

# Board of Education

## Regular Meeting Minutes

DATE: Tuesday, September 14, 2021  
TIME: 5:00 PM  
LOCATION: Gravenstein Elementary, Multipurpose Room

**Gregory Appling, President**  
**Alexander Kahn, Trustee**  
**Jennifer Koelemeijer, Clerk**  
**Patrick Lei, Trustee**  
**Jeri McNeill, Trustee**

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

Meeting called to order at 5:02pm with all board members in attendance.

### **II. ADOPTION AND APPROVAL OF THE AGENDA** **Approval of the agenda for September 14, 2021 (2 min.)**

Action taken/comments:

Table Item Action Items C & J

Motion \_\_\_JK\_\_\_ Second \_\_\_AK\_\_\_

Vote: GA: \_\_\_A\_\_\_ PL: \_\_\_A\_\_\_ JK: \_\_\_A\_\_\_ AK: \_\_\_A\_\_\_ JM: \_\_\_Abstain\_\_\_

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

#### **A. (p. 1) Gravenstein Principal (10 min.)**

The Principal report is in the Board Packet.

JM - Next door is talking positively about the traffic at Gravenstein and the changes that Keri has been working on.

#### **B. (p. 3) Hillcrest Principal (10 min.)**

The Principal report is in the Board Packet.

#### **C. (p. 5) Gravenstein Union Teachers' Association (5 min.)**

Expresses appreciation on behalf of the staff for the air conditioning units. GUTA climate resolution - we got it passed by vote. We are now officially joining the efforts to combat climate change.

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

Currently recruiting parents and staff. Will have a meeting in late September/early October.

**E. (p. 6) Gravenstein Parent Association, GPA (5 min.)**

Wanted to apologize for not having updated financials, they are working with their new accounting person.

DR - they are transferring to a new accountant, they have funded the masks for band, all the class accounts for the teachers and zero period PE at Hillcrest.

- 1. Minutes from June 15, 2021**
- 2. Agenda from August 12, 2021**

**F. Trustee Reports (10 min.)**

JM - attended the last GPA meeting and will continue to try and attend them.

No other reports.

**1. Meeting Format**

WD - reached out to Loud and Clear about getting ready for Board Meetings. Materials have been ordered, but some things are back ordered because of COVID. McDowell and Deeths have been looking into a lot of different formats for meetings in future. For now, Zoom seems to be the best option.

JK - wanted to know if we would be able to get the recordings out to the public and the answer was yes.

**G. Racial Justice Committee (5min.)**

WD - Thanks board for funding this project. Working with different stakeholders in our district to find people for the focus groups.

Vy Le-Morse (VLM) - who is on the focus group?

WD - we have staff members from both campuses working on the list. If you have people you think should be a part of the group please reach out with those names.

VLM - will there be language translation and what is the timeline?

WD - yes there will be translation and we are currently working towards mid-October.

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

Facilities Assessment has been completed.

- 1. Facilities Assessment (available on GUSD website)**
- I. (p. 9) Facilities Report (5 min.)**

Brian's report is in the packet.

- J. CBO Report (5 min.)**

Katie Anderson (KA) - Will give her report later in the meeting.

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

Thanks everyone for following the COVID protocols so that we are having 0 positive COVID counts.

- 1. Questions from the August Board Meeting**

None

- 2. Independent Study Program Update**

20 students, 7 at middle school level, 13 TK-5.

- 3. Final LCAP Approval**

GUSD received the final LCAP approval from SCOE

- 4. (p. 12) MTSS Grants**

We are getting about \$27,000 per site to help with clerical support

Not on the agenda...to this point we are roughly 20 days into the school year and the Mental Health staff have had 130 student contacts so far.

#### **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.

Peter Kostas - from SCOE - So happy to hear reports from both principals. Wants to acknowledge all the staff for what we put together last year for all our students and this year as well. Pretty incredible that you have had 0 positive tests. Hopes that some of us will be able to attend the RoundTable on Oct. 26th. Some people are expressing some concern about all the paperwork around Independent Study.

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

#### **ACTION ITEM**

- A. (p. 14) Warrants**
- B. (p. 20) Payroll**
- C. (p. 21) Minutes from the Regular Board Meeting of August 10, 2021**

**D. (p. 29) Position Descriptions for Instructional Aide, Library Aide, Noon/Yard Duty Aide, Daycare Aide, School Office Clerk, Custodian, Daycare Director, Lead Custodian, and Account Clerk**

Action taken/comments:

Motion \_\_\_JM\_\_\_ Second \_\_\_JK\_\_\_

Vote: GA: \_\_\_A\_\_\_ PL: \_\_\_A\_\_\_ JK: \_\_\_A\_\_\_ AK: \_\_\_A\_\_\_ JM: \_\_\_A\_\_\_

**VI. GENERAL ACTION ITEMS**

**A. 2020/2021 Unaudited Actuals (2 min.) (This document is posted on the GUSD website, and available at the GUSD District Office for review.)**

**Situation:** Preparation, review, and submission of our Unaudited Actuals is the fourth step in a five step process of our annual budget process. The Unaudited Actuals are an annual statement reporting our financial activities for 20/21, however the data has not yet been formally audited. This foundational report, following Board approval, is submitted to the county superintendent for review and then submitted to the state superintendent of public instruction. This report then becomes the basis of the annual audit review.

**Plan:** To complete step four of the annual budget process by providing the Unaudited Actuals to the required agencies.

**Recommended motion:** For the Board to approve the 2020/2021 Unaudited Actuals.

KA - lots of great news in closing and some key points to highlight. The report is available on the website and here in the board packet.

Prepared a slide presentation.

The bad news - we ended with some deficit spending around \$500,000, but we expected to end with over \$3 million in deficit spending.

The good news is that we ended with basic aid supplemental 2.1 million dollars. We will no longer receive basic aid supplemental funds from any students that reside in Sebastopol Union School District.

GA - asked for slide two and three to be included in their packet. Asked for clarification of how the Sebastopol Union District students would affect our ADA.

KA - 49.23 ADA Units come from Sebastopol Union School students enrolled at Gravenstein.

JK asked to go back to deficit spending slide 6...looks to me like we are projecting deficit spending as we have always done. In the past though we have been able to make it up, but this year we didn't. Will this be ongoing?

KA - does not feel that this will be the case going forward. She did highlight some of the areas that caused the deficit this year.

JK how much would you say we have ongoing

KA we have a significant cost associated with Enrichment and facilities

JK do you have a sense of how much that would be going forward

KA we do not have that number yet.

GA - if we did not move the 1.7 million to fund 40 we would not have a deficit spending this year would we?

KA - correct.

JK - would be helpful going into the Master Plan meeting if we had a sense of what the programmatic part is causing the deficit spending.

KA - the two biggest parts would be Enrichment for all and the Facilities projects.

GA - if we were not doing the facilities projects we would not be deficit spending correct?

KA - yes

Motion \_\_\_\_\_ JK \_\_\_\_\_ Second \_\_\_\_\_ PL \_\_\_\_\_

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JM:   A  

**B. (p. 49) Resolution #210914-1, The Gann Limit (5 min.)**

**Situation:** The fundamental purpose of the Gann Limit is to limit the spending of state and local agencies, including school districts. The limit for an agency, intended to be capped at per person expenditure levels from 1978/1979 (adjusted for inflation), is arrived at after a series of complex calculations involving the use of many factors.

**Plan:** To establish a revised Gann Limit for the 2020/2021 school year and to adopt a Gann Limit for the 2021/2022 school year.

**Recommended motion:** For the Board to approve Resolution #210914-1.

Action taken/comments

Motion \_\_\_\_\_ PL \_\_\_\_\_ Second \_\_\_\_\_ JM \_\_\_\_\_

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JM:   A  

**C. (p. 53) Expanded Learning Opportunities Program (10 min.)**

**Situation:** Different from the Expanded Learning Opportunities Grant that the Board approved last May, The California Department of Education is accepting Board-approved plans for a new round of available funding. The funding available for GUSD is \$172,988. An acceptable use for this funding is to provide Beyond the Bell services for Title I students at no cost.

**Plan:** Pending Board approval, staff will make this opportunity available to all families pending verification of household income. In addition to providing a resource to our families with need, this information will help ensure that GUSD has an updated count of unduplicated students to ensure accurate Supplemental Basic Aid funding through the LCFF.

**Recommended Motion:** That the Board approve the GUSD Expanded Learning Opportunities Program.

Action taken/comments

Tabled

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

Vote: GA: \_\_\_\_\_ PL: \_\_\_\_\_ JK: \_\_\_\_\_ AK: \_\_\_\_\_ JM: \_\_\_\_\_

**D. (p. 55) Memorandum of Understanding Between GUSD and Gravenstein Union Teachers' Association (GUTA) Regarding the COVID-19 Pandemic and School Opening for the 2021-2022 School Year (5 min.)**

**Situation:** Due to state and county health officials mandates and guidance regarding safe and healthy school environments, an MOU is necessary to outline the details of the agreed upon working conditions for GUSD teachers. This MOU incorporates the work of staff and the members of the negotiating teams to set a plan for health and safety measures to be implemented for the coming school year and defines the working conditions for teachers as they provide instruction for GUSD students to open the 2021/2022 school year.

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

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

Motion \_\_\_\_\_ JK \_\_\_\_\_ Second \_\_\_\_\_ PL \_\_\_\_\_

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JM:   A  

**E. (p. 57) Memorandum of Understanding Between GUSD and Gravenstein Union Classified Employees' (GUCE) Association Regarding the COVID-19 Pandemic and School Opening for the 2021-2022 School Year (5 min.)**

**Situation:** Due to state and county health officials mandates and guidance regarding safe and healthy school environments, an MOU is necessary to outline the details of the agreed upon working conditions for GUSD classified staff. This MOU incorporates the work of staff and the members of the negotiating teams to set a plan for health and safety measures to be implemented for the coming school year and defines the working conditions for classified staff as they support instruction for GUSD students to open the 2021/2022 school year.

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

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

Motion       JK       Second       AK      

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JM:   A  

**F. (p. 59) Human Resources Clerk and District Secretary Position Descriptions, Classified Salary Schedule Adjustments (5 min.)**

**Situation:** Position descriptions for Human Resources Clerk (0.75 FTE position at this time) and District Secretary (0.25 FTE) for GUSD do not currently exist. Staff has drafted position descriptions for Board consideration. Unique to our current staffing needs, we have temporarily combined the duties of these positions to one document. Both of these positions currently exist and are part of the planned staffing allocations for the 2021/22 school year. The GUSD Classified Confidential Salary schedule will be adjusted to reflect the addition of the Human Resources Clerk position as well as extending the schedule for all Classified Confidential position to mirror the Classified Salary Schedule (20 steps, 2.45% increments), and the proposed schedule also contains a monthly stipend for translation services for bilingual employees that perform translations for the district.

**Plan:** To use these position descriptions to inform staff in these positions of their expected duties and a basis for annual evaluations of the staff in these positions. The proposed salary schedule adjustments do not affect current rates of pay for planned budget allocations for the 21/22 school year. The demands for the Human Resources Clerk/District Secretary have expanded and will require a 260 day schedule, an increase from the current 193 day schedule, resulting in an additional General Fund expense of approximately \$14,200. The addition of the stipend for translation services creates an additional General Fund expense of \$600.00 per year.

**Recommended motion:** For the Board to approve the position descriptions, revised salary schedule, the increased work calendar for HR Clerk/District Secretary, and the translation stipend..

Action taken/comments

Motion \_\_\_\_\_ PL \_\_\_\_\_ Second \_\_\_\_\_ JM \_\_\_\_\_

Vote: GA: \_\_A\_\_ PL: \_\_A\_\_ JK: \_\_A\_\_ AK: \_\_A\_\_ JM: \_\_A\_\_

**G. (p. 64) Director of Maintenance and Operations Position Description and Salary Schedule (5 min.)**

**Situation:** A position description for Director of Maintenance and Operations (1.0 FTE position at this time) for GUSD does not currently exist. Currently, the Head of Maintenance position is on the GUSD hourly salary schedule. As this position is being upgraded to Director of Maintenance and Operations with a newly proposed position description, it is being added to the management salary schedule. A stipend for this position related to Construction Management is also on the proposed schedule.

**Plan:** To use this position description to inform the person in this position of their expected duties and as a basis for annual evaluation of the person in this position. Staff has added a new row to the existing Management Salary Schedule with incremental steps that match the other district management positions for Board consideration. The proposed salary range represents an increase of approximately \$15,000 over the planned budget allocation for the 21/22 school year).

**Recommended motion:** For the Board to approve the position description and updated Management Salary Schedule.

Action taken/comments

Motion \_\_\_\_\_ JK \_\_\_\_\_ Second \_\_\_\_\_ JM \_\_\_\_\_

Vote: GA: \_\_A\_\_ PL: \_\_A\_\_ JK: \_\_A\_\_ AK: \_\_A\_\_ JM: \_\_A\_\_

**H. (p. 67) Nutritional Services Lead Position Description and Salary Schedule (5 min.)**

**Situation:** A position description for the lead Food Services staff person (1.0 FTE position at this time) for GUSD does not currently exist. Staff has drafted a position description and added a column on the GUSD Classified Salary Schedule for the Nutritional Services Lead for Board consideration. In August of 2019, GUSD served 1,100 lunches (13 days, 85 lunches/day). Staff is recommending the increased compensation for this position to manage our expanded Food Service Program. In August of 2021, lunch service has increased to a total of 1,600 lunches (10 days, 160 lunches/day) almost a 100% increase. In addition, GUSD is now serving breakfast and



snack: 667 breakfasts and 694 snacks were served during the 10 days of August, an average of 296 servings per day total.

**Plan:** To use this position description to inform the person in this position of their expected duties and as a basis for annual evaluation of the person in this position. The proposed salary schedule column addition represents a 14% increase over the planned budget allocation for the 21/22 school year (approximately \$7000).

**Recommended motion:** For the Board to approve the position description and salary schedule addition.

Action taken/comments

Motion \_\_\_\_\_AK\_\_\_\_\_ Second\_\_\_\_\_JK\_\_\_\_\_

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JM:   A  

**I. (p. 71) Nutritional Services Associate Position Description, Salary Schedule, and FTE Increase (5 min.)**

**Situation:** A position description for the Food Services staff person (0.5 FTE position at this time) for GUSD does not currently exist, and this position is not included on the GUSD Classified Salary Schedule. Staff has drafted a position description and added this position to an existing column on the GUSD Classified Salary Schedule for Nutritional Services Associate for Board consideration. Staff is recommending an addition of 0.2 FTE (approximately 1 hour and 40 minutes daily) to this position to help manage the increase in student meals being served. In August of 2019, GUSD served 1,100 lunches (13 days, 85 lunches/day). In August of 2021, lunch service has increased to a total of 1,600 lunches (10 days, 160 lunches/day) almost a 100% increase. In addition, GUSD is now serving breakfast and snack, 667 breakfasts and 694 snacks were served during the 10 days of August, an average of 296 servings per day total.

**Plan:** To use this position description to inform the person in this position of their expected duties and as a basis for annual evaluation of the person in this position. The proposed salary schedule addition does not affect the current rate of pay for planned budget allocations for the 21/22 school year. The increase in FTE to support the additional meal and snack servings will result in an additional cost of approximately \$2,900 annually.

**Recommended motion:** For the Board to approve the position description, salary schedule and 0.2 FTE increase.

Action taken/comments

Motion \_\_\_\_\_JK\_\_\_\_\_ Second\_\_\_\_\_JM\_\_\_\_\_

Vote: GA:   A   PL:   A   JK:   A   AK:   A   JM:   A  

**J. (p. 75) Board Bylaw 9121**

**Situation:** GUSD took action to amend Board Bylaw 9121, in October of 2020, that excluded the Board President from participating in labor negotiations. The unintended consequence of that amendment is that if the current Board President also happens to be an experienced negotiator or whose expertise would benefit the district during labor negotiations, the district would not be allowed to benefit from that person’s participation in the process.

**Plan:** GUSD administration consulted with John Laughlin, Associate Superintendent of Human Resources for the Sonoma County Office of Education on this issue. He shared with us that the district could cite the unintended consequences of the amendment made and in fairness to all Board Members the district could remove the limiting language. In order to remedy this situation and allow GUSD to utilize all resources available during such an important process, the Board could remove this restriction from BB 9121.

**Recommended motion:** To remove the sentence “The Board Member elected to the role of Board President shall be excluded from any labor negotiations representing the Board during their tenure as President” from BB 9121.

Action taken/comments:

Tabled

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

Vote: GA: \_\_\_\_\_ PL: \_\_\_\_\_ JK: \_\_\_\_\_ AK: \_\_\_\_\_ JM: \_\_\_\_\_

**K. Board Retreat**

**Situation:** The Board is planning to schedule a retreat to review district goals, revenue resources and allocation, and administrator evaluations.

**Plan:** GUSD staff will provide the Board with current district/LCAP goals and progress updates, budget information, as well as drafts of current administrator evaluation tools for their consideration.

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

Action taken/comments

Discussion about date and time of retreat.

Meeting is set for Oct. 5th at 6pm.

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

Vote: GA: \_\_\_\_\_ PL: \_\_\_\_\_ JK: \_\_\_\_\_ AK: \_\_\_\_\_ JM: \_\_\_\_\_

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

6:55 pm meeting is adjourned to Closed Session.

**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:**

**a) GUTA/GUCE negotiations update**

**IX. RECONVENE TO OPEN SESSION**

7:44 pm meeting is reconvened.

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

Action taken/comments - None

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

Vote: GA: \_\_\_\_\_ PL: \_\_\_\_\_ JK: \_\_\_\_\_ AK: \_\_\_\_\_ JM: \_\_\_\_\_

**XI. FUTURE BOARD MEETINGS**

**A. October 12, 2021 at 5pm**

**B. November 9, 2021 at 5pm**

**C. December 14, 2021 at 5pm**

**XII. ADJOURNMENT - Meeting adjourned at 7:45 pm**

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.