



## ETIWANDA SCHOOL DISTRICT

Etiwanda Education Center Board Room  
6061 East Avenue, Etiwanda, CA 91739

BOARD OF TRUSTEES: Brynna Cadman, Robert Garcia, Dayna Karsch, David W. Long, and Mondy M. Taylor

### BOARD OF TRUSTEES MEETING

### MINUTES

Thursday, October 26, 2017, 6:30 p.m.

<b>Members Present:</b>	Mrs. Taylor, Mr. Long, Mrs. Cadman, Mr. Garcia, and Mrs. Karsch
<b>Others Present:</b>	Dr. Judson, Mr. Claflin, Mr. Embleton, Mrs. Sprague, Mr. Sipos, Ms. Freer, and Mrs. Rowland

1. **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 asked the audience to join in the Pledge of Allegiance.

2. **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:  
➤ None offered.
- B. Comments on non-agenda items:  
➤ None offered.

3. **Review/Adopt Agenda and Minutes**

- A. The Board of Trustees adopted the agenda as amended due to a typographical error on item 8.A., Resolution 1718-29 to revise it to the correct number, Resolution 1718-28, and to move Business and Legal item 8.A. to after the public hearing item. A motion was made by Member Karsch, 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 regular meeting held October 9, 2017, as presented on a motion by Member Garcia, seconded by Member Karsch, and carried by a unanimous vote with all members present voting yes.\*

4. **Public Hearing**

A. President Taylor introduced Public Hearing No. 1 regarding the Etiwanda School District's Intent to Seek a General Waiver from the State Board of Education of California Education Code Section 5020 and portions of Sections 5019, 5021 and 5030. Superintendent Judson introduced Mr. Todd Robbins, legal counsel, who shared his presentation via teleconference, regarding the waiver of the election and the requirements when transitioning to by-trustee area elections. After Mr. Robbins concluded his presentation, President Taylor opened the public hearing and called for public comment. No written or public comments were offered, therefore, Public Hearing No. 1 was closed. No action was taken.\*

8. **Business and Legal**

A. After discussion, the Board of Trustees took action to approve Resolution 1718-28, Authorizing Request for Waiver of the Requirement that the Establishment of Trustee Areas and Adoption of a "By-Trustee Area" Election Process be Submitted to the Electors as Set Forth in Education Code Sections 5019, 5020, 5021 and 5030 on a motion by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.\*

**5. Educational Presentation**

- A. Damita Walton, principal of East Heritage Elementary School, shared an educational presentation regarding "Guided Reading." Ms. Walton shared a few highlights and strategies that have come to represent the pillars of progress at East Heritage Elementary. She said that guided reading is heavily relied upon during Universal Access time and teachers ultimately level their students based on their current reading level. Guided Reading groups in each classroom have students grouped with other like-reading behaviors, while each student is reminded of their individual reading goals. The teacher listens to each student read a passage or story, while balancing with scaffolding, guidance and assistance, to assure the student is challenged and supported but not overwhelmed through their productive progress with their reading material. Students then take an assignment with them to support what was just learned at the group.

**6. Instruction**

- A. Ms. Freer, director of special education, presented an update regarding the *Creating Learning Opportunities and Understanding Differences in Students* (CLOUDS) Preschool program. Ms. Freer shared that the CLOUDS program serves students with special needs alongside typically developing peers each day and/or certain days of the week. Each class typically holds sixteen (16) seats with eight (8) being general education students and eight (8) special needs students, to make up the inclusive preschool program. The CLOUDS Preschool program is located on three Etiwanda campuses; East Heritage, Falcon Ridge and Grapeland Elementary Schools. The CLOUDS program strives to assess students year-round as located through Child Find and other referral agencies such as Inland Regional Center, Early Start and direct requests from parents. Ms. Freer stated that this year, CLOUDS is striving to serve all preschool students, rather than referring students to a county preschool program. There are 18 CLOUDS Preschool teachers, 3 CLOUDS Speech/Language Pathologists, and several related Service Providers such as (OT, APE, PT, and others) along with a Special Education Coordinator, who attends all initial IEP meetings, staff meetings and trainings. The goals this year are to continue utilizing the World of Wonder curriculum, which includes hands-on learning and embedded instruction, and to review ways to be more cost-effective.\*
- B. Laura Rowland, director of LCAP and communications, presented an update related to the Etiwanda School District Communication and Media Relations Plan and 2017-18 Strategic Goals. The purpose of the Communication Plan is to increase effectiveness of district and site communication, and to raise community awareness regarding exemplary work of our schools in achieving "Excellence in Education." The plan includes current communication strategies, annual goals, guidelines to work effectively with local media, procedures for crisis situations, and many resources. The current strategies include how we communicate with parents, employees, community, and news media. The new 2017-18 strategic goals will include a new design, development, and launch of a new district website and a custom phone app. and the implementation of new school and teacher websites. A motion was made to approve the Communication Plan and 2017-18 Strategic Goals by Member Karsch, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.\*
- C. Laura Rowland, director of LCAP and communications, presented a report on stakeholder input from the Parent Survey for the Local Control Accountability Plan (LCAP). Ms. Rowland shared information about the outcome of the Parent Survey, its administration and participation. Over 8,000 parents responded to the survey at Back-to-School Nights and throughout the month of August, with an 11% increase in participation from last year. The survey was available in four languages: English, Spanish, Mandarin, and Arabic. Ms. Rowland shared with the Board the data provided in how parents responded to the survey questions, which were centered on the three LCAP goals and the suggestions for parent workshops that parents included in their answers.\*

7. **Consent Calendar**



The Board of Trustees approved the Consent Calendar as presented on a motion by Member Long, seconded by Member Cadman, 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. 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 September 1, 2017 through September 30, 2017, per the CFD Transactions Board Report.\*
- C. 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 September 1, 2017 through September 30, 2017.\*
- D. Ratification of the Budget Financial Reports for the period September 1, 2017 through September 30, 2017.\*
- E. 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: Perdeu Elementary – projectors, DVD/VHS player, printers, document cameras, computers and laptops; West Heritage Elementary – projectors, computers and laptops; Grapeland Elementary – laptops and an iPad; Windrows Elementary – copier; Instructional Media Center – Chromebooks, Asus RockChip Flip CBs, Galaxy Tablet; David W. Long Elementary – document camera; East Heritage Elementary – laptops.\*
- F. Acknowledgement by the Governing Board of the Etiwanda School District of the receipt of letters of certification from the following outside contractors verifying clearance of their employees: Mothers Helping Others (MHO) Thrive program and Millennium Training & Professional Services.\*
- G. Approval of the following donations.\*

Donated by:	Donation of:	Donated to:
BMW	Cash	Caryn Elementary
MHR Investments/Yogurtland	Cash	Caryn Elementary
Rubios Coastal Grill	Cash	Caryn Elementary
Kroger	Cash	Caryn Elementary
United Way/Simmons Family	Cash	Grapeland Elementary
Kroger	Cash	Perdeu Elementary
CHIP Enterprises, LLC	Cash	Perdeu Elementary
Solorio PTA	Cash	Solorio Elementary
Tuan Nguyen	Cash	Solorio Elementary
American Education Federation, Inc.	Cash	Etiwanda School District

- H. Consideration of the use of the following outside contractors:
  - 1. Ratification of Contract for Consultant Services between Etiwanda School District and Habitat Restoration Sciences for interior/exterior turf – fertilizer, pre-emergent and selective herbicide at 17 sites four (4) times per year, RC102617R-01.\*
  - 2. Ratification of Contract for Consultant Services between Etiwanda School District and San Bernardino County Superintendent of Schools for staff training and coaching workshops in curriculum/instruction and academic enrichment in math at Golden Elementary, GLD102617R-01.\*
  - 3. Ratification of Contract for Consultant Services between Etiwanda School District and Millennium Training & Professional Services to provide clinical counseling services to students at Perdeu Elementary, PER102617R-01.\*

\* = Attachment

7. Consent Calendar (continued)

4. Ratification of Contract for Consultant Services between Etiwanda School District and Mothers Helping Others to provide clinical counseling services to students at Perdeu Elementary, PER102617R-02.\*
  5. Ratification of Contract for Consultant Services between Etiwanda School District and Engineering For Kids for aerospace engineering and civil engineering instruction at Windrows Elementary, WIN102617R-01.\*
  6. Approval of Contract for Consultant Services between Etiwanda School District and Higginson Architects, Inc., for architectural/engineering services for the G & H pod CSR classroom conversion phase II, toilet room remodel and site drainage design at Terra Vista Elementary, ML102617A-01.\*
  7. Ratification of Contract for Consultant Services between Etiwanda School District and On Point Land Surveying, Inc., to transfer and set additional horizontal and vertical control for topographic surveying purposes for CSR classroom conversion phase II at Terra Vista Elementary, ML102617R-02.\*
  8. Ratification of Contract for Consultant Services between Etiwanda School District and On Point Land Surveying, Inc., to research survey records with the City and County Surveyor's office. On Point Land Surveying will also establish horizontal and vertical control for topographical surveying purposes for the office remodel/library expansion at Caryn Elementary, ML102617R-03.\*
  9. Approval of Contract for Consultant Services between Etiwanda School District and DKC Architects, Inc., for architectural/engineering services for the admin/library project at East Heritage Elementary, ML102617A-04.\*
  10. Approval of Contract for Consultant Services between Etiwanda School District and DKC Architects, Inc., for architectural/engineering services for the admin/library project at Carleton P. Lightfoot Elementary, ML102617A-05.\*
  11. Approval of Contract for Consultant Services between Etiwanda School District and Ruhnau Clarke Architects for architectural/engineering services for fast fill CNG station for transportation, ML102617A-07.\*
- I. Consideration of the use of the following outside contractors for services under \$45,000:
1. Ratification of Proposal and Field Contract for Services under \$45,000 between Etiwanda School District and Owen Electric, Inc., to install additional speakers and wiring at Day Creek Intermediate, RC102617R-02.\*
  2. Ratification of Proposal and Field Contract for Services under \$45,000 between Etiwanda School District and Pro Refrigeration to replace compressor for rooms E3 and E4 at Day Creek Intermediate, RC102617R-03.\*
  3. Ratification of Proposal and Field Contract for Services under \$45,000 between Etiwanda School District and Baugh Painting to install a new skylight on the roof above the office area at Terra Vista Elementary, RC102617R-04.\*
- J. Consideration to accept the following agreements/contracts:
1. Approval of the use of Desert Sands Unified School District piggybackable Technology Bid No. 17/18-005 for the purchase of technology equipment and supplies, PP102617A-01.\*
  2. Ratification of the Classroom Maintenance Memorandum of Understanding MOU No. 17/18-0458 between the Etiwanda School District and the Office of the San Bernardino County Superintendent of Schools at Cecilia L. Solorio Elementary and John L. Golden Elementary, PP102617R-02.\*
  3. Ratification of the District Classroom use Memorandum of Understanding MOU No. 17/18-0459 between the Etiwanda School District and the Office of the San Bernardino County Superintendent of Schools at Day Creek Intermediate, PP102617R-03.\*
  4. Ratification of the District Use of County Classroom Memorandum of Understanding MOU No. 17/18-0460 between the Etiwanda School District and the Office of the San Bernardino County Superintendent of Schools at John L. Golden Elementary, PP102617R-04.\*

**7. Consent Calendar (continued)**

- 5. Approval of the use of Monterey County Office of Education piggybackable Technology Catalog Bid Invitation to Bid Number 527683 for the purchase of technology equipment and supplies, PP102617A-05.\*
- 6. Approval of Agreement between Etiwanda School District and Paul C. Miller Construction Co., Inc., for Construction Management and General Conditions for Playground Equipment Replacement, groups one, two, three, and four, ML102617A-06.\*
- K. Approval of the Notice of Completion of Work for project: Grapeland “A” POD CSR located at 7171 Etiwanda Ave., Etiwanda, CA 91739, for contractors: Arrowhead Mechanical, Inc., Braughton Construction, Inc., The Mike Cox Electric, Inc.\*
- L. Approval of Change Order numbers 01.1 and 01.3 for project: ESD Grapeland CSR at Grapeland Elementary School.\*

Change Order Number	Vendor	Change Order Amount	Original Contract Amount	New Contract Total
01.1	Braughton Construction	(\$16,685.52)	\$181,208.00	\$164,522.48
01.3	The Mike Cox Electric	(\$1,086.77)	\$59,440.00	\$58,353.23

- M. Ratification of position/title change from Lead Psychologist to Lead Psychologist/Behavioral Specialists to the mileage and cell phone stipends effective July 1, 2017.\*
- N. Approval of County Form No. 2C Secure I. D. Token and County Form No. 4 Board Delegation –Termination thereof to delete Jennifer Cooper, fiscal services manager.\*
- O. Approval of County Form No. 2 Regular Audit and County Form No. 2C Secure I. D. Token to add Michael Mancuso, administrative assistant II.\*
- P. Approval of County Form No. 2 Regular Audit to add Michele Thompson, fiscal technician.\*
- Q. Approval of vehicle quotations to purchase four van busses, four CNG busses, and four gas busses from A-Z Bus Sales.\*

**8. Business and Legal**

- B. 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 Article XVII., *Employee Benefits*, the District proposes no changes. For Article XVIII., *Salary Schedule*, the District proposes that in addition to the 2.5% annual average step and column increase for certificated teachers and the additional 1.85% District required increase in STRS contribution, the District seeks to maintain a competitive compensation compared to surrounding elementary districts. No action was taken.\*
- C. ETA President, Michele Jacks, expressed her gratitude to the board and district administration as negotiations begin and shared that the ETA would like to sunshine the following articles in negotiations with the District: Article XVIII., *Salary Schedule*, to recruit and retain highly qualified educators; Article XVII.-*Employee Benefits*, in an effort to compensate for rising costs in health care; and Article IX.-*Unit Member Work Hours and Responsibilities*, to improve a responsible and balanced work environment. No action was taken.\*

**9. Superintendent’s Presentation**

- A. Superintendent Judson updated the Board regarding the dedication ceremony for Falcon Ridge Elementary School which is coming up on November 3, 2017, thanked all those involved in the planning process, and gave some general instructions. Superintendent Judson asked for a board member to possibly speak on behalf of the Board. President Taylor offered to speak at the event on motion by Member Cadman, seconded by Member Karsch, and carried by a unanimous vote, with all members present voting yes.
- B. Superintendent Judson reported:
  - Thanked Member Garcia for attending the Fall Joint Meeting as our County representative and shared they were able to see a presentation about CSBA’s new initiatives, which he’s sure will be shared at the upcoming CSBA conference.

\* = Attachment

9. Superintendent's Presentation (continued)

- Shared with the board his upcoming meeting with Assemblyman Steinorth. As part of the Superintendent Advisory Committee, he will be sharing information regarding adequate state funding and any District concerns.
- Informed Board that the district is celebrating Cancer Awareness with a pink potluck lunch with employees who will be wearing pink and raffling off baskets in support.
- There will be a re-dedication of the West End Educational Service Center on November 8, 2017, at 9:00 a.m.


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

- None offered.

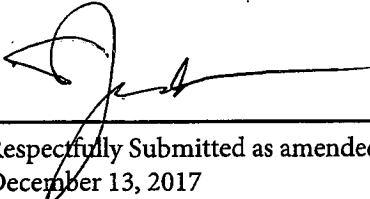
11. Adjournment

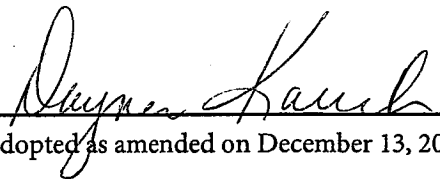
President Taylor adjourned the meeting at 7:40 p.m. on a motion by Member Karsch, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.

*The next meeting will be held on Thursday, November 9, 2017.*

  
Respectfully Submitted

  
Adopted

  
Respectfully Submitted as amended on  
December 13, 2017

  
Adopted as amended on December 13, 2017