



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 **SPECIAL MEETING MINUTES**

Thursday, April 2, 2020, 6:30 p.m.

Members Present in Person: Mr. Garcia and Mr. Long
Members Present by Phone: Ms. Cadman, Ms. Karsch and Ms. Taylor
Others Present: Dr. Judson, Ms. Sprague, Mr. Claflin, and Mr. Embleton

1. Call to Order

President Garcia called the special meeting to order at 6:30 p.m. stating this meeting is being held telephonically and microphones for the participating public will be kept on mute for all portions of the meeting with the exception of the public comment period. When the meeting was called to order, President Garcia performed an attendance roll call wherein Member Karsch, Member Taylor and Member Cadman indicated they were present by phone, and Member Long and Member Garcia indicated they were present in person. President Garcia announced that a roll call vote would be taken and recorded on each motion made at this meeting and that all open sessions of the board meeting are audio recorded and may capture sounds of those participating in the meeting. President Garcia asked those participating in the meeting 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.

3. Review/Adopt Agenda and Minutes

A. The Board of Trustees adopted the agenda as amended removing item 6. B, Emergency Resolution delegating authority to take necessary action to prevent students and staff from the spread of the Coronavirus (COVID-19), on a motion by Member Long, seconded by Member Taylor, and carried by unanimous roll call vote, with all members participating voting yes.

4. Consent Calendar

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

A.* Approval/Ratification for Contracted Services between Etiwanda School District and the following outside Contractors:

	Consultant/ Contractor/Presenter	Contract Number	Type of Service	Location of Service
1.	ECO Reprographics Center	ML040220A-01	Amendment #1 Digital Archiving Increase contract by \$12,146.33 From original amount of \$20,150.00 to \$32,396.33	Business Services

4. Consent Calendar (continued)

B.* Approval/Ratification of Proposal and Field Contract services under \$59,999 between Etiwanda School District and the following Contractors:

	Consultant/ Contractor/Presenter	Contract Number	Type of Service	Location of Service
1.	Brown Friendly	GRP040220A-01	Pour concrete underneath solar panel next to hard court	Grapeland Elementary
2.	Quality Teleservices, Inc.	ML040220R-02	Install CAT6 cable, TV monitor Speech/Counseling office	Summit Intermediate
3.	Owen Electric, Inc.	ML040220R-03	Relocate lighting fixtures; add switches, receptacles, data conduits.	Summit Intermediate
4.	Paul C. Miller Construction	ML040220A-04	Speech/Counseling office addition	Summit Intermediate

C.* Approval of Change Order(s).

Change Order Number	Vendor	Change Order Amount	Original Contract Amount	New Contract Amount	Project
No. 1	Caston, Inc.	(\$418.72)	\$728,585.00	\$728,166.28	Windrows Elementary Admin/Library Modernization
No. 1	Vulcan Steel Company	(\$2,973.80)	\$848,075.00	\$845,101.20	Windrows Elementary Admin/Library Modernization
No. 1	Daniel's Electric	(\$31,287.51)	\$733,000.00	\$701,712.49	Windrows Elementary Admin/Library Modernization

D.* Approval of the amended job description: Administrator of Special Education.

5. Business and Legal

A.* Doug Claflin, assistant superintendent of business services, updated the Board of Trustees regarding Resolution No. 1920-37 of the Board of Trustees of the Etiwanda School District Authorizing the Issuance of the Etiwanda School District (San Bernardino County, California) Election of 2016 General Obligation Bonds in one or more series pursuant to certain provisions of the Government Code in a Principal amount not to exceed \$50,000,000 and approving certain other matters related thereto. Mr. Claflin stated this is the third time this resolution has been before the Board of Trustees to share additional updates that the bond counsel wanted presentation on in order to satisfy the two subsequent scheduled meeting requirements. No action was taken.

B.* After discussion, the Board of Trustees took action to award Bid # 19/20-016, Caryn Elementary Modular Classroom Relocation, Category #01-General to Spec Construction in the amount of \$934,300.00 and Category #19-Electrical to Ryan Electric, in the amount of \$202,200.00, totaling \$1,136,500.00 on a motion by Member Long, seconded by Member Taylor and carried by a unanimous roll call vote, with all members present voting yes.

6. Superintendent's Presentation

A.* Superintendent Judson, along with Cabinet Administrators, updated the Board of Trustees regarding District activities regarding school closures in response to COVID-19 pandemic beginning with a closure timeline. Assistant Superintendent of Instruction and Pupil Services,

6. Superintendent's Presentation (continued)

Charlayne Sprague, shared that on March 13, 2020, they were notified of the two-week school closure. The following week, Etiwanda teachers began attending more than 30 virtual professional development sessions on distance learning tools and resources. On March 18, 2020, teachers were to begin posting daily independent daily learning plans for all students on their teacher websites. A number of teachers also ventured into establishing virtual classrooms using Google Meets and Zoom with security features. After the announcement of school closures for the remainder of the school year, it became apparent that a more comprehensive, long-term plan for student learning would be needed, which was communicated to teachers on March 27, 2020. The communication outlined three phases of improvements over the next three weeks:

1. Week 1, beginning April 6, teachers to provide a 5-minute or more weekly welcome to students to include an overview of the week to come, a community circle, and story time or calendar routine;
2. Week 2, beginning April 13, teachers to provide two 30-45 minute virtual interactive instructional sessions each week including one session in Math and one in Language Arts; and the District is recommending teachers archive the lessons or meetings for future need.
3. Week 3, beginning April 20, teachers to provide two virtual interactive tutorial or small group sessions each week for a minimum of two hours per week. The small group sessions or tutorials can spread throughout the week or offered on two days, at two different times. Lastly, a sample schedule was provided for teachers use.

Special Education services will be supported through the distance learning plan as well and service providers will collaborate on distance learning plans with general education teachers and provide special education students with supports in accessing the optional learning plans. Related services and I.E.P. timelines have been suspended but will resume once school is reconvened. Special education staff is being proactive and providing support under the circumstances via phone and virtual meetings, as long as all parties are in agreement.

Communication pathways are available through the District website, social media platforms and email help centers. We are currently developing an email account for assistance on any subject related to school closures. The COVID-19 webpage on the District website maintains all family communications as well as specific information regarding the pandemic, a FAQ page, and other resources. Social media campaigns provide the community with up-to-date information on chrome books, meal distribution, employee appreciation, distance learning, virtual field trips, and read-alouds. The FAQ webpage on the District website offers answers to technology issues, meal distribution schedules, support for usernames and passwords, mental health resources, enrollment information and program requirements.

Assistant Superintendent of Personnel Services, Terry Embleton, shared that Governor Newsom's Executive Order on March 19, 2020, ordered all individuals to stay home or at place of residence. One of the exemptions includes employees needed to maintain continuity of operation of the federal critical infrastructure sectors, which includes public school district employees. While trying to balance the needs of the District during this crisis and keeping our employees' health a focal point, we have classified certain groups of employees as essential employees. Currently, the following job classifications considered "essential" are: Cabinet members, School administrators, District office employees, Maintenance & Operations staff, School site custodians, Child Nutrition employees, Technology team employees, and Teachers. Current onsite work schedules include Cabinet members on rotating schedules to ensure availability at the District Office and School Administrators at school sites only as needed. District Office staff are on rotating schedules for minimal staffing, as determined by department heads. Maintenance & Operations and Custodial Staff are rotating part time to ensure safety, security, and upkeep of all district facilities. Child Nutrition staff are on rotating schedules to ensure the consistency of daily meal preparation and service. Technology Team is on-call and assisting with Chromebook collection and distribution. Child care staff are currently not providing child care services. Teachers are providing distance

6. Superintendent's Presentation (continued)

learning from home. As other needs arise, additional employees may be called upon to assist with work responsibilities.

Assistant Superintendent, Doug Claflin, shared that Child Nutrition will continue to distribute food at three (3) locations: Etiwanda Intermediate, Heritage Intermediate and Day Creek Intermediate. An average of 1600 lunches and breakfasts per day are being served using social distancing by placing lunches on a table and having parents/guardians/students retrieve the number of meals from the assigned table. Facilities, Maintenance and Operations, and Technology are monitoring sites daily for campus safety. Projects are continuing for the grounds and maintenance items, as well as construction projects. Approximately 5000 Chromebooks have been distributed over three days and provide remote connection support for teachers, staff and families. Fiscal Services will continue with daily receipt of US mail, UPS, FedEx, County schools mail and weekly school delivery. Payroll staff will continue monthly payroll. Accounts payable will continue to process bills received. The current transportation contract payment is being negotiated based on Senate Bill (SB) 117, requesting to maintain partnership with vital contractors.

Superintendent Judson stated the District is staying up to date with the County office and the Department of Public Health through a weekly conference call and status updates. We are receiving several advisory emails from legal counsel and other sources. In closing, Superintendent Judson stated that Etiwanda is a wonderful place and employees are stepping up to do whatever they can do for our students and each other. All the relationships we've worked so hard to develop between employees and that sense of family with our students and families, are really paying off as we make this transition to different ways of learning, teaching and supporting our schools. While it has been very challenging, we've never felt alone because we work with the best people and are supported so wonderfully by our Board of Trustees.

- B. ~~Discussion and action regarding Resolution Number 1920-43: Emergency resolution delegating authority to take necessary action to prevent students and staff from the spread of the Coronavirus (COVID-19).~~ Item removed from agenda.

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

- Member Taylor thanked everyone for their hard work.

8. Adjournment

- A. The meeting was adjourned at 7:28 p.m., on a motion made by Member Long, seconded by Member Cadman and carried by unanimous roll call vote, with all members present voting yes.

The next meeting will be held on Thursday, April 23, 2020, 6:30 p.m.



Respectfully Submitted



Adopted