

Board of Education

Regular Meeting Minutes

[Zoom Link](#)

DATE: Tuesday, June 8, 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

Zoom Link

I. CALL TO ORDER AT 5:00 PM

Jennifer Koelmeijer not attending - business emergency
Meeting called to order at 5:02pm

II. ADOPTION AND APPROVAL OF THE AGENDA **Approval of the agenda for June 8, 2021 (2 min.)**

Action taken/comments:

- Request made by Dave Rose (DR) to add General Action item to Agenda regarding Heat Mitigation Project at Hillcrest
- Motion to add General Action Item B to Agenda: Heat Mitigation Project at Hillcrest update

Motion JM Second PL

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

III. REPORTS, AND ORAL COMMUNICATIONS

- **(p.1) Gravenstein Principal (10 min.)**
 1. Keri Pugno (KP) commends and appreciates all teachers and classified staff for truly incredible end-of-year activities
 2. KP announces the birth of Kory Van Dyke's baby boy - Austin Michael Van Dyke on Sunday, June 6. Mom and baby are doing well. Congratulations!
- Garden that Kathleen Byrne helped create is beautiful
- Mural that Nancy Ricciardi helped facilitate is complete and will be displayed on exterior wall of Room 13, right above the new garden
- So many "normal" end of year activities - wonderful!

- Huge thanks to Brian, Ty, Santiago and JT for all their hard work - especially facilitating NINE separate promotion ceremonies
- Jeri McNeil (JM) expresses thanks to all on both campuses for creating and bringing back the feeling of community - very much appreciated.
- Alex Kahn (AK) - Congratulations and thank you to all for making the end of year feel as normal as possible.

- **(p.4) Hillcrest Principal (10 min.)**
 - Big shout out to faculty and staff for all the hard work
 - Busy last week of school - drive through materials drop off and pick up report cards; Friday - drive through graduation ceremony. Tremendous sense of community and tradition.
 - JM - separate shout out and thank your or the Hillcrest tour; very much appreciated

- **(p.6) Gravenstein Union Teachers' Association (5 min.)**
 - Linda Helton (LH) new president
 - Thank you to teachers and staff for great year
 - Welcome to Katie Anderson (KA) as new CBO!

- **District Site Council (3 min.)**
 - Met on 5/26/21
 - Two missions: review annual updates and help review data collected this spring (as well as last several years). Contributed comments, concerns and suggestions.

- **(p.7) Gravenstein Parent Association, GPA (5 min.)**
 1. **Financials for April, 2021**
 2. **Minutes for April 20, 2021**
 3. **Agenda for May 18, 2021**
 - Per DR
 1. Erin Hillmer continuing as President
 2. Shuffling of some of the other officers
 3. Believes they added 4 members to their board; Will Deeths (WD) confirms
 4. New pledge document prepared; slightly less per month (\$95)
 5. Gregory Appling (GA) asks for new slate of officers. DR says it will be in next presentation (July): Khan continues as Treasurer, two board members giving up their offices (Secretary and PR/Fundraising Chair)

F. Trustee Reports (10 min.)

1. Meeting Format

- Currently operating on Zoom, based on waiver of Governor based on Brown Act
- Currently being discussed - no agreement reached
- For the time being we would like to continue with Zoom meetings at least through summer, with the idea that we start looking at a teleconference function to reach more homes, but not in a way they can blast the Board.

- Unless someone has strong disagreement, we would like to continue with this

G. Racial Justice Committee (5min.)

- Meeting before the end of June
- Working with consultants now

H. Master Plan Committee (5 min.)

- Met Monday to set basis for movement of that committee and the beginning of collecting information for the Master Plan and initial part of stakeholder input
- That staff will do a thorough review of the 2012 Master Plan, review the status of those jobs and projects, and determine what things could be moved forward to this Master Plan.
- Staff will work with Brian Sposato (BS) to do site inspections this summer, and will have dates soon for stakeholder meetings.

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

- Report is included in packet. Mentions:
 - Master Plan work with QKA and Counterpoint
 - Update on Hillcrest Heat Mitigation
 - Concrete repair item on Consent Agenda

J. CBO Report (5 min.)

- KA will table until budget presentation

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

- DR wants to echo kudos given to incredible faculty and staff at both campuses for making the end of year activities so special - could not be prouder of what was accomplished under such daunting circumstances and also appreciates the Board's recognition of all this hard work.

1. Questions from the May Board Meeting

- Everything that was brought up is included in this Agenda with the exception of CO2 graphs. DR will ask BS soon, but BS has had a lot on his radar this month.
- PL asks if there is any update from the State regarding distance learning next year and requirements. DR states no there is not. There is a lot of discussion going on and the strongest indication is that masks will be required. No indication on distancing. Expects that a safety plan will be required. Lots of wrangling between Governor's office and Legislature.

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.

- LH wishes to thank the Board for supporting asynchronous Wednesdays; it was a lifesaver. Very much appreciated.

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

- A. (p.19) Memorandum of Understanding with the Gravenstein Parents Association (GPA) for 2021/22
- B. (p.21) Memorandum of Understanding with the North Coast School of Education for the 2021/22 Teacher Induction Program
- C. (p.27) Memorandum of Understanding with the Sonoma County Office of Education for the 2021/22 Title III, Part A, English Learner Student Program Consortium
- D. (p.31) Individual Service Agreement for Student Extended School Year Services, 6/14/21 - 8/21/21 (redacted)
- E. (p.36) Contract Agreement for Removal and Replacement of Concrete at Hillcrest Middle School with Siri Grading and Paving Inc.

Action taken/comments:

Motion to approve Consent Agenda.

Motion ___ PL ___ Second ___ AK ___

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

VI. **PUBLIC HEARING** Opened at 5:41pm

- A. **Public Hearing on the District's 2021-22 Budget (30 min.)**
(Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)

Situation: CBO Katie Anderson will present the proposed 2021-22 budget.

Plan: The Budget will be considered for approval at the June 15, 2021 meeting.

- Purpose is to certify that GUSD can meet its obligations for current year, as well as two years out. Our recommended status is Positive.
- Projecting enrollment 21/22 at 794, with ADA of 93.24%
- Additionally, two COLA adjustments: 2.31% for last year (19/20), which we did not receive, and 1.7% for 21/22
- Additional 1% from Governor
- We will need contributions from General Fund to meet STRS, PERS and WC
- Questions / comments from GA:
 - Salaries and expenditures (slide 6): will we be dinged for going over our historical range? KA: No - we simply need to provide explanation

- Are we sure the State will use our ADA from the current year? Previously they used ADA from the year before. KA: Yes, we have the option of prior or current and we will use current.
- With change to the meals program we are budgeting to increase our food service employee position from half time to full time.

B. Review of Reserves (5 min.) (Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)

Situation: Annually, as part of the budget adoption process, district reserves are reported and discussed.

Plan: The Board will review and discuss the combined assigned and unassigned ending fund balance above the minimum recommended Reserve for Economic Uncertainty, as necessary when reserve amounts exceed recommended reserve requirements.

- See documentation in Board Packet
- DR closes this presentation with a very special and heartfelt thank you to Wanda Holden (WH) for her dedication to GUSD. We will miss her greatly. WH's official last day will be June 30; however she has some vacation days to utilize before that.

C. Annual Updates for the 2020-21 Learning Continuity and Attendance Plans (LCAP) (15 min) (Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)

Situation: District staff will present the Annual Updates for GUSD, detailing the goals, strategies and activities, and the expenditure plans for each of our three schools, Gravenstein Elementary School, Gravenstein First School, and Hillcrest Middle School. The purpose of the Annual Update is to assess the implementation of the actions within the LCAP and the impact these actions have had on student outcomes in the prior year. This assessment includes a review of state and local data and stakeholder input and a review of the funding used to implement the actions in the plan. The Annual Update will become part of the Budget Overview for Parents.

Plan: For staff to present the Annual Update, solicit public and Board Member feedback, answer any questions, make any needed changes, and bring updated plans back to the Board for consideration.

- Typically, we look at previous year's progress and goals met. That process was interrupted in March 2020 due to Covid. There was no testing with which to measure.
- Teachers contributed statistics instead.
- Ten different goals were measured, based on State priority areas

- We are almost 40 to 60 percent above the State average.
- Big picture is that even with distance learning, this data point indicates our students maintained concrete academic growth and performance.
- We have one more week to collect more information that can be incorporated into the update, then will submit for approval.

D. Gravenstein Union School District Local Control Accountability Plan (LCAP) (15min.) (Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)

Situation: District staff will present the LCAP document for GUSD, detailing the goals, strategies and activities, and the expenditure plans for each of our three schools, Gravenstein Elementary School, Gravenstein First School, and Hillcrest Middle School. The LCAP development process serves three distinct, but related functions: Comprehensive Strategic Planning, Meaningful Stakeholder Engagement, and Accountability and Compliance. This document is our roadmap to sustaining successful aspects of our current program and developing and implementing new targeted actions or systems to ensure that all students have every opportunity and support needed to succeed academically and socio emotionally each year.

Plan: For staff to present the plan, solicit public and Board Member feedback, answer any questions, make any needed changes, and bring updated plans back to the Board for consideration prior to submitting the plan to the Sonoma County Office of Education.

- In the past, supports were done in “silos”
- We are now trying to align our mission and vision statements
- Focus will be to look at three areas of performance: academic, discipline and attendance.
- We are making a move to a multi-tiered system of supports
 - Three tiers
 - Interventions at Tier 2
 - Interventions and partners at Tier 3
- Three goal areas (compared to 18/19 numbers):
 - 5% improvement in academic achievement for ELA and Math
 - Our current Tier 1 plan is supporting this outcome
 - 0.5% improvement in District-wide attendance rate and 10% decrease in chronic absenteeism
 - 3% reduction in behaviors that result in a class or school disruption and 50% reduction in out-of-school suspensions

E. Budget Overview for Parents (5 min) (Copies of this document will be delivered to Board Members, posted on the GUSD website, and available at the GUSD District Office for review on 6/8/21.)

Situation: California Education Code (EC) Section 52064.1 requires education agencies to develop the Local Control Funding Formula (LCFF) Budget Overview for

Parents in conjunction with the LCAP by July 1 of each year. The Overview includes: the specific amount of federal funds allocated to the LEA due to the Coronavirus Pandemic Aid, total projected and actual expenditures in the Learning Continuity and Attendance Plan (LCAP), and total expenditures that contribute to increasing or improving services for unduplicated pupils.

Plan: For staff to present the Annual Update, solicit public and Board Member feedback, answer any questions, make any needed changes, and bring updated Overviews back to the Board for consideration. If approved, the Overview will be submitted to the Sonoma County Office of Education along with our LCAP and will also be posted on our district website.

- Per KA:
 - This is a snapshot version to bring the LCAP and budget summary together, for parents to assimilate
 - Gives the reader a financial picture of how LCAP's actions and goals are tied to the budget
 - Looks at how we are taking all of the goals and actions and ties it into the funding we receive
 - A few small adjustments need to be made to the materials presented tonight; corrected documents will be published on Wednesday, June 9

Public Meeting closed at 7:26pm

Five-minute break.

Meeting resumed at 7:31pm

VII. GENERAL ACTION ITEMS

A. (p.37) GUSD District Office Space (15 min)

Situation: Currently, the District Office is located at the Gravenstein Elementary School Office. With our current student population, there are no open spaces for our Academic Counselor, Mental Health Counselor, English Language Support Teacher, School Nurse, School Psychologist, or Chief Business Official to have confidential student, parent, or staff meetings at Gravenstein Elementary. Moving the Superintendent's Office and the Business Services/Human Resources Departments out of the Gravenstein Elementary School Office would create space for these functions.

Plan: Establishing a new space for the GUSD Superintendent's Office and the Business Services/Human Resources Departments is slated to be a part of the upcoming GUSD Facilities Master Plan. We currently have the opportunity to obtain a used portable for minimal cost from another district; there will be costs for moving the portable and setting the infrastructure for a new location. However, the portable will only be available for a short time; the other district either needs to move it this summer or demolish it to make space for another project. Based on information we have from Counterpoint, the high end cost for this project would be \$760,000.

Recommended Motion: For the Board to approve the transfer of ownership agreement for a portable building and to commit up to \$760,000 to create a new office space for the GUSD Superintendent and Business Services/Human Resources offices.

Action taken/comments

- Facilities Committee created a wish list of needs in 2019 and shared with the Board
- Adding space for staff members who currently do not have a dedicated workspace was part of the wish list
- An unexpected opportunity has presented itself, in which a 50x32 portable building can be purchased for \$1; however a decision needs to be made quickly.
- Because the purchase of a portable building is not required (other than the perfunctory \$1), the project cost is reduced by approximately one-half, and it would be in the District's best interest to take advantage of this opportunity, assuming an inspection of the portable building proved satisfactory.
- GA states that Jennifer Koelemeijer has specific questions related to this Agenda item and proposes that the motion be tabled until next week's meeting.
- In the meantime, the Board is agreeable to DR arranging an inspection this week.

Itemed to be tabled till the June 15th meeting

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

B. Hillcrest Heat Mitigation Project

Situation: Due to a shortage of the specified roofing material the contractor has received only one bid to do the roofing and that contractor has provided a "potential bid" twice the expected amount. Therefore, it has become necessary to remove the roofing portion from the current Lease-Leaseback agreement,

Plan: Pending Board approval, the roofing portion will be removed from the current Lease-Leaseback agreement.

Recommended Motion: For the Board to approve the delay of roofing portion of the Hillcrest Heat Mitigation Project.

- There is a specific type of roofing material in the specifications that is not readily available right now, and if available, the price would be very high.
 - The subcontractor is bidding \$600K higher than the original estimate
- There are two viable options under the circumstances
 - Vote to increase the designated funding to accommodate the higher bid
 - Pull this part of the project and extend the timeline in order to secure the materials at a more reasonable price and obtain competitive bids

- We would still be able to meet the concerns of controlling classroom temperatures; however, electrical costs would be higher as air conditioning would need to run for a longer period of time.
- Cost of materials may not go down if we wait, but the opportunity to gather competitive bids would reduce the cost substantially

- Motion to delay the roofing portion of the Hillcrest Heat Mitigation Project.

Motion _____ AH _____ Second _____ PL _____

Vote: GA: __A__ PL: __A__ JK: _absent__ AK: __A__ JM: __A__

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

- LH asks if negotiations could be put off until the end of July or even into September
- GA advises LH to start an email discussion with DR and the other members of the negotiating committee and work out the dates there

Move to closed session at 7:54pm

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

Returned to open session at 8:10pm

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

Action taken/comments

No action taken in closed session

Motion _____ Second _____

Vote: GA: _____ PL: _____ JK: _____ AK: _____ JM: _____

XII. FUTURE BOARD MEETINGS

- A. June 15, 2021 at 5pm**
- B. July 13, 2021 at 5pm**
- C. August 10, 2021 at 5pm**

XIII. ADJOURNMENT

Adjourned at 8:11pm

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.