

MINUTES
ETIWANDA SCHOOL DISTRICT BOARD OF TRUSTEES
THURSDAY, JANUARY 19, 2017, 6:30 P.M.
ETIWANDA EDUCATION CENTER BOARD ROOM
6061 EAST AVENUE, ETIWANDA, CALIFORNIA 91739

Members Present: Mrs. Taylor, Mr. Long, Mrs. Cadman, and Mr. Garcia
Others Present: Dr. Judson, Mrs. Sprague, Mr. Clafin, Mr. Embleton, and Mrs. Freer

I. Call to Order

- A. President Taylor called the meeting to order at 6:30 p.m. When the meeting was called to order, all members were present. President Taylor announced that all open sessions of the Board meeting are audio taped and invited the audience to join in the Pledge of Allegiance.

President Taylor made an announcement about Board Member Solorio resigning her position on the Board effective January 17, 2017, and stated that due to the receipt of her resignation coming after the posting of the agenda, the Board would not take any action regarding her resignation nor the Board vacancy during this meeting. President Taylor called a Special meeting of the Board of Trustees on Monday, January 23, 2017, at 7:00 p.m. to determine the process for filling the vacancy.

II. Public Comment

Pursuant to Board Policy 9324: Board Minutes and Recordings: "The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address."

- A. Comments on agenda items:

➤ Jennifer Uhalley, Etiwanda Teachers Association (ETA), president and teacher, commented on agenda item VIII. B. ETA would like to sunshine Article V. - Association Rights; Article VII. - Grievance Procedure; Article IX. - Unit Member Work Hours and Responsibilities; Article XII. - Class Size-introduce class size limits; Article XVII. - Benefits; and Article XVIII. - Salary, and is looking forward to negotiations.

- B. Comments on non-agenda items:

➤ Tina Gilfry, Rancho Cucamonga Library board member, shared information about the Rancho Cucamonga Library Foundation, their fundraising events and annual activities.

➤ Randall Reed, director of Cucamonga Valley Water District, presented a Drought Hero award and thanked the District for assisting in water conversation.

➤ Carol Alexander, Jill Reinheimer, and Kim Perry, thanked the Board and Superintendent Judson for their direction and hard work on the passage of Measure I.

III. Review/Adopt Agenda and Minutes

- A. The Board of Trustees adopted the agenda as presented on a motion by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.*
- B. The Board of Trustees took action to adopt the minutes of the Board meeting held December 15, 2016, as presented on a motion by Member Cadman, seconded by Member Long, and carried by unanimous vote with all members present voting yes.*

IV. Educational Presentation

- A. Rosann Marlen, principal of Carleton P. Lightfoot Elementary School, presented "Unmasking Our Superpowers with Intervention and Inspiration." Mrs. Marlen, along with Jamie Peterson, teaching vice principal, shared that their mission to be champions for students. In addition to Universal Access Time and current instructional programs

IV. Educational Presentation (continued)

already in place, they wanted more for students who struggle with reading comprehension. The school has developed a program called the Early Bird Reading program and meet with students twice a week to strengthen students' reading skills. The staff at C. P. Lightfoot also recognized students who are their inspiration and presented them with a special card and a one to one conversation. A picture was taken of the students with the Board of Trustees.

V. Special Presentation

- A. Julie Hilberg, president of the Excellence in Education Foundation (E3), presented the "State of the Foundation" and shared information about upcoming events as well as after school programs. The E3 Foundation generously donated \$25,000.00 to the Etiwanda School District to fund new STEAM curriculum.

VI. Instruction

- A. Charlayne Sprague, assistant superintendent of instruction/pupil services, shared the Local Control and Accountability Plan (LCAP) Stakeholder Engagement Update sharing the results of the Student and Parent surveys and stakeholder feedback collected during the four (4) fall community forums. Participation results showed an increase in parent and student participation possibly due to the surveys being done at a different time of the year. Stakeholder input and state/local metric data will be utilized in developing the 2017-20 LCAP.*
- B. Charlayne Sprague, assistant superintendent of instruction/pupil services, shared the 2016-2017 Program Improvement Report. Currently, the District is frozen in Program Improvement (Year 1) and East Heritage Elementary is frozen in Program Improvement (Year 2.) During the transition to the new accountability system under ESSA, districts and schools will retain their Program Improvement status for the 2016-2017 school year as stated in the CDE Accountability Transition Report.*
- C. The Board of Trustees took action to adopt the 2017/2018 school calendar, as recommended on a motion by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.*

VII. Consent Calendar

The Board of Trustees approved the Consent Calendar as presented on a motion by Member Cadman, seconded by Member Long, and carried by unanimous vote with all members present voting yes.*

- A. Approval of the personnel report which includes appointment, employment, contract renewal, assignment, committee on assignment, transfer, promotion, demotion, resignation, retirement, leave, out-of-class pay, termination, non-reelect, suspension, release of service, release of administrative assignment and/or any other action affecting employment status.
- B. Ratification of the Accounts Payable Warrant Register Reports. These are various routine warrants that have been requested to pay for purchase orders and various expenditures. The Board is requested to ratify batches dated December 1, 2016 through December 31, 2016.
- C. The Governing Board, acting as the legislative body for Community Facilities District numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, Rancho Etiwanda, Silver Ridge, Coyote Canyon, Henderson, and Victoria Gardens, ratifies the CFD expenditures for the period December 1, 2016 through December 31, 2016 per the CFD Transactions Board Report.
- D. Ratification of the Budget Financial Reports for the period December 1, 2016 through December 31, 2016.
- E. Approval of the use of the following outside contractors:
1. Ratification of Contract for Consultant Services between Etiwanda School District and Heinemann Professional Development (Kathy Northcutt/Cherie Bartlett) for two days of on-site school based seminar coaching and observing at East Heritage Elementary School.

VII. Consent Calendar (continued)

2. Ratification of Contract for Contractor Services between Etiwanda School District and Zano Productions (Ronn Canzano) for DJ services at Etiwanda Colony Elementary School.
 3. Ratification of Contract for Contractor Services between Etiwanda School District and GEO Photo Booth (George Robles) for photo booth rental school events to be held at Heritage Intermediate School.
 4. Ratification of Proposal and Field Contract for Services under \$45,000 between Etiwanda School District and Southern California Landscape, Inc., to scalp turf and for sand leveling at Etiwanda Intermediate School (playfield repairs).
 5. Ratification of Proposal and Field Contract for Services under \$45,000 between Etiwanda School District and Dewey Pest Control for termite treatment for Summit Intermediate School.
- F. Approval of the declaration that miscellaneous items of district property are less than \$2,500 in value per item, are obsolete and unusable, and will be sold as surplus property, donated to eligible nonprofit organizations or disposed: Business Department – shredder, David W. Long Elementary – projector, Etiwanda Intermediate School – miscellaneous electronic equipment, Summit Intermediate School – copier and laptop. Disposal forms attached.
- G. Approval of the following donations:
- | Donated by: | Donation of: | Donated to: |
|-------------------------------------|--------------|--------------------------|
| McDonalds | Cash | Caryn Elementary |
| American Education Federation, Inc. | Cash | Etiwanda School District |
| United Way/Simmons Family | Cash | Grapeland Elementary |
- H. Acknowledgement by the Governing Board of the Etiwanda School District of receipt of letters of certification from the following outside contractors verifying clearance of their employees: ALC Solutions, Applied Behavior Consultants, Inc., Enko Systems, Inc.
- I. Approval of the use of San Bernardino County Superintendent of Schools piggybackable bid #14/15-0909 and its extension through May 3, 2017, for the purchase of furniture: systems and stand alone.
- J. Approval of the extension of piggybackable bid# P-13 13/14 from Glendale Unified School District for Apple Computer Products, Services, and related items.
- K. Approval of revised Etiwanda School District Cal Card Procedures adding an additional child nutrition coordinator.
- L. Approval of the addition of Rosie Bennett and Joseph DeAngelis, child nutrition coordinators, to the CAL Card account established through US Bank.
- M. Approval of the addition of Rosie Bennett and Joseph DeAngelis, Child Nutrition Coordinators, to the District Costco delivery account.
- N. Ratification of Proposal and Field Contract for Services under \$45,000 between Etiwanda School District and Compview for the installation of an Epson Powerlife projector at Windrows Elementary School.
- O. Ratification of Proposal and Field Contract for Services under \$45,000 between Etiwanda School District and Paul C. Miller Construction, Inc., for the installation of doors at David W. Long Elementary and Golden Elementary.
- P. Ratification of addition of facilities project director/manager, the decrease in mileage stipends reflecting IRS Standard Mileage Rate effective January 1, 2017, and other changes/additions to mileage/stipends for cell phones.
- Q. Ratification of corrected agreement (Article 15) between Etiwanda School District and Paul C. Miller Construction Co., Inc., for construction project management for the Etiwanda School District Solar Project. Original agreement approved December 15, 2016.
- R. Approval of Resolution 1617-49 of the Board of Trustees of the Etiwanda School District, authorizing the absence of a Board member on December 15, 2016, as being acceptable for compensation.

VII. Consent Calendar (continued)

- S. Approval of Chaffey Federal Credit Union School/District membership application to make an addition to signatories as follows on district accounts, all accounts require two signatures for withdrawal:

Account	Existing Signers	Additions
Child Care 321598	Shawn Judson, Ed.D., superintendent	Jennifer Cooper,
Preschool 379262	Douglas M. Claflin, asst. superintendent	fiscal services
Transportation 379258	Terry Embleton, asst. superintendent	manager
Child Nutrition 321590	Charlene Sprague, asst. superintendent	
Revolving Cash 321606	Elizabeth Freer, dir. of special programs	
	Jeff Sipos, director of pupil services	

- T. Approval of the School Accountability Report Card (SARC) for each school site for the 2015/2016 school year.
- U. Approval of the Single Plan for Student Achievement for each school site for the 2016/2017 school year.
- V. Approval of the Memorandum of Understanding (MOU) between the Etiwanda School District and the Etiwanda Teachers Association regarding exception to Job Share requirements, exclusively at Summit Intermediate School.
- W. Approval of Etiwanda School District Annual Report comparing teacher qualifications across district schools, including the number of teachers serving under a provisional internship permit, short-term staff permit, intern credential, emergency permit, or credential waiver, per Administrative Regulation 4112.2, *Certification*.
- X. Approval of revision and/or deletion to the following Board Policies (BP), Administrative Regulations (AR), and/or Exhibits (EX):

AR 4030	<i>Nondiscrimination in Employment</i>	revise
AR 4031	<i>Complaints Concerning Discrimination in Employment</i> (Information now integrated into AR-4030)	delete
AR 4112.2	<i>Certification</i>	revise
AR 4261	<i>Absence and Leave Provisions for Classified and Confidential Employees</i>	revise
BP 4519.11	<i>Sexual Harassment</i>	revise
AR 4519.11	<i>Sexual Harassment</i>	new
BP 4551	<i>Employee Compensation</i>	revise
BP 5121	<i>Grades/Evaluation of Student Achievement</i>	revise
AR 5121	<i>Grades/Evaluation of Student Achievement</i>	revise
BP 9270	<i>Conflict of Interest</i>	revise

- Y. Approval of submission of the Quarterly Uniform Complaint Report Summary to the county office of education for the period of October 1, 2016 – December 31, 2016, pursuant to complaints filed as outlined in District Board Policy 1312.31 (Williams Settlement).
- Z. Approval to reclassify the listed documents from Class 1 (permanent) to Class 3 (disposable) and to destroy these same records. These are records that have been scanned and will be retained in electronic format. The hard copies of these records have been retained for the legal period of time as per California Code of Regulations Article 5, section 16022(c), 16023:

Record	Class	Required hard copy retention if scanned	Dates of Records	Requested to Destroy After Date
Lease agreements	1	4 years	Prior to 2004	1-19-17

- AA. The documents below have been classified as Class 2 records. Approval to reclassify as Class 3 records. These records have met the retention period requirements of Article 2, Sections 16023 through 16028 of Title 5, California Code of Regulations, and are of no further use to the district. There is no need to retain these records for use in the district. Approval to destroy the documents listed below.

VII. Consent Calendar (continued)

Documents	Recommended Retention	Dates Covered	Destroy After Date
Developer files including tract maps, duplicate copies of certificates of compliance	4 years	Prior to 2009	1-19-17
Interdistrict / intradistrict transfer requests	4 years	2002-2009	1-19-17
Resident verification	4 years	2004-2009	1-19-17
Payroll generation reports	4 years	2010-2011	1-19-17
Erate applications	5 years	2000-2003	1-19-17
Arbors Elementary preliminary reports. (This property was not purchased by ESD.)	5 years	2003	1-19-17
COBRA notifications	4 years	2008 and prior	1-19-17
SIS MPR /HVAC construction files (scanned)	5 years	2013	1-19-18
California English Language Development Test (CELDT) score sheets	4 years	2004-2007	1-19-17
Professional Development (Textbook Training AB466)	4 years	2000-2013	1-19-17

BB. The documents below have been classified as Class 3 records. These records have met the retention period requirements of Article 2, Sections 16023 through 16028 of Title 5, California Code of Regulations. There is no further need to retain these records for use in the district. Approval to destroy the documents listed below.

Documents	Recommended Retention	Dates Covered	Destroy After Date
Notice of Student Suspension	3 years	2006-2007	1-19-17
Principal Meeting Packets	4 years	2012-2014	7-1-18
Civil Rights Report	4 years	1998-2010	1-19-17
California Basic Educational Data Systems (CBEDS) (County/District Information Forms and backup documentation)	4 years	1980-2013	1-19-17
School Accountability Report Card (SARC)	4 years	1988-1998	1-19-17
EASE Independent Study (Forms and student work)	4 years	2011-2013	1-19-17

VIII. Business and Legal Procedures

- A. Terry Embleton, assistant superintendent of personnel services, shared that Etiwanda School District is preparing to start negotiations with the Etiwanda Teachers Association (ETA), and that Government Code 3547 requires districts and bargaining units to “sunshine” or present to the public, their initial proposals before bargaining begins. For the 2016/17 school year, the collective bargaining agreement states the entire collective bargaining agreement will be open to negotiate. For Article XI, Absence and Leave Provisions, the District proposes changes as it relates to recent changes in legislation and education code. For Article XVIII., Salaries, the District proposes an increase in salaries to maintain competitive compensation compared to our surrounding elementary districts.*
- B. Terry Embleton, assistant superintendent of personnel services, shared that Etiwanda Teachers Association (ETA), had already presented their Collective Bargaining Sunshine Proposal during public comment.*
- C. The Board of Trustees took action to approve Resolution 1617-46 to enter the election results for the passage of Measure I into the minutes and certify the results with the Board of Supervisors of San Bernardino County for all proceedings in the November 8, 2016, general obligation bond election. Motion by Member Garcia, seconded by Member Long, and carried by a unanimous vote with all members present voting yes.*

* = Attached

VIII. Business and Legal Procedures

- D. The Board of Trustees took action to adopt Resolution 1617-47 to establish an independent citizens' oversight committee for Measure I and approve committee by-laws on a motion by Member Garcia, seconded by Member Long, and carried by a unanimous vote with all members present voting yes.*
- E. The Board of Trustees of the Etiwanda School District took action to approve Resolution 1617-48 to approve a debt issuance and management policy in accordance with Senate Bill (SB) 1029 on a motion by Member Cadman, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.*
- F. Doug Claflin, assistant superintendent of business services, presented the 2017 Facilities Plan for the Etiwanda School District. He introduced Michael Higgins, facilities project manager, who will be overseeing the presented project list. The Board took action to approve the 2017 Facilities Plan as presented on a motion by Member Cadman, seconded by Member Garcia, and carried by a unanimous vote, with all members present voting yes.*

IX. Superintendent's Presentation

- A. After discussion, the Board took action to approve Resolution 1617-50 of the Board of Trustees of the Etiwanda School District along with the San Bernardino County Board of Supervisors and the San Bernardino Associated Governments Board of Directors to support the adoption of the Cradle to Career Roadmap to encourage district students, staff, and community to participate in activities and events that support this resolution. The Board took action to approve Resolution 1617-50 on a motion by Member Cadman, seconded by Member Garcia, and carried by unanimous vote, with all members present voting yes.*
- B. Superintendent Judson reported the following:
 - The African American Task Force is sponsoring an event on January 21, 2017, related to the Kinsey Art Collection in San Bernardino at the Professional Development Center.
 - The Etiwanda Monopoly Tournament is also coming up on January 21, 2017, 9:00 a.m. - 4:00 p.m. at Grapeland Elementary.
 - The 3rd Annual Honor Band Concert will be held at Los Osos High School, on January 28, 2017, at 7:00 p.m.
 - A Special Board Meeting will be held on January 23, 2017, to determine the process to fill the vacancy on the Board due to Member Solorio's resignation.
 - In honor of School Board Recognition month, Superintendent Judson thanked the Board for the great job they do and presented them with books donated in their names by the administrative leadership team which includes principals, assistant principals and cabinet members. This year, these books will be going to the new library at Falcon Ridge Elementary.

X. Board/Staff Comments or Suggested Items for Discussion at Upcoming Meetings

- President Taylor suggested an agenda item regarding rescheduling of the May 25, 2017, regularly scheduled board meeting in an upcoming Board meeting.
- Member Cadman suggested an agenda item regarding rescheduling of the March 23, 2017, regularly scheduled board meeting in an upcoming Board meeting.

XI. Closed Session

The Board of Trustees adjourned to Closed Session at 9:08 p.m. to discuss items A through E:

- A. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION
(Government Code 54956.9(a))
D.H. v. Etiwanda School District, CV12-5097 MWF (OPx)
- B. Pupil Personnel Case *No. 2016-17-02: recommendation regarding agreement of stipulated student expulsion.
*Education Code sections 35146 and 48912 require closed sessions in these cases in order to prevent disclosure of confidential student record information.
- C. Public Employee Discipline/Dismissal/Release. (Government Code 54957)
- D. Public Employee Appointment (Government Code 54957)
Title: (1) – Middle School Principal
- E. LIABILITY CLAIMS (Government Code 54956.95): Claimant(s): S.P.; Agency claimed against: Etiwanda School District.

XII. Reconvene into Open Session

The Board of Trustees reconvened into Open Session at 10:23 p.m.

The following action was taken in Open Session:

- A. The Board, having received the Stipulated Expulsion Agreement for the Student Expulsion Process on January 19, 2017, stating the parent accepts the description of the incident contained in the statement of charges as accurate and ground for expulsion under the California Education Code, finds there is substantial evidence to expel student case number 2016-17-02 from the Etiwanda School District for the remainder of the 2016-2017 school year in compliance with Education Code 48916(A). The Board further orders that the student be involuntarily transferred to participate in the San Bernardino Community School or an independent study program at a Community School, or another district operated Community Day School (transportation to be provided by parent) on the grounds of violation of Education Code sections: 48900(.7), and 48900(a)(1). A motion to approve Resolution 1617-45 was made by Member Long, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.

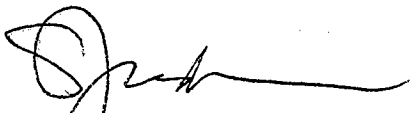
The following action was reported from Closed Session:

- B. The Board of Trustees of the Etiwanda School District took action in Closed Session to appoint David Apodaca, as the Principal of Day Creek Intermediate School for the 2017-2018 school year on a motion by Member Cadman, seconded by Member Garcia, and carried by unanimous vote with all members present voting yes.
- C. The Board of Trustees of the Etiwanda School District took action in Closed Session to reject in part and return in part as untimely the claim filed against the Etiwanda School District by David Peltz and Carla Peltz on behalf of S.P. on a motion by Member Long, seconded by Member Garcia, and carried by unanimous vote with all members present voting yes.
- D. The Board of Trustees of the Etiwanda School District took action in Closed Session to approve a resignation and settlement agreement with a certificated employee on a motion by Member Cadman, seconded by Member Long, and carried by unanimous vote with all members present voting yes.

XIII. Adjournment

The meeting was adjourned at 10:26 p.m., on a motion made by Member Long, seconded by Member Cadman, and carried by unanimous vote with all members present voting yes.

The next Special meeting will be held on Monday, January 23, 2017, 7:00 p.m.



 Respectfully Submitted



 Adopted