

# Board of Education

## Regular Meeting Minutes

### Zoom Link

DATE: Tuesday, February 8, 2022  
TIME: 5:00 PM  
LOCATION: Gravenstein Elementary, Multipurpose Room

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

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

Meeting called to order at 5:01pm.  
All Members except Patrick Lei in attendance.  
Patrick joined at 5:11pm.  
Jennifer Koelemeijer left at 6:26pm

### II. ADOPTION AND APPROVAL OF THE AGENDA Approval of the agenda for February 8, 2022 (2 min.)

Action taken/comments:

No changes to the Agenda

### III. REPORTS, AND ORAL COMMUNICATIONS

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

Keri Pugno (KP) - Went over Report in Packet. Also talked about 5 mini grants awarded by GPA to our teachers. Wanted to Thank GPA for the lovely fruit they provided to staff.

#### B. (p. 2) Hillcrest Principal (10 min.)

Will Deeths (WD) - Went over Report in packet. Also talked about sports and how well they are doing.

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

Linda Helton (LH) - hiring Kasey Hillier for Reading Specialist was an excellent option. Would love to get her back in the district as a teacher. Grav teachers are thrilled with the change in ingress. Thank you Keri for getting that done. Looking forward to the 23rd of February for mediation.

- D. (p. 3) District Site Council (3 min.)**  
1. **Minutes from November 16, 2021**  
2. **Agenda from January 26, 2022**

Dave Rose (DR) - Mentioned reports in packet.

- E. (p. 7) Gravenstein Parent Association, GPA (5 min.)**

Amber Hernandez - So grateful for all the staff and glad they enjoyed our healthy snack.

Amy Gloeckner - Thank you so much for the Mini Grant, we are so grateful and thankful.

1. **Agenda from January 20, 2022**
2. **December Financials**
3. **Minutes from November 18, 2021**

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

Jeri McNeill (JM) - I attended the budget presentation from the state. I also attended the GPA meeting and appreciate the work they are doing. Also attended the Racial Justice Committee Meeting. I worked on GUTA negotiations and discussions with Gregory. I would like to bring up two topics that I would like the board to consider

1. The topic of cyber security and policies that may need to be updated. We are pretty good, but Ransom Ware is becoming a big thing. Want to be sure we have the proper commitments in place should it come up.
2. Revisiting the Enrich for all. It was something we were intended to do and it hasn't happened yet. Just want to remind the board.

Gregory Appling (GA) - I have been working with JM on negotiations and a strategic plan, to be discussed later in the meeting.

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

WD - We held a Racial Justice Committee meeting with the Exec Board and we were joined by Equity First. Plan was to go through and plan our public meeting for Feb 28th. We will be working with Equity First on how to write the invitations to our public meeting for our community. Working with Equity First has been extremely helpful. Thank you to the GUSD board for increasing the scope of the contract with Equity First. I will have a great report to share at the March Board meeting.

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

Brian Sposato (BS) - Heat Mitigation phase II - to replace tar and gravel roofs at Hillcrest with more efficient materials. Getting rid of wood fascia and replacing it with metal, fixing rain gutters and downspouts, and cleaning/rerouting some of the electrical.

District Office Modular - They have resubmitted to DSA and are now waiting for approval. Also working on getting bidding docs back soon. Hoping to have bid docs for March Meeting.

GA - Can you Clarify what the four contractor pools are?

BS - Yes we have four contractors that are very qualified for school construction. They have been preapproved and vetted for this type of project.

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

DR - Master Plan Committee did not meet since last Board meeting. They will be meeting in the Spring.

- 1. Facilities Assessment (available on GUSD website)**
- 2. Master Plan Update**

**J. (p. 19) CBO Report (5 min.)**

KA - Winter CARS is where the State awards our title funding based on our P1 reporting. We had an update to our health mandates. The new health mandate #C1933 means all non fully vaccinated employees are required to test twice weekly.

DR - about 85% of our staff are fully vaccinated.

KA - we were the only school in the county that had a dental credit. We have seen a drastic uptick in the needs supporting our COVID testing needs at both sites. There has also been an increase in the HR

**K. Superintendent Report/District Correspondence (10 min.)**

DR - In response to questions asked at the last board meeting. The Grant Activity is now on the website under District Publications. All the other items are part of the agenda.

- 1. Questions from the January Board Meeting**
- 2. (p. 20) SCOE Approval of 21/22 First Interim Report**
- 3. (p. 26) Tobacco Retail License Support Letter**

DR - Talked about what this means and the letter that he wrote.

**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.

No Public Comment

- V. **CONSENT AGENDA** (2 min.) **ACTION ITEM**
- A. (p. 28) Warrants
  - B. (p. 34) Payroll
  - C. (p. 35) Minutes from the Regular Board Meeting of January 11, 2022
  - D. (p. 43) Williams Settlement Quarterly Report for October 1 - December 31, 2021
  - E. (p. 46) USC School Counseling Program Placement Agreement for 2022-23 School Year

Action taken/comments:

Motion to approve as written:

Motion \_\_\_ PL \_\_\_ Second \_\_\_ AK \_\_\_

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

- VI. **DISCUSSION ITEM**
- A. (p. 52 and document posted on GUSD website) **GUSD Supplement to the Annual Update for the 2021-22 Local Control and Accountability Plan and GUSD Strategic Planning** (10 min.)

**Situation:** California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. Section 124(e) of Assembly Bill 130 requires LEAs to present an update on the Annual Update to the 2021–22 LCAP and Budget Overview for Parents on or before February 28, 2022, at a regularly scheduled meeting of the governing board or body of the LEA. At this meeting, the LEA must include all of the following:

- The Supplement to the Annual Update for the 2021–22 LCAP (2021–22 Supplement);
- All available mid-year outcome data related to metrics identified in the 2021–22 LCAP; and
- Mid-year expenditure and implementation data on all actions identified in the 2021–22

**Plan:** For the Board to discuss the supplement and present any questions about the document to staff.

DR - explains why this is on the Agenda and why it is a discussion item and not a general action item. The document is a Mid Year Summary. This report will be filed with CDE to show that it has been done, but it does not need to be approved.

GA - We (the Board) have all these different plans, and we as a Board have done a lot of one year planning. JK has really pushed us to develop a true reserve strategy and plan further ahead

for facilities. JM and I have started to talk about a strategic plan that allows us to see where we want to be in three years. Like what our staffing needs will be in two or three years. The Board has talked about many things, but not followed up. We have tentatively worked up a draft online of areas to address for each school and what we need for the District. We want multiple people to be involved in creating this plan. The idea is for most of the work to be done at the administrative and staff level with two board members. Plan to include the community at an appropriate point to review and comment. This would include a review of the Enrich Program. We need to look at this and see if we are really doing the things that we want done. Let's not have the board do the refresh, let's have the people that are involved, work on our needs and desires. The direction is for Administration to return by the April Board meeting with a deliverable date for a draft plan to be reviewed by the board.

DR - from an administrative perspective this would really help with the work we are doing. The idea of going through and really formalizing the process is something I am really looking forward to doing.

AG - I would love to be a part of this.

AK - You have my full support.

PL - I too think this is a great idea. Like you said it is taking all our ideas and linking them. Would we be thinking about bringing on a consultant to help us with creating this plan?

GA - I think that is a conversation to have a little later. Right now I would like to get a group started and start the work and then maybe look at getting a consultant. We still need to wrap our brains around where we want to be in three years. This does not need to be a 100 page document. This is more of the big picture for now.

JK - I also think it is a great start towards a more holistic view on how we are doing things. How does this align with our annual strategy meeting?

GA - That is a great question - I think this will feed into that. We will be able to use it to help us make decisions at the strategy meeting.

JK - wants to be sure this will not replace what the board does, but rather be complimentary

JM - I was hoping this would be something that would help inform rather than us diving in with not enough information. A little like being able to see all the things we are working towards in just one place.

GA - I feel like right now we are making decisions on the fly, but this would help us to be more organized in our decision making. Will look for two board members not named Gregory to be a part of this group. Leaving it to Dave to gather admin and other members.

## **VII. GENERAL ACTION ITEMS**

- A. (p. 54) Guaranteed Maximum Price for Hillcrest Heat Mitigation Phase 2 (15 min.)**

**Situation:** The second phase of the Hillcrest Heat Mitigation Project was delayed pursuant to Board action on June 15, 2021 due to impacts of the pandemic on construction costs. Frc Incorporated, the roofing contractor, along with our project manager, Counterpoint, have provided a Guaranteed Maximum Price document for Phase 2 for Board consideration.

**Plan:** To present to the Board information regarding the total price of the Hillcrest Heat Mitigation Project, with a focus on Phase 2 for Board Consideration.

**Recommended Motion:** To approve the Guaranteed Maximum Price document for Phase 2 of the Hillcrest Heat Mitigation Project.

Action taken/comments

Scott Baer from CounterPoint - The items that we are considering for this evening are the items in front of you. From FRC the GMP (Guaranteed Maximum Price) for this being \$1,355,174.25. The phases are incorrect. The HVAC component was done last summer. We are now working on the roofing component, which also includes electrical work. Procuring materials has been difficult due to COVID, we were actually able to secure a sub contractor who had been smart enough to start collecting materials. The relationship with the district and the general contractor is good and so is the relationship between the general contractor and the sub contractor. Through this sub contractor they have the material and it has already been slated for this job. This does include a contingency of \$64,000.

GA - Brian was there anything added after our walk through.

BS - no

Motion to approve as written:

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

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

**B. (p. 57) Resolution Approving the Total Base Rent for the Lease-Leaseback Agreement with Frc Incorporated, Contractor for the Hillcrest Heat Mitigation Project, Phase 2, Resolution ##220208-02 (15 min.)**

**Situation:** As school districts in California consider construction or building projects, one procurement method, which potentially provides savings in time and cost to the District is the use of a Lease-Leaseback (LLB) agreement pursuant to Education Code 17400 et. seq. This financing process, which requires a competitive “best value” procurement of a general contractor pursuant to law, allows the district to work with a qualified construction firm through the preconstruction/pre-DSA approval phase and then allows the district to lease property or a building to the qualified

construction firm during the time frame of construction with the understanding that the construction firm will lease the property back to the district after the project is complete for an interest-bearing period of time.

**Plan:** Pending Board approval of the resolution, Frc will begin work on Phase 2 of the Hillcrest Heat Mitigation Project under an LLB agreement.

**Recommended Motion:** For the Board to approve Resolution #220208-02.

Action taken/comments:

DR - when we talk about having that preapproved pool of contractors this is what allows us to do that. It is also a financial agreement to help minimize the cost in the long run.

Scott - this was the best plan for getting the best contractor with the best price.

Motion to approve resolution #220208-02

Motion \_\_\_\_\_ PL \_\_\_\_\_ Second \_\_\_\_\_ AK \_\_\_\_\_

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

**C. (posted on the GUSD website) Facility Inspection Tool (FIT) Reports (5 min.)**

**Situation:** The Facility Inspection Tool (FIT) has been developed by the Office of Public School Construction to determine if a school facility is in “good repair” as defined by Education Code (EC) Section 17002(d)(1) and to rate the facility pursuant to EC Section 17002(d)(2). The tool is designed to identify areas of a school site that are in need of repair based upon a visual inspection of the site. Good repair is defined to mean that the facility is maintained in a manner that ensures that it is clean, safe, and functional. As part of the school accountability report card, school districts and county offices of education are required to make specified assessments of school conditions including the safety, cleanliness, and adequacy of school facilities and needed maintenance to ensure good repair. In addition, school districts and county offices of education must certify that a facility inspection system has been established to ensure that each of its facilities is maintained in good repair in order to participate in the School Facility Program and the Deferred Maintenance Program. This tool is intended to assist school districts and county offices of education in that determination.

**Plan:** To review the FIT Reports as prepared by Brian Sposato, GUSD Director of Maintenance.

**Recommended motion:** For the Board to approve the FIT Reports for Gravenstein Charter, Gravenstein First, and Hillcrest Middle School.

Action taken/comments:

DR - Thank you Scott for joining us tonight. Turning this over to Brian. This is something that keeps Brian busy at this time of year, but it also provides us with information to make plans for the year.

BS - Yeah this helps to see what might need work. There is a check list of all the items we need to look at. Basically going through all these items and gathering information about what needs to be fixed, what is working fine, or what needs to be improved upon. We got reports for both schools. It also talks about when buildings were built when upgrades were done and what items might need attention because of age. Heard the form might be changing next year, but not sure what those changes might be. It is a great tool.

GA - Room 24 and 25 with the roof leaks. Wouldn't those roofs still be warranted?

BS - It was a one year warranty. I went back and forth with them but they wouldn't agree to do the work. They were not very responsive for warranty work.

Motion to approve the FIT reports for Gravenstein Charter, Gravenstein First, and Hillcrest Middle School:

Motion \_\_\_GA\_\_\_ Second \_\_\_PL\_\_\_ (15 min.)

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

**D. (posted on the GUSD website) School Safety Plan (5 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.

Action taken/comments:

DR - School Safety Plan is an Annual report. I want to mention the work of Beth Haas and Jessica Rasmussen who went through page by page making sure everything was correct. Want to make sure that with the change in the phone system that all the area codes were entered and up to date.



GA - I like the nice command org chart on page 25.

Motion to approve the school safety plan for Gravenstein Elementary and Hillcrest Middle schools:

Motion      JM      Second      AK     

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

**E. (posted on GUSD website) School Accountability Report Cards (SARCs)**  
(5 min)

**Situation:** The Board is asked to approve the School Accountability Report Cards for the District's schools: Gravenstein Elementary, Gravenstein First, and Hillcrest Middle School. State law requires that schools that receive state funding prepare and distribute a SARC. The purpose of the report card is to provide parents and the community with important information about each school. The SARC contains a variety of information including a profile that provides background information about the school and its students, the school's mission, goals, and accomplishments, and a variety of state law required information including: demographics, school safety and climate for learning information, academic data, school completion rates, class sizes, teacher and staff information, curriculum and instruction descriptions, and fiscal and expenditure data. School report cards must be updated annually and published by February 1.

**Plan:** To present the draft SARCs to the Board, and then, pending approval, posting the approved versions for public viewing.

**Recommended motion:** For the Board to approve the SARCs for Gravenstein Elementary, Gravenstein First, and Hillcrest Middle Schools

Action taken/comments:

DR - This report is slightly different from the LCAP report in that it has teachers, class size, student assessment data....one for each school. Some of the data is prepopulated.

GA - Under the local test results there is a category for students with disabilities, what are the qualifications for that category?

DR - This would be a student who has an IEP; EL and 504 would not be included.

Motion to approve the SARCs for Gravenstein Elementary, Gravenstein First and Hillcrest Middle schools:

Motion      JM      Second      AK     

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

**F. (p. 63) Increase Revolving Cash - Resolution #220208-01 (5 min.)**

**Situation:** As we are working our way through the pandemic and taking steps to ensure student and staff safety as well as maintaining educational services, we have found the need for an increased number of immediate purchases and payments. These immediate need purchases are typically made through our Revolving Cash Account, which is monitored through standard accounting practices. The current amount in this fund, \$1,000, has been insufficient on several occasions during the past 18 months, resulting in delays in acquiring needed materials and supplies.

**Plan:** Pending Board approval of this Resolution, to increase the amount in the Revolving Cash Fund to \$5,000.

**Recommended Motion:** To approve Resolution #220208-01.

Action taken/comments

KA - Explained what the Revolving Account is. This is a placeholder account to use if we need to write a check right away and we can't go through SCOE at that moment. As our Payroll account has increased over the years that account has remained the same. This account would be used for paying out an employee who might leave before Payroll or if a teacher is on the way to a field trip and the check gets lost, it can be replaced with a check from this account.

Motion to approve Resolution #220208-01:

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

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

**G. (p. 64) Consolidated Application for Funding Categorical Aid Programs, 2022 Winter Submission (2 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:

KA - Went over the above and the amount of money involved. Everytime we receive money from the government we have to report how we spent it.

Motion to approve the CONAP:

Motion \_\_\_\_\_ JM \_\_\_\_\_ Second \_\_\_\_\_ AK \_\_\_\_\_

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

**H. (p. 83) 2022-2023 School Year Calendar (5 min)**

**Situation:** After consultation with administration and GUTA and GUCE leadership, a draft calendar for the 2022-2023 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 2022-2023 school year calendar.

Action taken/comments:

DR - went over what is on the calendar.

GA - Has the bell schedule been worked out as well?

DR - It hasn't, but we feel it will be very similar if not the same.

GA - I didn't see a note about the "early release" schedule.

DR - That will be part of the bell schedule.

JM - If we could get a notification as soon as possible about early release that would be great.

Mentioned Rosh Hashanah Day not being a holiday and that it should be noted.

Motion to Approve the 2022-2023 School Year Calendar

Motion \_\_\_\_\_ PL \_\_\_\_\_ Second \_\_\_\_\_ AK \_\_\_\_\_

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

**I. Board Meeting Format (2 min.)**

**Situation:** The suspension of certain parts of the Brown Act that eased the mandates related to Trustee virtual attendance for Board Meetings was set to expire on September 30, 2021. On September 16, 2021, Governor Newsom signed AB 361, which includes an amendment to the Brown Act that allows for remote meetings during a proclaimed state of emergency without following Brown Act teleconferencing rules. AB 361

mandates that in order for a school district utilize this amendment, the Board must make findings every 30 days that the Board has reconsidered the circumstances of the state of emergency and either the state of emergency continues to directly impact the ability of members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing. This amendment is set to expire on January 1, 2024.

**Plan:** For the Board to discuss Board Meeting format and determine whether or not conditions continue to exist that support a virtual format for Board Meetings.

**Recommended motion:** No recommendation at this time.

Action taken/comments:

GA - I do not believe the Board has asked to change the format, but for the Brown Act we do have to vote to continue in the current format.

Motion to continue the Board meetings in the current format:

Motion \_\_\_\_\_ PL \_\_\_\_\_ Second \_\_\_\_\_ AK \_\_\_\_\_

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

**J. (p. 85) 2022 Ballot for CSBA Delegate Assembly (5 min.)**

**Situation:** There is currently a vacancy on the CSBA Delegate Assembly for Subregion 3-A (Sonoma County). There are two candidates on the ballot, and the Board has been provided with biographical material on each candidate. The GUSD Board has one vote to cast in this election.

**Plan:** For the Board to consider the selection of a candidate and cast the GUSD vote.

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

Action taken/comments:

DR - we received this in the mail last week, just in time to get it on this agenda. I do not have any information on either of the candidates. The board can choose not to vote or they can vote and they get one vote.

JM - I would like to suggest we vote for Jeremy Brot

AK - I agree

PL - I also agree

Motion to approve voting for Jeremy Brot for the CSBA Delegate Assembly:

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

Vote: GA:   A   PL:   A   JK:        AK:   A   JE:   A  

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

No Public Comments

Meeting adjourned to closed session at 6:35pm

**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:  
a) GUTA/GUCE negotiations update**

**X. RECONVENE TO OPEN SESSION**

Reconvened to open session at 7:23pm

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

Action taken/comments

No actions were taken

**XII. FUTURE BOARD MEETINGS**

**A. March 8, 2022 at 5pm**

**B. April 12, 2022 at 5pm**

**C. May 10, 2022 at 5pm**

**XIII. ADJOURNMENT**

Meeting adjourned at 7:24pm

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.