

**MINUTES
ETIWANDA SCHOOL DISTRICT BOARD OF TRUSTEES**

**MEETING OF THE BOARD OF TRUSTEES OF THE ETIWANDA SCHOOL DISTRICT
AS THE LEGISLATIVE BODY OF COYOTE CANYON PUBLIC FACILITIES COMMUNITY
FACILITIES DISTRICT NO. 2004-1 OF THE
ETIWANDA SCHOOL DISTRICT**

**MEETING OF THE BOARD OF TRUSTEES OF THE ETIWANDA SCHOOL DISTRICT
AS THE LEGISLATIVE BODY OF VICTORIA GARDENS PUBLIC FACILITIES
COMMUNITY FACILITIES DISTRICT NO. 2007-1**

**THURSDAY, SEPTEMBER 15, 2016, 6:30 P.M.
ETIWANDA EDUCATION CENTER BOARD ROOM
6061 EAST AVENUE, ETIWANDA, CALIFORNIA 91739**

Members Present:	Mrs. Fort, Mr. Long, Mrs. Taylor and Mrs. Cadman
Members Absent:	Mrs. Solorio
Others Present:	Dr. Judson, Mrs. Sprague, Mr. Clafin, Mr. Embleton, Mrs. Freer, and Mr. Sipos

I. Call to Order

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

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. Prior to adopting the agenda, Superintendent Judson announced an updated version of the Personnel Report was provided to Board Members. The Board of Trustees adopted the agenda as presented on a motion by Member Cadman, 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 meetings held September 1, 2016, as presented on a motion by Member Taylor, seconded by Member Long, and carried by a unanimous vote with all members present voting yes.*

IV. EDUCATIONAL PRESENTATION

- A. Principal, Gene Yarrobino, David W. Long Elementary, presented "BRAVO: Our Superpower is Student Engagement. The driving force behind the Long Elementary program is survey input, where parents asked for more science, math and engineering classes for students. In an effort to support both the district initiatives, specifically technology augmentation, and his parent survey input, the leadership team created a simple easy-to-access online system for students/parents to sign up for afterschool classes that explore the art of science and engineering.

* = Attachment

V. INSTRUCTION

- A. Assistant Superintendent of Instruction/Pupil Services, Mrs. Sprague, reported the Etiwanda School District has met the requirements for compliance with Education Code section 60422(a) and California Code of Regulations (CCR), Title 5, Section 9531(a) regarding amended Education Code 60119, and determined that the Etiwanda School District has sufficient textbooks and instructional materials for the 2016/2017 school year. Mrs. Sprague recommended the approval of Resolution No. 1617-29. President Fort opened the public hearing and called for comments. None were offered. In the absence of any verbal or written comments, the public hearing was closed. The Board of Trustees then took action to adopt Resolution No. 1617-29 on a motion by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.*
- B. Assistant Superintendent of Instruction/Pupil Services, Mrs. Sprague, provided an update on the eight Local Control and Accountability Plan (LCAP) Community Forums for 2016/2017. Mrs. Sprague shared information on California's new education funding formula, the Local Control Funding Formula (LCFF), and the framework for districts to develop a three-year plan for achieving specific student outcomes, the LCAP. The Community Forums provide stakeholders in the district an opportunity to learn more about the district's plan for student achievement and provide input. The Fall Community Forums introduce parents to the LCAP's design and purpose, and elicit parent feedback on ways to improve student services and programs. The Spring Community Forums provide stakeholder with an opportunity to provide feedback on the draft 2017-18 LCAP.
*
- C. Professional Development Coordinator, Joanne Jenkins, shared information regarding online parent resources for district adopted textbooks and the tools the district has made available to support parents with information in order to assist their children at home. Online textbook resources and other online resources include: Understanding iReady, Think Central, Next Gen Math, Learning.com, and more. In addition to online resources, school sites provide parents with educational learning opportunities to support education at home, examples include: Project Kindergarten, Curriculum Night, STEAM events, Science Fair Info Night, as well as Family Literacy and Resource Centers. Programs are developed and scheduled at the site level.*

VI. CONSENT CALENDAR

The Board of Trustees approved the Consent Calendar as presented on a motion by Member Long, seconded by Member Taylor, and carried by a 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 Report. 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 August 1, 2016 through August 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 August 1, 2016 through August 31, 2016 per the CFD Transactions Board Report.
- D. Ratification of the Budget Financial Report for the period August 1, 2016 through August 31, 2016.

VI. CONSENT CALENDAR (continued)

- E. Approval of the use of the following outside contractors:
 1. Ratification of Contract for Contractor Services between Etiwanda School District and George Bryant Construction for compliance designated plus operator services and site maintenance and inspection of underground fuel storage tanks.
 2. Ratification of Contract for Contractor Services between Etiwanda School District and HLI Tree Experts, Inc., for tree trimming district wide for 2016-17 school year.
 3. Ratification of Contract for Contractor Services between Etiwanda School District and Dewey Pest Control for control of miscellaneous pests not included in regular service (bees, etc.).
 4. Ratification of Contract for Contractor Services between Etiwanda School District and Dewey Pest Control for monthly service to control various pests.
 5. Ratification of Contract for Contractor Services between Etiwanda School District and Dewey Pest Control for control of fire ants.

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: District Office-Business Department, Etiwanda Intermediate School, Heritage Intermediate School, disposal forms attached.*

G. Ratification of Proposal and Field Contract for Services under \$45,000 between Etiwanda School District and Action Glass for the replacement of 5 sliding windows with sliding screen at Etiwanda Intermediate.*

H. Approval of the following donations:*

Donated by:	Donation of:	Donated to:
David W. Long PTO	Cash	DW Long Elementary
C. P. Lightfoot PTO	Cash	C.P. Lightfoot Elementary
East Heritage PTO	Cash	East Heritage Elementary
Kroger	Cash	Caryn Elementary
Cross and Crown Lutheran Church	4 Walmart Gift Cards, \$25 each	Etiwanda School District
Shawn Judson	Meeting refreshments	Etiwanda School District

I. 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 Destroy Date
Annual Report of Attendance for Kindergarten and Elementary Pupils Residing in District	1	4 years	2011-12	10-1-16

J. Approval of the revision of the following Board Policies (BP) and Administrative Regulations (AR):*

- BP 3513.3, *Tobacco-Free Schools*, revision
- AR 3513.3, *Tobacco-Free Schools*, revision
- BP 3553, *Free and Reduced Price Meals*, revision
- AR 3553, *Free and Reduced Price Meals*, revision
- BP 3555, *Nutrition Program Compliance*, revision

* = Attachment

VI. CONSENT CALENDAR (continued)

- K. Approval of the classification of various records as Class 3 (disposable) and approval of disposal of these records which have been retained for the legal period of time as per Article 2, Section 16023 through 16028, of Article 5, California Administrative Code.*

Record Title	Class	Required Retention	Recommended Retention	Dates Covered	Destroy After Date
Vendor invoices and payments Accounts Payable/Receivable Reconciliation	3	3 years	4 years	2011-12	10-1-16
Purchase Orders	3	3 years	4 years	2011-12	10-1-16
Cash deposits/ collection reports	3	3 years	4 years	2011-12	10-1-16
Bank Reconciliations and canceled checks	3	3 years	4 years	2011-12	10-1-16
Student attendance source documents	3	3 years	4 years	2011-12	10-1-16
Child Nutrition- various records including invoices, checks, deposits and bank statements, daily reports, meal tickets, registers, applications	2	3 years	4 years	2011-12	10-1-16
Time Sheets/Cards	3	3 years	4 years	2011-12	10-1-16

- L. Ratification of Addendum to Existing University Internship Agreement with National University, original agreement ratified on August 4, 2016.*
- M. Ratification of Proposal and Field Contract for Services under \$45,000 between Etiwanda School District and Paul C. Miller Construction for preparation of area and installation of metal lockers at Day Creek Intermediate School.*
- N. Ratification of Cleaning Services Addendum Number Three with Guaranteed Janitorial for the opening and securing of ESD school sites after event use on non-service days.*
- O. Approval of determination of winner by lot of a Board election if a tie vote occurs and the procedure for determining a winner by lot.*
- P. Approval of Chaffey Federal Credit Union School/District Membership Application to make additions and deletions to signatories as follows:*

Account	Addition of Signer	Deletion
Etiwanda School District Library Fund #267930	Charlayne Sprague, assistant superintendent	Susan Cortum

VII. BUSINESS AND LEGAL PROCEDURES

- A. President Fort opened Public Hearing No. 2 related to Community Facilities District No. 10 and the formation of Annexation No. 6, and called for comments. In the absence of any written or verbal comments, the public hearing was closed. The Board of Trustees then took action to adopt Resolution 1617-27 of the Board of Trustees of the Etiwanda School District making certain preliminary findings and passing upon protests and to adopt Resolution 1617-28 of the Board of Trustees of the Etiwanda School District determining the validity of prior proceedings relative to the formation of Annexation No. 6 to Community Facilities District No. 10 establishing Annexation No. 6 of Community Facilities District No. 10 authorizing the levy of a special tax within Annexation No. 6 to Community Facilities District No. 10 and calling an election. Motion by Member Cadman, seconded by Member Taylor, and carried by a unanimous vote with all members present voting yes.*

* = Attachment

VIII. RECESS OF REGULAR MEETING OF THE BOARD OF TRUSTEES

The meeting of the Etiwanda Board of Trustees was recessed at 7:35 p.m. on a motion made by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.

IX. MEETING OF THE BOARD OF TRUSTEES OF THE ETIWANDA SCHOOL DISTRICT AS THE LEGISLATIVE BODY OF COYOTE CANYON PUBLIC FACILITIES COMMUNITY FACILITIES DISTRICT NO. 2004-1 OF THE ETIWANDA SCHOOL DISTRICT

- A. President Fort called the meeting to order at 7:36 p.m.
- B. Doug Clafin, assistant superintendent of business services, shared information regarding Resolution No. 1617-30 of the Board of Trustees of the Etiwanda School District, acting as the legislative body of Coyote Canyon Public Facilities Community Facilities District No. 2004-1 of the Etiwanda School District authorizing the issuance of its special tax refunding bonds (Improvement Area No. 2), Series 2009A in an aggregate principal amount not to exceed thirteen million five hundred thousand dollars (\$13,500,000) and its special tax refunding bonds (Improvement Area No. 2), Series 2009B (2019 Crossover) in an aggregate principal amount not to exceed three million five hundred thousand dollars (\$3,500,000) and approving certain documents and taking certain other actions in connection therewith. Mr. Clafin recommended the Board approve Resolution No. 1617-30.

The Board took action and approved Resolution No. 1617-30 of the Board of Trustees of the Etiwanda School District, acting as the legislative body of Coyote Canyon Public Facilities Community Facilities District No. 2004-1 of the Etiwanda School District authorizing the issuance of its special tax refunding bonds (Improvement Area No. 2), Series 2009A in an aggregate principal amount not to exceed thirteen million five hundred thousand dollars (\$13,500,000) and its special tax refunding bonds (Improvement Area No. 2), Series 2009B (2019 Crossover) in an aggregate principal amount not to exceed three million five hundred thousand dollars (\$3,500,000) and approving certain documents and taking certain other actions in connection therewith on a motion by Member Taylor, seconded by Member Long, and carried by a unanimous vote with all members present voting yes.*

- C. The meeting of the Board of Trustees of the Etiwanda School District as the Legislative Body of Coyote Canyon Public Facilities Community Facilities District No. 2004-1 of the Etiwanda School District was adjourned at 7:40 p.m. on a motion made by Member Taylor, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.

X. MEETING OF THE BOARD OF TRUSTEES OF THE ETIWANDA SCHOOL DISTRICT AS THE LEGISLATIVE BODY OF VICTORIA GARDENS PUBLIC FACILITIES COMMUNITY FACILITIES DISTRICT NO. 2007-1

- A. President Fort called the meeting to order at 7:41 p.m.
- B. Doug Claflin, assistant superintendent of business services, shared information regarding to Resolution No. 1617-31 of the Board of Trustees of the Etiwanda School District, acting as the legislative body of Victoria Gardens Public Facilities Community Facilities District No. 2007-1 of the Etiwanda School District authorizing the issuance of its special tax refunding bonds, Series 2013 in an aggregate principal amount not to exceed five million seven hundred fifty thousand dollars (\$5,750,000) and approving certain documents and taking certain other actions in connection therewith. Mr. Claflin recommended the Board approve Resolution No. 1617-31.

The Board took action and approved Resolution No. 1617-31 of the Board of Trustees of the Etiwanda School District, acting as the legislative body of Victoria Gardens Public Facilities Community Facilities District No. 2007-1 of the Etiwanda School District authorizing the issuance of its special tax refunding bonds, Series 2013 in an aggregate principal amount not to exceed five million seven hundred fifty thousand dollars (\$5,750,000) and approving certain documents and taking certain other actions in connection therewith on a motion by Member Cadman, seconded by Member Taylor, and carried by a unanimous vote with all members present voting yes.*

- C. The meeting of the Board of Trustees of the Etiwanda School District as the Legislative Body of Victoria Gardens Public Facilities Community Facilities District No. 2007-1 was adjourned at 7:43 p.m. on a motion made by Member Taylor, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.

- XI.** The meeting of the Board of Trustees of the Etiwanda School District was reconvened at 7:44 p.m. on a motion made by Member Long, seconded by Member Taylor, and carried by a unanimous vote with all members present voting yes.

XII. SUPERINTENDENT'S PRESENTATION

- A. Superintendent Judson reported the upcoming events:
- Thanked Day Creek Intermediate School for the board room decorations with great examples of students work in various subjects showing how Day Creek is implementing the new district standards.
 - Congratulated Charlayne Sprague on the approval of the LCAP plan by the county.
 - Dave and Shawn attended a workshop on the new accountability system approved by the state board of education. Instead of having a single rating scale, like API, the schools will now be rated on ten (10) items: performance standards, readiness for college and career, graduation rates, progress of English learners, suspension rates, basic conditions of schools, progress of implementing standards, parent engagement, school climate and chronic absenteeism. For each item there will be a consumer report style rating, color coded for ease of use.
 - Upcoming events:
 - Disaster drill will take place on Monday, September 19, 2016, for all school sites and the district office.

* = Attachment

XII. SUPERINTENDENT'S PRESENTATION

- State of Education Address by our county superintendent, September 29, 2016, at 3:30 p.m. at the California Theater of the Performing Arts, San Bernardino.
- E3 Fun Run/Walk on Saturday, October 1, 2016.

XIII. BOARD/STAFF COMMENTS OR SUGGESTED ITEMS FOR DISCUSSION AT UPCOMING MEETINGS

- None.

XIV. CLOSED SESSION

The Board of Trustees adjourned to Closed Session at 7:53 p.m. to discuss the following item:

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code 54956.9(d)(1))
Case Number 02-1617
- B. Public Employee Performance Evaluation: Superintendent
(Government Code 54957)

XV. RECONVENE FROM CLOSED SESSION


The Board of Trustees reconvened into Open Session at 8:30 p.m. The following action was reported from Closed Session:

- A. The board took action to approve a settlement agreement for case number 02-1617, on a motion by Member Taylor, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.
- B. The board took action to approve Superintendent Goals for 2016-17 on a motion by Member Long, seconded by Member Taylor, and carried by a unanimous vote with all members present voting yes.

XVI. ADJOURNMENT

The meeting was adjourned at 8:31 p.m. on a motion made by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.

The next meeting will be held on Monday, October 3, 2016, 7:00 p.m.


Respectfully Submitted


Adopted