

MINUTES
ETIWANDA SCHOOL DISTRICT BOARD OF TRUSTEES
THURSDAY, JULY 14, 2016, 6:30 P.M.
ETIWANDA EDUCATION CENTER BOARD ROOM
6061 EAST AVENUE, ETIWANDA, CALIFORNIA 91739

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| Members Present: Mrs. Fort, Mrs. Solorio, Mrs. Taylor, Mr. Long, Mrs. Cadman Others Present: Dr. Judson, Mrs. Sprague, Mr. Embleton, Mr. Claflin, and Ms. Freer |
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I. Call to Order

- A. Board President Fort called the meeting to order at 6:31 p.m. When the meeting was called to order, all members were present. President Fort announced that open sessions of the meeting are recorded.

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: No comments offered.
B. Comments on non-agenda items: No comments offered.

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 Taylor, 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 June 23, 2016, as presented on a motion by Member Cadman, seconded by Member Solorio, and carried by unanimous vote with all members present voting yes.*

IV. Instruction

- A. Ms. Freer, director of special education, presented an update about the Special Education program. Ms. Freer shared information about the staffing, classroom locations, special education student numbers, and how they are planning to assist special education students and school sites in the coming year.

V. Consent Calendar

The Board of Trustees adopted the Consent Calendar as presented on a motion by Member Taylor, seconded by Member Solorio, with Members Cadman, Long, Solorio, and Taylor, voting yes, and Member Fort abstaining.

- 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 Special Tax increase by 1.45% (based on the Consumer Price Index for the period from May 1, 2015 to May 1, 2016). The Special Tax increased from \$3,185.97 to \$3,232.17 effective from July 1, 2016 through June 30, 2017.*
C. Approval of Resolution 1617-02 of the Board of Trustees of the Etiwanda School District authorizing participation in the San Bernardino County Superintendent of Schools School Bonds Construction Fast Track program.*

V. Consent Calendar (continued)

- D. Approval of Resolutions 1617-03, 1617-04, 1617-05, 1617-06, 1617-07, 1617-08, 1617-09, 1617-10, 1617-11, 1617-12, 1617-13, 1617-14, 1617-15, and 1617-16 of the Board of Trustees of the Etiwanda School District acting as the legislative body of the community facilities districts (CFD) authorizing the levy of special taxes CFD No. 3, CFD No. 4, CFD No. 5, CFD No. 6, CFD No. 7, CFD No. 8, CFD No. 9, CFD No. 10, Rancho Etiwanda Public Facilities CFD No. 1, Silver Ridge Public Facilities CFD 2001-1, Coyote Canyon Public Facilities CFD 2004-1 Improvement Area 1, Coyote Canyon Public Facilities CFD 2004-1 Improvement Area 2, Henderson Creek Public Facilities CFD 2004-2, and Victoria Gardens Public Facilities Community Facilities District No. 2007-1 respectively.*
- E. Approval of the use of the following outside contractors:*
1. Ratification of Contract for Lecturer Services between Etiwanda School District and Creative Brain Learning / Music Star for music lessons during Child Care Summer Camp.
 2. Ratification of Contract for Presenter Services between Etiwanda School District and Purple Easel, LLC, for painting class during Child Care Summer Camp.
 3. Ratification of Contract for Presenter Services between Etiwanda School District and Rope Warrior, Inc., for Rope Exhibition/Lessons during Child Care Summer Camp.
 4. Approval of Contract for Contractor Services between Etiwanda School District and Pali Institute for sixth grade Outdoor Education Science Camp.
 5. Ratification of Contract for Presenter Services between Etiwanda School District and Today's Future Sound (Matthew Moore) for beat making classes during Child Care Summer Camp.
 6. Ratification of Contract for Presenter Services between Etiwanda School District and Today's Future Sound (Jason K. Lee) for music classes during Child Care Summer Camp.
 7. Ratification of Contract for Contractor Services between Etiwanda School District and R. W. Smith & Co. (Mike Dunk) for the purchase and assembly of custom stainless 3 tub sink at Day Creek Intermediate - child nutrition.
 8. Ratification of Contract for Contractor Services between Etiwanda School District and R. W. Smith & Co. (Mike Dunk) for the purchase and assembly of custom stainless 3 tub sink at Heritage Intermediate - child nutrition.
 9. Approval of Contract for Presenter Services between Etiwanda School District and Liza Carrillo, Ph.D. for two days of training for District psychologists and Intern on August 9th and 16th, 2016.
- F. Ratification of Cleaning Service Addendum Number Two extending the contract between Guaranteed Janitorial Service, Inc., and the Etiwanda School District for the 2016/2017 school year.*
- G. Approval of University of La Verne Partnership Award Agreement.*
- H. Ratification of extension of Desert Sands Unified School District piggybackable bid 14/15-003 for the purchase of Chromebooks.*
- I. Ratification of use of piggybackable State of California Multiple Award Schedule Contract Number 3-15-70-2486E with SIGMANet, Inc., for Information Technology Goods and Services January 6, 2015 through December 31, 2018.*
- J. Approval of use of piggybackable Participating Addendum Computer Equipment Master Agreement California Participating Addendum No. 7-15-70-34-003 for the purchase of computer equipment.*
- K. Approval of Resolution 1617-17 of the Etiwanda School District regarding the Education Protection Account.*

V. **Consent Calendar (continued)**

- L. Approval of annual update of mileage and cell phone stipends effective July 1, 2016.*
- M. Ratification of Amendment #2 agreement with Etiwanda School District and the E3 Foundation for reimbursement of courier services.*
- N. Approval of new, deletions, review, and/or revisions to the following Board Policies (BP), Administrative Regulations (AR), and/or Exhibits (EX):*
 - BP 1312.3, revised, *Uniform Complaint Procedures*;
 - BP 4030, revised, *Nondiscrimination in Employment*;
 - AR 4032, revised, *Reasonable Accommodation*;
 - AR 4112.23, revised, *Special Education Staff*;
 - AR 4121, revised, *Temporary/Substitute Personnel*;
 - BP 4212.3, revised, *Classified Personnel – Pre-employment Physicals*;
 - AR 4561.11, revised, *Industrial Accident and Illness Leave*;
 - BP 6142.92, revised, *Mathematics Instruction*; and
 - BP 6170, revised and renumbered to BP-6170.1, *Transitional Kindergarten*.

O. Approval to reclassify the listed documents from Class 1 (permanent) to Class 3 (disposal). These are records that have been scanned and will be retained in electronic format. The hard copies of these Class 1 (permanent) records will be retained for the legal period of time as per Article 2, Section 16023 through 16028, of Article 5, California Administrative Code:*

| Dates of Records | Record Title | Required Hard Copy Retention | Destroy Date |
|------------------|---|------------------------------|--------------|
| 2015-2016 | Inactive special education confidential files | 4 years | 7/1/2020 |

- P. Approval of submission of the Quarterly Uniform Complaint Report Summary to the county office of education for the period of April 1, 2016-June 30, 2016, pursuant to complaints filed as outlined in District Board Policy 1312.31 (Williams Settlement).*
- Q. Approval of out-of-country educational exchange trip to China from October 14-22, 2016 (tentative), for Kelly Bray and Rosann Marlen, principals, Brynna Cadman and Mondie Taylor, Board members, and Charlayne Sprague and Joanne Jenkins, administrators. No cost to district for travel or lodging expenses.
- R. Approval of Corporate Partner Agreement between Etiwanda School District and the University of Redlands.*
- S. Approval of Vavrinek, Trine, Day & Co., engagement letter for the year ending June 30, 2016.*
- T. Ratification of letters extending Child Nutrition food service agreements with Sysco and Leabo Foods.*
- U. Ratification of Individual Service Plans, NPS161701 - NPS161706 for non-public school placements and related services for the 2016-17 school year.*
- V. Approval of the 2016-17 SANDABS Membership #16/17-0251 for the District membership in the San Bernardino County District Advocates for Better Schools (SANDABS), effective July 1, 2016 to June 30, 2017.*
- W. Approval of authorization for the superintendent to approve payment of memberships and affiliations including, but not limited to, the following professional organizations: ACSA, CSBA, AASA, CASBO, ASCD, CASH, SBCSBA, CAG, NALEO, and WAC for the 2016-17 school year.
- X. Approval of authorization for the superintendent to approve prepayment of registration, per diem allowances and other necessary expenses for attendees of ACSA, CSBA, AASA, NSBA conferences; and other professional workshops through June 30, 2017.

* = Attachment

VI. Business and Legal Procedures

- A. Doug Claflin, assistant superintendent of business services, shared that under the current ruling, district would need to purchase compressed natural gas (CNG) busses. CNG buses do not have the same range of travel as diesel busses and the closest refueling station is currently located at the Ontario Airport. This exemption request, if approved, would allow the District to purchase five diesel busses. The Board took action to approve the South Coast Air Quality Management District Rule 1195 Exemption Request and Fund Applicability Form and the purchase of five (5) new diesel transit buses on a motion by Member Long, seconded by Member Solorio, and carried by a unanimous vote with all members present voting yes.*
- B. Doug Claflin, assistant superintendent of business services, shared information about Annexation No. 5, which would include 96 homes and recommended approval for this process. The Board took action to approve Resolution No. 1617-01, Resolution of Intention of the Board of Trustees of the Etiwanda School District to establish Annexation No. 5 to Community Facilities District No. 10 of the Etiwanda School District, and to authorize the levy of a special tax therein, on a motion by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.*
- C. Superintendent Judson shared information about new *Board Policy 3515.7* regarding a new law (SB 707) to continue the prohibition of possession of a concealed weapon or firearm in school zones. This law added an exception, which included that the superintendent or designee could provide written permission to someone with a concealed weapon(s) permit to bring a firearm onto school grounds. After discussion with legal counsel, local law enforcement agencies, risk management, and other local districts, it was recommended that we do not allow concealed weapons on our campuses. The superintendent recommended the Board approve this new policy. The Board took action to approve *Board Policy 3515.7, Firearms on School Grounds*, on a motion by Member Cadman, seconded by Member Taylor, and carried by a unanimous vote with all members present voting yes.*
- Terry Embleton, assistant superintendent of personnel services, shared information regarding new *Board Policy 4421*, which documents practices and procedures mandated by the Education Code and Government Code for which the Personnel Department currently follows. It includes hiring practices, classification of employees, salary and benefits, recently enacted legislation regarding paid sick leave to all temporary and substitute employees, and release and reemployment requirements. Mr. Embleton recommended approval of *Board Policy 4421*. The board took action to approve *Board Policy 4421, Temporary/Substitute Personnel* on a motion by Member Taylor, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.*
- D. After discussion, Doug Claflin, assistant superintendent of business services, recommended that the Board approve Resolution No. 1617-18, Resolution of the Board of Trustees of the Etiwanda School District declaring its intention to grant easements for streets and public utilities surrounding Falcon Ridge (13th) Elementary School. A motion was made by Member Cadman, seconded by Member Taylor, and carried by a unanimous vote with all members present voting yes.*
- E. Doug Claflin, assistant superintendent of business services, shared David W. Long Elementary would like to honor a former employee, Bruce Kennedy, with a memorial plaque mounted to the outside of a classroom at David W. Long Elementary. A motion was made by Member Solorio, seconded by Member Taylor, and carried by a unanimous vote with all members present voting yes.*

VII. Superintendent's Presentation

- A. After discussion, the Board took action to approve the annual employee Welcome Back Breakfast on August 4, 2016, and confirmed that President Fort will speak at the Welcome Back Breakfast on a motion by Member Taylor, seconded by Member Solorio, and carried by a unanimous vote with all members present voting yes.
- B. Superintendent Judson shared that due to the anticipation of some additional items the board will need to consider, it was recommended an additional Board meeting be added to the Board of Trustees meeting calendar. After discussion, the Board took action to add August 4, 2016 at 6:30 p.m. as an additional Board of Trustees meeting on a motion by Member Cadman, seconded by Member Long, and carried by a unanimous vote with all members present voting yes.*
- C. The Board of Trustees participated in a Kagan structure to conduct the Board Self Evaluation. After discussion during the Kagan structure, the Board suggested that no changes needed to be made to the Board Governance Goals and Protocols for the 2016-2017 school year. The Board took action to approve the Board Governance Goals and Protocols for 2016-2017, on a motion by Member Long, seconded by Member Solorio, and carried by a unanimous vote with all members present voting yes.*
- D. Superintendent Judson reported:
 - The Hoffman territory transfer petition was not approved by the County Committee, however, the petitioner, Mrs. Hoffman, has filed an appeal with California Department of Education (CDE). This appeal process could take about a year per the county, due to the amount of appeals currently ahead of this one.
 - A district event calendar was provided in the packet for future planning and scheduling.
 - Online registration and class look-up is going well this year and has been a great success.


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

- Member Taylor mentioned she may not be able to attend the August 4th meeting, but could possibly attend teleconference and will let the superintendent know very shortly.

IX. Adjournment

President Fort adjourned the meeting at 7:50 p.m. on a motion by Member Taylor, seconded by Member Solorio, and carried by a unanimous vote with all members present voting yes.

The next meeting will be held on August 4, 2016



Respectfully Submitted



Adopted

* = Attachment