website and can be found under important documents.

Some highlights are as follows:

WD #1 is student and staff safety. Want to be sure they are doing everything they can to ensure safety. However, we are a community and we want to maintain that as well. We want to be sure we are keeping our kids focused and on task. Parents were notified and materials were sent home with kids before spring break. We were being proactive. Because of that we were prepared and ready as soon as spring break was over.

KP the next two slides show about distance learning. Our campuses have reduced hours and staffing so that we could abide by the social distancing. We were immediately able to check out chrome books. At Gravenstein we have checked out a little over 120 and at Hillcrest about 35.

One program doesn't fit all and that is even more true with distance learning. There have been many ways the teachers have reached out to their students So everyone is still collaborating and changing.

WD - collaboration - even with everyone not being together every day, the collaboration has been at an all-time high. Really feels that the teachers are reaching out to each other on many different levels. Not just regarding teaching but making sure everyone is okay.

KP - messaging - really making sure everyone is hearing our message in all ways possible without scaring people. The Monday after spring break we had more people open Monday messages than ever before. We are making sure the info that is being sent out is helpful and informative. Staff has been maintaining great communication. The students we were most worried about have been quickly identified and reached out to by staff.

WD we are working on keeping our students engaged. This can be a challenge on a day to day basis while in class, but even harder during distance learning. Teachers are reaching out in several ways to make sure that students are doing what needs to be done. We have asked teachers to record engagement weekly. They have been given a sheet to check off when they have had communication with students.

DR noted we are not taking attendance, we are making sure that the teachers have had communication with the students and that they are turning in assignments. To be sure we are providing compulsory education.

KP reading some of the messages from parents included in the presentation.

KP mentioned the reason, in large part, for the success of what is happening now is because of the procedures our teachers had already put in place from the beginning of the year.

DR commended Will and Keri, the teachers, and the staff for all their hard work.

AK wants to reiterate how amazingly impressed he is with teachers and staff. Also glad to see we are considering how to recreate some of the school wide community events.

Board noted we should be sure we keep the staff in mind as well and make sure we support them as well as the students during and after distance learning.

DR we have a lot of data to know if there is spanish speaking parents. We are having spanish speaking staff reach out to those families.

KP regarding social emotional learning we have used 2nd step. So much of that is being handled with video conferencing or reaching out through phone calls. Kids are saying they miss the teachers, but now they are saying they miss their friends. Teachers have reached out asking parents if they are willing to share information so that they can reach out to each other. Regarding the spanish speakers, one of our staff members speaks spanish and it has been her assignment to reach out to the spanish speaking parents.

PE is something that many of the teachers are working on. Paul Carey has created PE videos that are being sent to teachers and then posted on the teacher's web site. Mr. Sotiras and the whole PE department built a google classroom site.

Sam Cole also built a counseling facebook page.

Hillcrest also had a Spirit week and getting extra points for family participation.

JK asks about school lunch distribution. WH we are not serving on our campus, but we have shared on multiple levels where lunches are being served at different schools. Have just recently shared that Redwood food bank is also delivering groceries for families. JK wants to be sure we are reaching out to the individual families that would need these services.

SS leaves at 6:38pm

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.

No public comment

V. CONSENT AGENDA (2 min.)

ACTION ITEM

A. (p. 27) Warrants

B. (p. 35) Payroll

C. (p. 36) Minutes from the Regular Board Meeting of March 12, 2020 and the Emergency Board Meeting of March 16, 2020

D. (p. 52) Continuing Disclosures Bond Report

F. (p. 61) Mental Health Coordinator Position Description

G. Agreement Regarding Interdistrict Attendance Agreements (a hard copy of this document is available to view at the GUSD Office, electronic copy to Board Members)

Action taken/comments:

JK requested pulling the March 12, 2020 board minutes for changes

JK moves to approve consent agenda excluding the minutes

AK 2nds

GA aye

Pl aye

JK aye

AK aye

Passes 4 - 0

GA moves to approve minutes with changes as requested by JK

JK 2nds

GA aye

PL aye

JK aye

AK aye

passes 4 - 0

VI. GENERAL ACTION ITEMS

A. (p. 64) 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 included on the schedule. The current number of column steps range from 5 to 11 steps.

Plan: To amend the salary schedule so that each position has 11 column steps with equivalent incremental increases.

Recommended motion: For the Board to approve the amended Management Salary Schedule.

Action taken/comments:

This item was tabled at the last meeting to allow all Board members to be part of the discussion. The information is the same as at the last meeting.

JK noted disparity with the percentages and equality issues with the current schedules.

Discussion was held regarding the development of the schedules. Board did not reach a consensus on the issue and it was moved to committee to review and bring back to the board with suggested changes related to percentages and the steps.

JK motions to table and move to committee to develop recommendations to the Board.

Committee to include JK and GA from the Board.

Motion JK Second: PL Vote: SS: n/a GA: aye
PL: aye JK: aye AK: aye

B. (p. 67) Gravenstein Parent Association (GPA) Enrichment Contractors (15 min.)

Situation: GPA, through parent donations and fundraising efforts, currently provides specialized instructors for a variety of enrichment activities for our students. With the suspension of in-person instruction due to the Coronavirus and Sonoma County Health Department and California Department of Education guidance, these specialists cannot provide their typical services, and will be paid by GPA only through April 7, 2020. As GUSD staff build and refine our distance learning platform for the delivery of key Common Core Standards instruction, we are currently not including the rich schedule of enrichment activities that

students experience during in person instruction. The GUSD Board has set aside funds to support any shortfall experienced by GPA; however, the current situation was not a consideration that factored into the Board's action.

Plan: GPA and the specialized instructors are initiating a platform to continue to provide enrichments for students through distance learning, but not tied to the activities being provided by GUSD classroom teachers. Administration is working with the contractors individually to identify opportunities for enrichment contractors to provide student activities while being sensitive to the new system of instruction that is in place and the new set of challenges and demands that this system presents for students and parents. The Board will discuss and consider requesting that GPA bill GUSD for contractor instruction services from April 8 to May 29, 2020, in an amount not to exceed \$30,000.

Recommended motion: For the Board to approve the payment of an invoice from GPA for Enrich! independent contractors for 4/8/2020 - 5/29/2020 not to exceed \$30,000.

Action taken/comments:

DR money to cover this would not come from the reserve set aside but from the field trip set aside. This is currently in the budget for this year but will not be needed due to the canceling of field trips.

JK is supportive of approving the motion but requests that GPA provide some guidance as to their funding needs and their ability to fund continued learning to the end of the year.

Motion to approve the payment of this invoice from GPA not to exceed \$30,000

Motion GA Second: JK Vote: SS: n/a GA: aye
PL: aye JK: aye AK: aye

C. (p. 68) Property Damage Claim (5 min.)

Situation: A citizen that owns a property adjacent to the Hillcrest Middle School campus has filed a claim with our insurance carrier, the Redwood Empire Schools Insurance Group (RESIG), in an attempt to recover the cost (\$1,100) of a damaged fence. The citizen speculates that the damage was caused by a Hillcrest student or possibly by soccer team participants utilizing the Hillcrest field. The citizen has filed a report with law enforcement, but no evidence exists as to who actually damaged the fence. Without verifiable proof of district liability, approving district funds to reimburse the property for the cost of repairs would be a gift of public funds, and therefore illegal.

Plan: The Board tabled this item during the March 12, 2020 Board Meeting, asking for more information. If the report to law enforcement or any other information lead to the responsible party, the citizen should notify GUSD as soon as possible.

Recommended motion: For the Board to deny the citizen's request for reimbursement for the cost of the fence repairs.

Action taken/comments:

Research shows that the fence is 30 yards away from the soccer field, it is not on school property, but rather a foot inside the neighbors property line. In talking to the soccer league and coach no balls go over that fence.

DR follow up RESIG has written a letter with all the research done and will send to the neighbor.

Motion JK Second: AK Vote: SS: n/a GA: aye
PL: aye JK: aye AK: aye

D. GUSD Actions to Support Distance Learning and Other Related Essential Services (10 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.

Action taken/comments

DR did not present any additional items to the Board. No action was taken.

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

E. (p. 69) Memorandum of Understanding Between the Gravenstein Union School (GUSD) and the Gravenstein Union Teachers' Association (GUTA) Regarding COVID-19 Coronavirus (5 min)

Situation: GUTA and GUSD have formalized a number of actions and agreements related to mandates and best practices guidelines during the current shelter in place order and the resulting suspension of in-person instruction.

Plan: For GUSD and GUTA members to abide by the tenets of this MOU as we deliver distance learning instruction through the end of the school year.

Recommended motion: For the Board to approve the MOU.

Action taken/comments:

Board questioned whether the document has been reviewed by SCLS? DR yes SCLS has reviewed the document.

Motion GA Second: JK Vote: SS: n/a GA: aye
PL: aye JK: aye AK: aye

F. Selection of Project Manager to Update the Facilities Master Plan and Manage the Hillcrest Roofing and Excessive Classroom Temperature Mitigation Project (Hard copies of the RFP and proposals are available at Gravenstein Office.)

Situation: The GUSD Board approved an RFP offering for this project during the February 12, 2020 Board Meeting. A committee composed of staff and Board Members has reviewed the submittals and has recommended a firm to manage this project.

Plan: For the Board to award the contract to the firm recommended by the committee.

Recommended motion: For the Board to approve the committee's recommendation.

Action taken/comments

DR the committee selected CounterPoint.

JK and PL served on the selection committee. Both are confident that the selection is the right selection. Staff did referral checks with other districts.

JK moves to approve
PL 2nds

Motion JK Second: PL Vote: SS: n/a GA: aye
PL: aye JK: aye AK: aye

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No comments on items in closed session

Adjourn to close session at 7:22

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

Reconvened to open session at 7:41pm

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

Nothing to report from closed session.

Action taken/comments

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

XI. FUTURE BOARD MEETINGS

- A. May 14, 2020 at 5pm
- B. June 11, 2020 at 5pm
- C. June 18, 2020 at 5pm (pending CDE LCAP guidance)

XII. ADJOURNMENT

Adjourned at 7:42pm

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.