

**GRAVENSTEIN UNION SCHOOL DISTRICT**

3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**Board of Education  
Regular Meeting Minutes**

DATE: Thursday, May 14, 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**

Meeting called to order at 5:14pm  
Participating by zoom is AK, in person are SS, GA and JK.  
PL will join before closed session.  
Individuals from the Public who wish to submit questions may email DR.

**II. ADOPTION AND APPROVAL OF THE AGENDA**

**Approval of the agenda for May 14, 2020 (2 min.)**

Action taken/comments:

Motion to approve

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

**III. REPORTS, AND ORAL COMMUNICATIONS**

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

No actions were taken using the emergency powers.

**B. (p. 1) Gravenstein Principal (10 min.)**

Report was included in the packet. KP wants to point out how truly proud she is of the teaching staff and all their hard work. The teachers are taking weekly attendance. This more reflects the connection the teachers have with their

students and families as opposed to in class attendance. The number of students who are regularly engaged with their students is remarkable. What we have been able to accomplish is a testament to our teachers, staff, and students. We are continuing with live virtual field trips. We have connections with ESL students, and we have passed out hot spots to students who needed Wi-Fi connections.

**C. (p. 3) Hillcrest Principal (10 min.)**

WD doing a lot of work preparing for the virtual graduation ceremony. Have purchased the lawn signs for kids. We sent them home with caps and are waiting for students to take pics with caps to send in for the virtual ceremony. We have had some great success with distance learning. Having some great meetings with staff to discuss issues. Will have a couple of student teachers next year.

PE staff from both schools have been working hard to create videos and activities for all students. Hillcrest has been posting to youtube channel and Paul Carey has been accessible via Padlet.

SS asks if a student is having a problem, how is that being resolved?  
WD staff has reached out with a survey to students to check in with them to see how they are doing. Teachers have also been checking in with students.

Board requested additional information about the level of engagement between teachers and students including Zoom and other types of interaction. Question was also raised about the number of minutes or hours teachers are engaged with students. Board did note that there are different levels of engagement at each grade level and ways that teachers are engaging students.

A parent emailed a statement that their student needed a break from the zoom meetings due to emotional issues.

BT says they are available from 9am to 2pm as per the request from the district. It is difficult to say exactly how many minutes, but they are available from 9am to 2pm. However, many teachers are responding to emails and texts during off hours.

Board noted the increase in enrollment over the last several years at Hillcrest and wanted to understand what the maximum number of students at Hillcrest would be. WD noted that 300 should be the maximum number.

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

GUTA sent their report earlier in the day to the Board and Administration. Negotiations are close to wrapping up and the process has been organized and

GUTA has been happy with the process. DR reciprocates the feelings of happiness.

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

No report

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

- 1. March 31, 2020 Minutes**
- 2. Financials Through March 31, 2020**
- 3. April 28, 2020 Agenda**
- 4. GPA Planning Outline for 20/21**

They are recruiting for next year. They are also creating position descriptions and major duties for each of their board member positions. Board requested that GPA have a member on the next call. DR asked that questions be emailed to him and he will reach out to GPA to make sure answers are provided.

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

Board discussed the current meeting setup and that it is not working as well as it should. Decision by the Board was to go to a complete zoom meeting for June and see how that works. Public will be included in the zoom and will be able to submit questions and comments via the chat function. More details to come.

GA has been working with negotiations and information will be provided to the board during closed session.

AK agreed with what has been said about engagement, his daughter has had incredible experiences with field trips and movie night.

SS has been working on performance reviews.

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

No meetings and nothing to report at this time.

**I. (p. 19) Master Plan Committee (5 min.)**

Report included in packet. The committee is developing a Google doc to provide a status update on the 2012 Master Plan which will serve as a template for working with CounterPoint. This work is also a requirement of the process for receiving state funding for the solar projects. Scott from Counterpoint has toured the campuses with Brian. Next meeting is set for 6/9.

**J. (p. 41) Facilities Report (5 min.)**

- 1. Change Order for Cabling Infrastructure Project at HMS**
- 2. Multi-Jurisdictional Hazard Mitigation Plan**

Report included in the packet. E-rate change order is to include HMS office in cable upgrade. WH and BS are heading up Hazard Mitigation Plan, potential to pursue generator, traffic mitigation, and other funding. DR summarizes report and staff have been continuing to clean and disinfect classrooms and campus after people have been there. Looking to have bottle filling stations as we go into the beginning of school next year (already installed). Marquee is scheduled to be here soon.

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

CBO report was emailed and it is on the website. It is a little out of date because the governor gave a revised report today. Our projections for ADA were only off by one. So they were spot on. Wants to mention that even though we have lost revenue from food service and daycare and even having the expenditures we are doing fine. Our cash reserve is healthy. We are sitting in a good position to ride this storm out.

**L. Superintendent Report/District Correspondence (5 min.)**

- 1. Questions from April Board Meeting**

DR Would like to put together a committee regarding plan and reopening. AK and SS to serve on the committee.

Other questions were about job descriptions and Distance Learning supports; descriptions are on the consent agenda, KP and WD reported about supports.

- 2. (p. 47 ) Sonoma County Office of Education acceptance of Second Interim Report with Positive Certification**

We have an acceptance letter from SCOE

- 3. Coronavirus Update**

Will be included in action item A.

**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.

Nordstrom would like to say thank you to trustees during these trying times. Would like to suggest hand washing stations as well.

DR says it is one of the many things that are being considered.

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

**ACTION ITEM**

**A. (p. 49) Warrants**

**B. (p. 54) Payroll**

**C. (p. 55) Minutes from the Regular Board Meeting of April 9, 2020**

**D. (p. 66) Williams Quarterly Report**

**F. (p. 69) School Psychologist Position Description**

**G. (p. 72) Academic Counselor Position Description**

**H. (p. 77) Request For Qualifications (RFQ), Architect**

**I. (p. 80) BP 4119.24, BP 4219.24, BP 4319.24, BP/AR 5131.2, BP/AR 5141.4, BP/AR 5141.52, BP/AR 5145.3**

Action taken/comments:

Motion to approve

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

**VI. GENERAL ACTION ITEMS**

**A. (p. 142 ) GUSD Actions to Support Distance Learning, 20/21 Budget Preparation and Other Related Essential Services (30 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 talking about “what if’s” going forward. We are up to 52 questions about how we are going to move forward. It is our intent to put a committee together so that we can be sure we hear all concerns. We have an incredible staff that is ready to meet the challenge.

SS has a question. May go to a split schedule or split platform, do you mean half the class on zoom and half in class.

DR that is a possibility.

BT - members have heard from parents who have been asking if there will be parent choice involved. Did Dave just say that they will?

DR no I did not say that. We are waiting to hear what the mandate will be. If that will be an option the State is going to have to make some changes in how attendance is done and how work is rated, as well as additional funding. There is also the possibility of creating a 5th school that would be an independent study school. We don’t know if we have a need for that.

AK - practical question - at Sonoma State one of the halls can hold 100 people if we were to have people 6’ apart we could only have 20 people. How many students could we have in the classroom if we have them 6’ apart.

DR if we have partitions it could be all of them, but we might have to take out all the other furniture. This is something we have to look at with measurements and all.

SS question for DR - In March we saw administrators at the state level maybe recommending x and some districts jumped on it and then a couple weeks later it became a mandate. How can we be clear what we are making decisions on and what we don’t have a choice. If it is something at district level, we would probably want to have a meeting.

GA I would think DR would want to talk to us. I trust him to let us know if there is something he would need us to weigh in on.

SS flexibility seems to be crucial. When I see a delayed start, I think don’t delay if we don’t have to. There are so many questions.

AK thinks it is important that if teachers feel they need training on zoom or whatever they should get it and be compensated.

GA I think this is great and this is the piece we need to see. At this point we know we are going to be distance learning through the end of the year. I think we shouldn’t spin our wheels on ten different plans unless we know there is going to be a change. We should proceed as though school will start as expected next year. Just get us through the end of the year.

JK wants to second that. These teachers have put so much time and energy into holding their class together, they need the time to reconnect with their families.

DR we need to be cautious as a public funded institution we can’t be as flexible as we might like to be.

WH wanted to share - just reading the school services report, about budget revision. Wanted to share some positive news. The admin is planning on paying down the unfunded liability for STRS and PERS which will create a savings to the district of \$100,000.

SS DR you mentioned a wrap around week, where the students might go back to this year's classroom for a wrap up before going to their new class.

DR yes this is one of the ideas that is being floated out there. Many districts are thinking about this. Some of the issues with that idea is the new kids coming on to campus. We definitely want to have staff weigh in to see if there is a way to do this.

SS when do you have to pull the trigger on a decision about summer school.

DR we will have to make a decision by next week. BT pointed out about the burn out and questioned whether this would be an optimal time to do summer school starting in June. If we had to make a decision now DR would not start summer school in June.  
JK asked about the mental health coordinator recruitment.  
DR responded right now we do not have any applicants.

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

**B. (p. 144) 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%. The position with only 5 steps, the Chief Business Official, has only 5 steps on the schedule and the incumbent is currently at step 5.

**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 was created and reviewed the attached documents. The committee has created a draft salary schedule for the Board to consider.

**Recommended motion:** For the Board to approve adding a step 6, with a 2.45% step increase, to the CBO salary schedule for the 2020/2021 school year, with a commitment to review the entire Management Salary Schedule during the June Board meetings.

Action taken/comments

DR for right now just asking for a step increase for the one leadership team member that doesn't have a step increase for next year currently.

JK right now the steps for each of the administrators are different. The committee's decision was to approve the next step for the CBO and then look again in June at all the admin steps and their increases.

Motion to add step 6 to CBO with a 2.45% increase over current step 5 with a commitment to review administration steps in June.

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

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

PL joined meeting at 7:45pm

PL did want to announce that he will be stepping down from the Board because of circumstances with family. Will formally resign later this summer.

DR speaking from staff is deeply sorry to hear that, but very thankful that he is remaining as a parent.

SS thanks PL for heads up.

SS asks about what needs to be done regarding appointment vs election

DR says he needs to check with SCOE legal.

Jerrie McNeil wants to say thank you to PL

Adjourn to close session at 7:50pm

**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 (p.) Pending litigation**

**a) Opposition to Petition for Unit Recognition**

**3.0 Administrator Performance Updates**

**a) Review Performance Evaluations for CBO, Head of Maintenance, Middle School Principal, Elementary Principal, and School Counselor**

**b) Review Employment Contracts for CBO, Middle School Principal, Elementary Principal, and School Counselor for 2020/2021**

**c) Review Superintendent Performance Evaluation**

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



**IX. RECONVENE TO OPEN SESSION**

Returned to open session at 8:20pm

**X. PUBLIC REPORT OF ACTION ON ITEMS HEARD IN CLOSED SESSION**

(2 min.)

Action taken/comments:

Motion to approve contracts for CBO, Middle School Principal, Elementary Principal, and School Counselor for 2020-2021, including all appropriate steps.

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

**XI. FUTURE BOARD MEETINGS**

- A. June 11, 2020 at 5pm**
- B. June 18, 2020 at 5pm**
- C. July 9, 2020 at 5pm**

**XII. ADJOURNMENT**

Motion to adjourn at 8:26pm

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

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