

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

Board of Education  
Regular Meeting Agenda

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

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

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

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

**III. REPORTS, AND ORAL COMMUNICATIONS**

- A. (p. 1) Gravenstein Principal/Teacher Report (10 min.)
- B. (p. 3) Hillcrest Principal/Teacher Report (10 min.)
- C. Gravenstein Union Teachers' Association (5 min.)
- D. District Site Council (2 min.)
- E. (p. 4) Gravenstein Parent Association, GPA (5 min.)
  - 1. Financial Reports/Minutes
- F. Trustee Reports (5 min.)
- G. Climate Committee (5 min.)
- H. (p. 18) Facilities Report (5 min.)
- I. CBO Report (5 min.)
- 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
  - 4. (p. 29) Board Election

**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.

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 \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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

Nomination \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

- 2020 B. (p. 105 ) Consolidated Application for Funding Categorical Aid Programs,  
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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**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 \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**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

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**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:

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote \_\_\_\_\_

**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:

Motion \_\_\_\_\_

Second \_\_\_\_\_

Vote \_\_\_\_\_

**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:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**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:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**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:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**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 \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**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.

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

**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)**

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

Action taken/comments

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**

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.