

GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**Board of Education
Regular Meeting Mintues**

DATE: Thursday, February 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

I. CALL TO ORDER AT 5:00 PM

Meeting called to order at 5:03pm all in attendance except Alexander Kahn

II. ADOPTION AND APPROVAL OF THE AGENDA

Approval of the agenda for February 13, 2020 (2 min.)

No issues with agenda as written

III. REPORTS, AND ORAL COMMUNICATIONS

A. (p. 1) Gravenstein Principal/Teacher Report (10 min.)

Report include in the packet with additional slides from KP. Annual rainbow photo completed this year in the shape of a heart. Open house and there were lots of good feedback. Rotary came to deliver dictionaries to the 3rd graders.

Spelling Bee Winners
Sam Kiehl
Michael Lannon

KP showed a slide show that is on the website. This was the second year they did a scavenger hunt during the open house. The scavenger hunt led the participants to all the classes.

B. (p. 3) Hillcrest Principal/Teacher Report (10 min.)

John Collins - Instructor of Maker Lab and Drama - talked about Maker lab and what they are doing in class and he talked about directing the school musical March 5th, 6th and 7th. Gravenstein will be bussed to Hillcrest on March 5th to be the first to see the show. Three students to perform a number from the play. Michela Comfort, Sophia Postel and Aziza Greer.

Principal report included in the packet.

C. Gravenstein Union Teachers' Association (5 min.)

GUTA provided a written report that included the vote on the calendar and the vote on the new health insurance. Both votes were positive.

D. District Site Council (2 min.)

Meeting last month. Focus is on LCAP and safety plan. They gathered information from stakeholders. They have developed 4 more meetings in response to the information gathered.

1st is for EL learners.

2nd is Special Ed and reaching out to anyone with an IEP or 504.

3rd Title One

4th is Comprehensive

Meetings will be Thursday the 20th and 27th at 4pm and there will be day care.

E. (p. 4) Gravenstein Parent Association, GPA (5 min.)

1. Financial Reports/Minutes

Financial report and minutes are in the packet. Boots and Bourbon is coming up and tickets are on sale now.

F. Trustee Reports (5 min.)

GA negotiating committee met. GUSD has provided GUTA with it's "sunshine letter"

PL nothing to report

JK nothing to report

SS was glad to be at the Solar Celebration.

G. Climate Committee (5 min.)

WD as part of the schools work on climate change there are discussions being had around increased composting, reduction of plastics, and possibly moving to making lunches at Hillcrest.

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

Report included in the packet and will be discussed later in the meeting.

I. CBO Report (5 min.)

Report included in the packet, WH unable to attend.

J. Superintendent Report/District Correspondence (10 min.)

1. (p. 19) Acceptance of Positive Certification of First Interim Report

2. (p. 21) Annual Standard Reminders from the Sonoma County Office of Education

3. (p. 25) GUSD Publicity Piece

Report included in the packet. Discussion around welcome letter and tri-fold pamphlet being produced for marketing purposes. JK and PL provided additional ideas. DR noted that the Board and GPA will be included in future discussions for marketing.

4. (p. 29) Board Election

Report included in the packet related to which board members will be up for election this 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.

Louise Larro. Has property on Bloomfield road. Says someone has come in and cut the wire on her property. Feels that someone has done it so that they can get lost balls. She wants us to pay for the repair of \$1,100. She was provided with information to file a report with RESIG and request that if it's not cleared up by the next meeting her issue be put on the agenda.

David Comfort - Parent understands there was a recent meeting about cell phones and that there was a parent who was, in his opinion, rude to the board. On behalf of many parents who have kids with phones. the reception that we have in the area where the kids are supposed to use the phones is not great. Appreciates that parents are passionate about their opinions . It is not for another parent to decide how someone else's kids are raised. Understands about the rules regarding cell phones at school during school hours, but doesn't feel that it should be in effect after school hours. Talked about split homes and other situations why the kids should be able to use their phones after school.

Beth Triv - has been doing the reading about Prop 13. Newsome is extending money to schools to correct any lead piping in schools. She wants to know where she can find out about our lead piping and if we have it and if it has been tested.

Will Deeths - Parent of two students at Gravenstein thanked the teachers for the work they have done helping his kids learn and now enjoy reading.

GA has a last public comment. There has been discussion on the Nextdoor app about the congestion at drop off and pick up. He and his wife timed it in the morning and in the afternoon. In the mornings it is about 15 minutes and in the afternoon it is about 30 minutes. As someone who sits in the traffic it is better than it ever has been.

Jerie McNeil - came late (just before 7pm break) but really wanted to say something - read a book "Because Internet" by Gretchen McCulloch. It is a book about how the internet is changing English language. Would like to recommend that the Board read it.

- V. **CONSENT AGENDA** (5 min.) _____ **ACTION ITEM**
- A. (p.30) Warrants
 - B. (p. 36) Payroll
 - C. (p. 37) Approval of Year 2 of 3-Year Contract with Stephen Roach Accountancy Corporation for Audit Services (\$17,400)
 - D. (p. 45) Approval of Kathleen Byrne leave of absence for 40% of assignment, reduction to 0.6 FTE beginning February 1, 2020
 - E. (p. 46) Approval of annual Memorandum of Understanding with the Sonoma County Office of Education for Data Sharing Services

Action taken/comments:

Motion to approve the consent agenda

Motion __GA_____ Second_PL_____ Vote _4-0_____

VI. **GENERAL ACTION ITEMS**

- A. (p. 61) **Resolution 200213-01, Redwood Empire Schools' Insurance Group (RESIG) Joint Powers Agreement, Bylaws, and Program Documents Update** (2 min.)

Situation: On December 5, 2019, RESIG's Board of Directors updated their Joint Powers Agreement, Bylaws, and Program Documents. In order for these items to be put into operation, member districts are being asked to pass a resolution to indicate formal concurrence.

Plan: For the Board to adopt the resolution indicating formal concurrence with the new items.

Recommended motion: For the Board to approve Resolution 200213-01.

Action taken/comments

DR says the deductible for natural disasters has been increased and he wanted them to be aware of the changes. We are looking for other umbrella policies. Board provided direction to

DR regarding looking at the valuation of the property checking to see if our reserves are high enough.

Motion to approve resolution

Nomination JK Second SS Vote 4-0

B. (p. 105) Consolidated Application for Funding Categorical Aid Programs, 2020 Winter Submission (5 min.)

Situation: The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs (Title I, II, III, and IV). Annually, each local educational agency (LEA), using the Consolidated Application and Reporting System (CARS), submits the spring release of the ConApp that confirms our application for funds and provides assurances that we will comply with the legal requirements of each program.

Plan: For the Board to approve our application for federal program funds and to provide the assurance that we will comply with the legal requirements.

Recommended motion: For the Board to approve the ConApp.

Action taken/comments

DR this data reporting will drive the funding we get from Federal programs.
JK these are small amounts of money...are they increasing or decreasing???

DR they are static. With the exception of Socially economic disadvantaged people which has jumped by 11%. This means maybe 8 or 9 students over the last three years.

Motion to approve

Motion GA Second JK Vote 4-0

C. (p. 117) Certification of Corrective Action for the 2018-19 Audit. (5 min.)

Situation: During the 2018-19 Audit process, it was discovered that we had recorded invoice payments to the incorrect budget year.

Plan: We have corrected the postings and adopted a procedure to prevent future incorrect postings.

Recommended motion: For the Board to approve the Certification of Corrective Action.

Action taken/comments

Motion to approve
GA 2nds
Passes 4 - 0

Motion ___SS___ Second ___GA___ Vote__4-0_____

D. (p. 119) 2020-2021 School Year Calendar (15 min)

Situation: After consultation with administration and GUTA leadership, a draft of a calendar for the 2020-2021 school year is ready for Board consideration. Submitted along with the draft are a list of basic assumptions that were taken into account during the process.

Plan: Creation of a calendar that is very similar to the calendar proposed for the West County Unified School District that also includes Emergency Days as recommended by the California Department of Education and the Sonoma County Office of Education.

Recommended motion: For the Board to approve the submitted draft of the 2020-2021 school year calendar.

Action taken/comments

JK thank you for the color copy
GA thank you for the second page
GA asks if we are starting later next year.
JK says we are starting later and ending later.

DR says that we emergency days were need related to SCOE possibly not passing our J19 Waiver if we didn't have these days worked into the calendar.

Motion to approve the draft of the 2020-2021 school year calendar

Motion ___SS___ Second ___GA___ Vote__4-0_____

E. (Hard copy available at District Office) School Safety Plans (15 min)

Situation: By March 1st of each school year, California *Education Code* Section 32286 requires each school site to review and update its school safety plan, which

must be developed and written by a School Site Council (SSC) or its designated Safety Planning Committee in collaboration with teachers, classified staff, parents, and first responders to ensure they are up-to-date and complete. The plans must have policies and procedures addressing critical issues including: disaster preparedness; crisis response; mental and physical health; earthquake emergencies; school learning environment; discipline, suspension, and/or expulsion; hate crime reporting; child abuse reporting; release of a pesticide or toxic substance; and more.

Plan: Site administrators have taken the plan from last year, discussed with staff and conducted drills, and has discussed the updated plan with Site Council and gained their approval.

Recommended motion: For the Board to approve the School Safety plans for Gravenstein Elementary and Hillcrest Middle.

The Board will be asked to approve

Action taken/comments

KP our Safety plan has been updated. Document is included in the packet. Incident command was what needed the most updating and they have done that. When we talked about it in Sight Council they talked about the fires and how things were handled.

Parent what are the liability issues if someone volunteered to help out.
DR if falls under the good samaritan law.

GA requested that DR look into what category the Board would fall under since they are paid by the school.

Motion to approve the School Safety Plans

Motion ___JK___ Second ___PL_____ Vote ___4-0_____

F. (p. 121) Staff Buy Back Days (15 min)

Situation: To continue the process started in December at the Board Retreat where GUSD Vision and Mission statements were drafted, district administration and certificated staff require work time dedicated to the development of Goals and Activities to achieve the adopted Vision and Mission statements.

Plan: Work goal objectives for the days will include the final editing of specific academic, attendance, and behavioral performance goals to be included in the LCAP, an evaluation of the ENRICH! for all program implementation, GATE Program design, and development of a protocol for early identification and intervention plan implementation for students that are: performing below grade academically, chronically absent or habitually truant, and/or experiencing behavioral challenges. The administrative team is requesting \$144,949.25 to fund five voluntary Staff Buy Back Days, three in June and two in August, and to offer free Beyond the Bell services to participating certificated staff.

Recommended motion: For the Board to approve administration's request for funding not to exceed \$145,000.00 for five Staff Buy Back Days.

Action taken/comments:

DR we need more time without students to look at current systems in place. What things are making our students successful and what might not be working. Wants teachers to volunteer to work with admin, but they would get paid their regular rate.

Motion to approve Staff Buy Back Days

SS wants to clarify part of why we are doing this up to 5 days this year is because of the program change. We are not expecting this to happen every year.

Motion _JK_____ Second ___GA_____ Vote _4-0_____

G. School Psychologist Recruitment (15 min)

Situation: Due to the requirements of AB 5, we were required to change the status of our School Psychologist from a contractor to an employee. This change has resulted in a substantial difference in total compensation, and as a result, our School Psychologist has submitted his letter of resignation. During a review of the quantity of work done to date this year and accounting for the increase in requested assessments and the amount of Educationally-Related Mental Health Services (ERMS) counseling included in Special Education Student's Individualized Education Plans (IEPs), administration has identified a need for a 0.6FTE School Psychologist.

Plan: To recruit, hire and train a school psychologist to become part of the GUSD team who will be placed on a salary schedule with a total position cost, including benefits ranging from \$92,000 to \$104,000 annually, depending on experience. Administration is also investigating the possibility of joining the West County Consortium to contract for a School Psychologist.

Recommended motion: For the Board to approve administration's request to hire a 0.6FTE School Psychologist.

Action taken/comments:

DR talks about why our Psychologist is putting in his resignation. He loves our district, but with being an employee he is losing money and wanted to give us as much notice as possible. This is the time to list the position. Change is due to AB5 regulations.

Motion to approve

Motion GA Second PL Vote 4-0

H. (p. 122) Second Reading for Board Policy 3550, Food Service/Child Nutrition Program (5 min.)

Situation: Board Policy 3550, Food Service/Child Nutrition, states that the Board recognizes that adequate, nourishing food is essential to student health, development, and the ability to learn. The policy directs staff to develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs

Plan: The Board conducted a first reading of this policy in January. Staff will use the content of the policy and the administrative regulation to review and evaluate the current Food Service Program.

Recommended motion: For the Board to approve Board Policy 3550.

Action taken/comments:

JK if we move to providing meals from the Hillcrest kitchen, can we return this policy to the Board for review? Board agreed this should happen.

Motion to approve Board Policy 3550

Motion JK Second PL Vote 4-0

I. (Copy available at District Office) Adoption of Board Handbook (2 min)

Situation: The Board, with assistance from Dr. Paul Porter, drafted a Board Handbook for GUSD at the Board retreat on December 8, 2019.

Plan: The Board has provided edits and additions, as well as drafting short biographical statements for inclusion in the handbook.

Recommended motion: For the Board to approve the GUSD Board Handbook.

Action taken/comments:

GA requested that the Board Policy handling the Handbook come before the board for changes. This might cause changes to the Handbook at a later date.

JK can we add a note about items that have changes or items that don't have changes

Motion to adopt the Board Handbook

Motion PL Second GA Vote 4-0

J. Recruit a Project Manager to Address Classroom Temperatures

(15 min.)

Situation: During August and September of 2019, we had several classrooms temperatures exceed the 80 degree mark, resulting in two Williams Settlement Complaints from staff. Temporary measures were taken to reduce classroom temperatures during these hot days including an early morning protocol of opening windows and then closing windows/curtains/blinds mid-morning and adding portable cooling units to classrooms exposed to the most direct sunlight.

Plan: The Facilities Committee is recommending that GUSD consult with a project manager to look at more permanent solutions to address the classroom heat issue that we will face every year from mid-August to mid-September. The result of the Project Manager’s work will include a summary of two to three options, consideration of legal mandates/restrictions, cost estimates, and estimated construction time lines.

Recommended motion: For the Board to approve the Facilities Committee recommendation to offer a Request For Proposals (RFP) for a project manager.

Action taken/comments:

GA this item is needed to help the Facilities Committee to move forward with looking at future construction projects, the master facilities plan and to deal with the issues around classroom temperature.

GUTA noted that there may be a equity question around some rooms being cooled and others not. DR noted that the cooling is related to rooms that are over 80 degrees but we will continue to monitor. The overall goal will be to provide cooling to all rooms.

GA this came up before it was discussed who was going to be on the Facilities Committee. We need to start now or we won’t get any work done this summer.

PL noted that the Climate Committee would like to see “less” conventional ways to cool down the campus that is more environmentally friendly.

Motion to approve recruitment of a project manager to address classroom temperatures

Motion GA Second JK Vote 4-0

K. (p. 131) Notice of Completion – Gravenstein Solar Project

Situation: The Solar Panel Project at Gravenstein Elementary is complete.

Plan: With the completion of the scope of work, inspections, and PG&E connections in place, the system is operational. Principal Pugno will be scheduling a celebration ceremony in the near future.

Recommended motion: For the Board to approve the Notice of Completion.

Action taken/comments:

Motion to approve the Notice of Completion

Motion JK Second SS Vote 4-0

Adjourn for break at 7:02
Reconvene at 7:09

VII. DISCUSSION/INFORMATION ONLY

A. (p. 132) Review Board & Staff Committee Descriptions and Membership (5 min.)

Situation: The Board initiated updates and conversation on the list of GUSD committees during the Board retreat on December 8, 2019. Included in the packet is the most recent information related to those discussions.

Plan: The Board will review and comment on the current committee list.

Board reviewed the current committee list and developed a plan to support administration. Board members will not be needed at each meeting but will be expected to be available when needed by administration. Request to changes to the committee assignment will be addressed with SS

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No public comments on items in closed session

Adjourn to close session at 7:35pm

IX. 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

X. RECONVENE TO OPEN SESSION (if necessary)

Returned to open session at 8:15pm

XI. ACTION ON ITEMS HEARD IN CLOSED SESSION (if necessary) (5 min.)

Action taken/comments

Nothing to report out of closes session (no action taken)

Motion _____ Second _____ Vote _____

XII. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION (if necessary)

XIII. FUTURE BOARD MEETINGS

- A. March 12, 2020 at 5pm
- B. April 9, 2020 at 5pm

XIV. ADJOURNMENT

Adjourned at 8:17pm

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