

MINUTES
ANNUAL ORGANIZATIONAL MEETING
ETIWANDA SCHOOL DISTRICT BOARD OF TRUSTEES
THURSDAY, DECEMBER 15, 2016, 6:30 P.M.
ETIWANDA EDUCATION CENTER BOARD ROOM
6061 EAST AVENUE, ETIWANDA, CALIFORNIA 91739

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

I. Call to Order

- A. Board Member Cadman called the meeting to order at 6:30 p.m. When the meeting was called to order, Member Solorio and Member Fort were absent. Board Member Cadman announced that all open sessions of the Board meeting are audio taped and asked 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:
➤ Gina Mirelez offered congratulations to new Board Member Robert Garcia and shared other personal information.
➤ David Peltz shared information regarding special education services for his daughter.
➤ Peter Atwood shared information regarding special education services.
➤ Tamara Ross shared information regarding the Task Force for African American Student Achievement.

After the conclusion of Public Comment, Superintendent Judson thanked the parent who spoke about the African American Task Force and that it was an activity the district was very involved with last year as a district and appreciated them coming to the board meeting to share their thoughts on the report and what they see as the next steps. Superintendent Judson commented that he will be in touch with them to discuss their thoughts on the next steps.

III. Administration of Oath of Office to Board Members

- A. Superintendent Judson administered the Oath of Office to Board Members David W. Long and Robert Garcia, elected to the office of the Etiwanda School District, Members of the Governing Board, as certified by Registrar of Voters for the County of San Bernardino.*

IV. Review/Adopt Agenda and Minutes/Annual Organizational Meeting-Election of Officers

- A. The Board of Trustees adopted the agenda as presented on a motion by Member Taylor, seconded by Member Long, and carried by a unanimous vote with all members present voting yes.*
- B. The annual election of officers for the Board of Trustees was held (Certificate of Election of Board President and District Clerk and Statement of Facts Roster of Public Agencies filing attached): Board Clerk Cadman opened the nomination for president. Member Taylor was elected as president on a motion by Member Long, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.*

* = Attached

IV. Review/Adopt Agenda and Minutes/Annual Organizational Meeting-Election of Officers
(continued)

- ▶ President Taylor opened the nomination for clerk. Member Long was elected clerk on a motion by Member Cadman, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.
 - ▶ President Taylor opened the nomination for county representative. Member Garcia was elected county representative on a motion by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.
 - ▶ President Taylor opened the nomination for president pro tempore. Member Cadman was elected president pro tempore on a motion by Member Long, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.
 - ▶ The Board took action to appoint Superintendent Judson as secretary to the Board 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 took action to adopt the minutes of the Board meeting held November 10, 2016, as amended, on a motion by Member Long, seconded by Member Cadman, and carried by unanimous vote with all members present voting yes.*

V. Special Recognition

- A. Becky Estrada and Tanya Wiseman, district nurses with the health services department, provided information on the District's Fourth Annual 2016 Hand Washing Poster Contest as part of the District's Wellness program that includes a Wellness Goal promoting a district-wide hand washing campaign. The six student winners were awarded a certificate, pencil, gift card, and were included in a group photo with the Board of Trustees.

VI. Educational Presentation

- A. Lisa Wildes, principal at John L. Golden, shared an education presentation "Beginning the STEAM Education program" about their Science, Technology, Engineering, Arts, and Math (STEAM) Lab. Mrs. Wildes, along with Mrs. Howell, assistant principal, shared how their STEAM Lab is a maker space that they hoped would inspire integrative learning in science, technology, engineering, arts, and mathematics. They have put a lot of thought into creating an environment for students to come and explore the many different STEAM classes and activities they offer. Their vision for the STEAM Lab is that every student would have a better understanding of how the world works and to know that teaching children to see like designers and think like engineers, would give them the skills and confidence to change the world. The STEAM Lab was outfitted with many new devices and tools such as Robotics and Architectural kits, iPads for Stop Motion Animation, Chromebooks, a 3D printer, Apple TV, and other tools along with shelving to store their creations. Lessons they are planning will go far beyond the Next Generation Science Standards (NGSS) into projects like programming, engineering, and architecture projects, art, science experiments, building circuit boards and animation. They plan to enlist community experts like Engineers and Geologists to come and assist students with projects. Several students presented their robots and showed the Board members how they created their robots and how they work. Students were given pencils, certificates, and were included in a photograph with their robots and the Board of Trustees.

VII. Instruction

- A. Mr. Sipos, director of pupil services, updated the Board regarding pupil student services. He introduced the team of Academic Advisors, Student Services Assistants, as well as the Elementary Physical Education staff, who work daily to assist students with consistent and regular attendance, educational achievement with grades, and provide school

VII. Instruction (continued)

connectedness/participation for pro-social behavior through a multi-tiered system of supports. These supports strive to help students and parents with assistance via messaging/awareness, face to face meetings, and sometimes, intensive intervention. Looking forward, the Pupil Services Department plans to implement Positive Behavior Intervention Services, continue to increase attendance, engagement, and rapport to enable students to grasp achievement and to build connections and relationships with others.

- B. Mr. Sipos, updated Board members regarding the McKinney-Vento Act and its reauthorization by the Every Student Succeeds Act (ESSA). Mr. Sipos explained to the Board the definition of homeless according to this Act. District Board Policy and Administrative Regulation 6173, have been revised to include the updated information. This reauthorization establishes the definition of homeless used by schools and ensures that students experiencing homelessness have immediate and equal access to public education. The local liaison for students will be the pupil services director as the key contact for families experiencing homelessness. The Pupil Services Department will identify, enroll students immediately, and inform parents and/or guardians/youth of educational rights, as well as link students and families with other services as needed.

VIII. Consent Calendar

The Board of Trustees approved the Consent Calendar as amended on a motion by Member Cadman, seconded by Member Garcia, 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 October 1, 2016 through November 30, 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 October 1, 2016 through November 30, 2016, per the CFD Transactions Board Report.*
- D. Ratification of the Budget Financial Reports for the period October 1, 2016 through November 30, 2016.*
- E. Approval of the use of the following outside contractors:
1. Ratification of Contract for Contractor Services between Etiwanda School District and Higginson Architects Incorporated (HAI) for architectural and engineering services for the Caryn Restroom Project.*
 2. Ratification of Contract for Contractor Services between Etiwanda School District and John R. Byerly, Inc., for geotechnical soils investigation for the Caryn Restroom Project.*
 3. Ratification of Contract for Contractor Services between Etiwanda School District and Lydia Sumarli, dba Cosmofit, Inc., for after school exercise class at Etiwanda Colony Elementary.*
 4. Ratification of Contract for Contractor Services between Etiwanda School District and Guaranteed Janitorial Services (Martha Ortiz) for extra cleaning services for the office and teachers' lounge/workroom at Grapeland Elementary.*
 5. Ratification of Contract for Consultant Services between Etiwanda School District and Kagan Professional Development for Kagan Cooperative Learning Day 5 training on January 26-27, 2017.*
 6. Ratification of Contract for Consultant Services between Etiwanda School District and Heinemann Professional Development (Kathy Northcutt) for a two day staff development training on guided reading at Solorio Elementary.*

VIII. Consent Calendar (continued)

- 7. Ratification of Contract for Contractor Services between Etiwanda School District and KC Services for washing and waxing of the bus fleet.*
- 8. Ratification of Contract for Contractor Services between Etiwanda School District and Body MetRx (Marly Paulus) for free employee presentation at the District Office.*
- 9. Ratification of Contract for Consultant Services between Etiwanda School District and SLH Audiology, Christensen Hearing Ctr. (Sherrie Hoglin, Au.D.) for consultation at IEP meetings to review an independent educational evaluation in the area of audiology.*
- 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: Day Creek Intermediate, David W. Long Elementary, Etiwanda Colony Elementary, Etiwanda Intermediate, John L. Golden Elementary, Maintenance, Operations & Transportation, and Windrows Elementary School. Disposal forms attached.*
- G. Approval of the following donations:

Donated by:	Donation of:	Donated to:
Shoparoo	Cash	Caryn Elementary
Chick-fil-A	Cash	Caryn Elementary
Golden Elementary PTA	Cash	Golden Elementary
United Way/Simmons Family	Cash	Grapeland Elementary
United Way/Simmons Family	Cash	Grapeland Elementary
American Education Federation, Inc.	Cash	Etiwanda School District
Solorio Elementary PTA	Cash	Solorio Elementary
Colleen Baker	Foreign Coins	Etiwanda School District
- H. 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: ABC (Autism Behavior Consultants), AmeriComp Group Imaging, ASEP Kids (After School Enrichment Programs), Eric Eichenberger, Eichenberger Inspection, Excel Plumbing and Rooter, GW Service Company, Guaranteed Janitorial Service, Inc., John R. Byerly, Inc., Owen Electric, Inc., Paul C. Miller Construction Company, Inc., QTI (Quality Teleservices, Inc.), and P. A. Thompson Engineering Company, Inc.
- I. Ratification of Amendment #1 to the contract entered into on May 12, 2016 between Etiwanda School District and Pacific Audiologics for hearing and vision screening services as required by the State of California.
- J. Approval of County Form No. 1 designating new president and clerk as individuals delegated to certify or attest governing board action.*
- K. Approval of County Form No. 1 deleting previous president and clerk as individuals delegated to certify or attest governing board action.*
- L. Approval of County Form No. 2 board delegation – authorized agent status for Jennifer Cooper, fiscal services manager.*
- M. Approval of County Form No. 2C secure I. D. token for Jennifer Cooper, fiscal services manager.*
- N. Approval of Resolution 1617-44 of the Board of Trustees of the Etiwanda School District, authorizing the absence of a Board member on August 11, September 1 and 15, October 3, and November 10, 2016, as being acceptable for compensation.*
- O. Ratification of Proposal and Field Contract for services between Etiwanda School District and Rancho Pacific Electric, Inc., for the Heritage Intermediate School Prop 39 Gymnasium Light Replacement Project.*
- P. Ratification of Proposal and Field Contract for services between Etiwanda School District and Quality Teleservices (QTI) for various installations throughout the district.*
- Q. Ratification of Amendment #2 for contract entered into on August 8, 2016, between Etiwanda School District and Autism Behavior Consultants for extended behavior intervention services.*

* = Attached

VIII. Consent Calendar (continued)

- R. Ratification of Agreement Between Etiwanda School District and Paul C. Miller Construction Co., Inc., for Construction Project Management for the Etiwanda School District Solar Project.*
- S. Approval of update to Short-Term Classified Salary Schedule effective January 1, 2017.*
- T. Approval of revision and/or deletion to the following Board Policies (BP), Administrative Regulations (AR), and/or Exhibits (EX):*

BP 500	<i>Accountability</i>	revised
BP 520.2	<i>Title I Program Improvement Schools</i>	revised
AR 520.3	<i>Title I Program Improvement Districts</i>	deleted
BP 3270	<i>Sale and Disposal of Books Equipment and Supplies</i>	revised
AR 3270	<i>Sale and Disposal of Books Equipment and Supplies</i>	revised
AR 3440	<i>Inventories</i>	revised
AR 3460	<i>Financial Reports and Accountability</i>	revised
BP 6164.2	<i>Guidance/Counseling Services</i>	revised
BP 6177	<i>Summer Learning Programs</i>	revised
BP 6179	<i>Supplemental Instruction</i>	revised
AR 6179	<i>Supplemental Instruction</i>	deleted

IX. Business and Legal Procedures

- A. Mr. Rick Alonzo, a partner in Vavrinek, Trine, Day & Co., LLP, district auditors, shared that due to federal requirements, they are required to audit financial statements, federal funding programs, and state compliance. Mr. Alonzo stated this audit was unmodified, meaning it was the cleanest result possible for the district's annual audit report for the 2015-2016 year ending June 30, 2016. The Board of Trustees adopted the audit report and findings on a motion by Member Cadman, seconded by Member Long, and carried by a unanimous vote with all members present voting yes.*
- B. The board took action to approve the First Interim Financial Report through October 31, 2016, authorizing the board president and superintendent to sign positive certification for the First Interim District Certification of Interim Report for the Fiscal Year 2016-17, and related budget transfers on a motion by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.*
- C. After discussion, the Board took action to approve the Contract for Contractor Services between Etiwanda School District and Art Specialties (Tim Edmonson) for a digitally printed mural in the multipurpose room at Etiwanda Colony Elementary School on a motion by Member Long, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.*
- D. Part of the bond process, with the passage of Measure I, would allow the district to start some projects which can be reimbursed through bond proceeds at a later point. This reimbursement resolution 1617-43 will allow the district to start these projects and if approved by the citizens' oversight committee, then it can be reimbursed at a later date. A motion was made to approve reimbursement resolution 1617-43 by Member Long, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.*
- E. Mr. Clafin, assistant superintendent of business services, introduced new Board Policy 3230 and Administrative Regulation 3230, *Federal Grant Funds*. He stated federal funds are very well controlled and that there are requirements and guidelines set forth as to how funds should be used. CSBA, along with many other federal agencies, has determined that a policy is needed as to how to handle federal funds. Therefore, this policy is needed in the event of an audit. The Board took action to adopt Board Policy 3230 and Administrative Regulation 3230, *Federal Grant Funds*, on a motion by Member Long, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.*

IX. Business and Legal Procedures (continued)

- F. Terry Embleton, assistant superintendent of personnel services, presented information regarding Measure I and the need for a Facilities Project Manager. He shared the duties described in the job description, which includes the responsibility to facilitate and coordinate the Citizens' Oversight Committee. The board took action to approve the job description on a motion by Member Garcia, seconded by Member Cadman, and carried by a unanimous vote with all members present voting yes.*

X. Superintendent's Presentation

- A. The Board of Trustees reviewed information related to nominating a Board member to the California School Boards Association's (CSBA) Delegate Assembly. After discussion, the Board took action to nominate Board member, Mondy Taylor, to the 2017 California School Boards Association's Delegate Assembly, Region 16, on a motion by Member Cadman, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.*
- B. Superintendent Judson reported on the following items:
- Thank you to Solorio Elementary School for the great Board room decorations with the superhero theme and a variety of student artwork for the season, as well as summarizing all the great things going on at Solorio.
 - The San Bernardino County School Board Association (SBCSBA) has an opening for a SANDABS representative, a local advocacy group for legislation. If interested, there is no board action required; you would just submit your interest to the county, no later than January 9th.
 - Business cards are being reordered at this time. Please submit your request on the form in your packet and we'll get them ordered.
 - Winter break will begin next week on December 22nd, and school will resume on Monday, January 9, 2017.
 - Monopoly Tournament coming up on January 21st. An entry form was provided.
 - Etiwanda School District 3rd Annual Honor Band Concert coming up on January 28th.
 - The San Bernardino County School Board Association's annual meeting is coming up on January 30th.

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

- A. None offered.

Member Cadman left the Board meeting at 8:47 p.m.

XII. Closed Session

The Board of Trustees adjourned to Closed Session at 8:47 p.m. to discuss items A and B:

- A. Public Employee Appointment (Government Code 54957)
Title: (1) – Elementary Principal
- B. Conference with labor negotiator (Government Code 54957.6)
District Negotiator: Terry Embleton, assistant superintendent of personnel services
Bargaining Unit: Etiwanda Teachers Association

XIII. Reconvene Into Open Session


The Board of Trustees reconvened into Open Session at 9:20 p.m.

- A. The Board of Trustees took action in Closed Session to appoint Alicia Lyon as the Principal of Falcon Ridge Elementary School for the 2017-2018 school year, on a motion by Member Long, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.

XIV. Adjournment

The meeting was adjourned at 9:21 p.m., on a motion made by Member Garcia, seconded by Member Long, and carried by unanimous vote with all members present voting yes.

The next meeting will be held on Thursday, January 19, 2017, 6:30 p.m.



Respectfully Submitted



Adopted