



Board of Trustees Meeting

Minutes

Thursday, September 24, 2020, 6:30 p.m.

1. Call to Order

President Garcia called the meeting to order at 6:30 p.m. stating this meeting is by video and telephonic webinar, and that microphones for the participating public will be kept on mute for all portions of the meeting with the exception of the public comment periods. 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 video 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: Laura Rowland, Director of Personnel, read aloud written comments received for agenda items:

- Felicia Jones commented regarding the Learning Continuity Plans concerning African American Students.

President Garcia called on remaining meeting participants to comment on agenda items.

- Sheila Bayne commented on a non-agenda item regarding a lawsuit against the Etiwanda School District.

B. Comments on non-agenda items: Laura Rowland, Director of Personnel, read aloud written comments received for non-agenda items:

- Tamara Ross commented in favor of the Resolution Condemning Racism.
- Jerry Green commented in favor of the Resolution Condemning Racism.
- Xandrea Garay commented in favor of the Resolution Condemning Racism.
- Billy Ross commented in favor of the Resolution Condemning Racism.
- Teresa Gray commented in favor of the Resolution Condemning Racism.
- Shelly Anthony commented in favor of the Resolution Condemning Racism.
- Raymon Powers commented in favor of the Resolution Condemning Racism.
- Ayanna Balogun commented in favor of condemning racism.

President Garcia called on remaining meeting participants to comment on non-agenda items.

- Ms. Wilson commented via telephonic webinar in favor of the Resolution Condemning Racism.

3. Review/Adopt Agenda and Minutes

A.* The Board of Trustees adopted the agenda on a motion by Member Long, seconded by Member Taylor, and carried by a unanimous roll call vote, with all members present voting yes.

B.* The Board of Trustees adopted the minutes of the regular meeting held August 13, 2020, as presented on a motion by Member Taylor, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.

C.* The Board of Trustees adopted the minutes of regular meeting held September 10, 2020, on a motion by Member Long, seconded by Member Karsch and carried by a unanimous roll call vote, with all members present voting yes.

4. Instruction

A.* Assistant Superintendent of Instruction/Pupil Services, Charlayne Sprague, reported that the Etiwanda School District has met the requirement for compliance with Education Code section 60422(a) and California Code of Regulations (CCR), Title 5, Section 9531(a) regarding amended Education Code 60119, to determine that the Etiwanda School District has sufficient textbooks and instructional materials for the 2020-2021 school year. Ms. Sprague recommended the approval of Resolution No. 2021-20 Regarding Sufficiency of Instructional Materials.

4. **Instruction (continued)**

President Garcia opened the Public Hearing regarding Sufficiency of Textbooks and Instructional Materials 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. 2021-20 on a motion by Member Taylor, seconded by Member Karsch, and carried by a unanimous roll call vote with all members present voting yes.

B.* Director of Pupil Services, Damita Walton, shared the School and Program Capacity update per Administrative Regulation (AR) 5117, Interdistrict Attendance, as well as information regarding the recommendation of suspension of the approval of intradistrict and interdistrict transfers at all school sites until we resume full day in-person instruction. Also included, Special Education Programs shall be closed to interdistrict transfers and to designate Perdew, Terra Vista, Windrows, and Etiwanda Intermediate schools as severely impacted. The Board of Trustees took action to approve the program capacity update per AR 5117, Interdistrict Attendance regarding schools and programs closed for interdistrict and intradistrict transfers as presented on a motion by Member Cadman, seconded by Member Karsch and carried by a unanimous roll call vote, with all members present voting yes.

C.* Jeannie Tavolazzi, Director of Instruction, shared the updated 2020-21 Learning Continuity and Attendance Plan.

- Member Karsch asked how families will receive communication about the online tutoring? Ms. Tavolazzi stated we will be sending out a flyer to teachers to share during parent teacher conference and also sending out an auto-dialer, a mass email message to families and several postings on our social media platforms. We anticipate having this program accessible to our students by October 1, 2020.
- Member Karsch asked how the contracted intervention support will be communicated to eligible families? Ms. Tavolazzi stated we will begin notifying those eligible families with a targeted email and mailing an invitation and information, and by doing a personal outreach for families that are eligible but haven't responded back by the October 7, 2020 deadline.
- Member Karsch asked in regards to Care Solace concierge services if this would be coordinated to work with your insurance company, would it be a cost to the family or district or both? Ms. Tavolazzi said it would depend on what services a family has access to. Currently, if they have health insurance, the concierge service is aware of service providers that would work with their insurance plans and if they do not have insurance they would be connected and referred to free services.

Ms. Tavolazzi recommends the approval of the 2020-21 Learning Continuity and Attendance Plan. The Board of Trustees took action to approve the Learning Continuity and Attendance Plan as presented on a motion by Member Long, seconded by Member Karsch and carried by a unanimous roll call vote, with all members present voting yes.

D. Ms. Sprague introduced Amber Claflin, District Teacher Librarian. Ms. Claflin shared the library media services, such as the library staff meetings, filled with opportunities to learn new skills to support our students in the new learning environment. The Instructional Media Center (IMC) processed and distributed 3,000 new Chrome Books, and 120,000 materials for the new science adoption and thanked child care and tech teams for helping accomplish this huge task. Ms. Claflin shared that the IMC and tech teams worked tirelessly and with enthusiasm to collect end-of-year supplies from the 2019-20 school year and distributed supplies at each site for the 2020-21 school year. Ms. Claflin shared the Star Wars Reads Day event that raised \$3,000 and thanked the community for their participation. Also shared the Kindergarten STEAM Centers and STEAM Nights, and shared the Monopoly Tournament event which raised \$7,000. She shared Battle of the Books (B.O.B.) event and thanked the E3 Foundation for providing the prizes for the BOB program. Ms. Claflin shared the Summer Library program and the library collection and the number of books read and checked out. She also shared the physical curbside book pick-up days, where students will be able to order and pick-up books and shared the many programs and activities that is happening in the libraries.

President Garcia thanked Ms. Claflin and her staff for taking all the awesomeness of our libraries and moving online, and stating that the staff has done a fantastic job.

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5. Consent Calendar

The Board of Trustees adopted the consent calendar as presented on a motion by Member Long, seconded by Member Karsch and carried by a unanimous roll call 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.* 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: Carleton P. Lightfoot, DW Long Elementary, District Office, Heritage Intermediate, and Terra Vista Elementary: Miscellaneous computer items, copier/scanner, printer, and stationary fan bikes.
- C.* Acknowledgement by the Governing Board of the Etiwanda School District of the receipt of letters of fingerprint certification from the following outside contractors verifying clearance of their employees: Blueviolet Networks, Ruhnau Clarke Architects, and Time & Alarm Systems.
- D.* Approval of the amended 2020-2021 School Nurse Salary Schedule.
- E.* Approval of the amended Instructional Technology Support Clerk job description.
- F.* Approval of the following donations:

Donated by:	Donation of:	Donated to:
East Heritage Elementary PTO	Cash	East Heritage Elementary
Day Creek Intermediate PTSO	Cash	Day Creek Intermediate
BlackBaud Giving Fund/Your Cause	Cash	Carleton P. Lightfoot Elementary

- G.* 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	Booster Enterprises	WH092420R-01	Video library along with fundraising for the 2020-21 school year	West Heritage Elementary
2	Silver Creek	ML092420R-13	Construction of concrete foundation for relocatable classroom bldg.	Caryn Elementary
3	Ruhnau Clarke Architects	ML092420A-16	Administration services for new classroom building/POD	Solorio Elementary
4	Clay Counseling Solutions	DN092420R-02	Virtual training workshops	Etiwanda School District
5	Curriculum Associates LLC	DN092420A-03	i-Ready assessments & personalized instruction	Solorio, East Heritage, Perdew & West Heritage
6	Clay Counseling Foundation	JJ092420A-02	Develop individual tutoring plans, coaching sessions, parent consultations	Etiwanda School District
7	Sylvan Learning Etiwanda	JJ092420A-03	Homework support & personalized tutoring	Etiwanda School District

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5. **Consent Calendar (continued)**

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

1	Excel Plumbing	ML092420R-01	Drinking fountain/bottle filler	Summit Intermediate
2	Excel Plumbing	ML092420R-02	Drinking fountain/bottle filler	Windrows Elementary
3	Excel Plumbing	ML092420R-03	Drinking fountain/bottle filler	Terra Vista Elementary
4	Excel Plumbing	ML092420R-04	Drinking fountain/bottle filler	Solorio Elementary
5	Excel Plumbing	ML092420R-05	Drinking fountain/bottle filler	West Heritage Elementary
6	Excel Plumbing	ML092420R-06	Drinking fountain/bottle filler	DW Long Elementary MPR
7	Excel Plumbing	ML092420R-07	Drinking fountain/bottle filler	Caryn Elementary
8	Excel Plumbing	ML092420R-08	Drinking fountain/bottle filler	Etiwanda Intermediate
9	Excel Plumbing	ML092420R-09	Drinking fountain/bottle filler	Carleton P. Lightfoot Elementary
10	Excel Plumbing	ML092420R-10	Drinking fountain/bottle filler	Etiwanda Colony, Falcon Ridge, Golden, Grapeland, HIS, Perdeu & Solorio
11	Art Specialties	ML092420R-11	Replace tunnel entrance graphics that were damaged	Windrows Elementary
12	Dugmore & Duncan	ML092420R-12	Keyless entry gates	Perdeu Elementary
13	Dugmore & Duncan	ML092420R-14	Keyless entry/gate add	Terra Vista Elementary
14	Time & Alarm Systems	ML092420R-15	Low voltage systems for two existing portables	East Heritage Elementary
15	Blue Violet Networks	ML092420R-17	Replace all administrative & classroom phones	Terra Vista Elementary
16	Owen Electric, Inc.	ML092420R-18	Power for bottle filler	Windrows Elementary MPR
17	Owen Electric, Inc.	ML092420R-19	Power for bottle filler	West Heritage Elementary MPR
18	Owen Electric, Inc.	ML092420-20	Power for bottle filler	Caryn Elementary MPR
19	Owen Electric, Inc.	ML092420R-21	Power for bottle filler	Carleton P. Lightfoot Elementary MPR
20	Owen Electric, Inc.	ML092420R-22	Power for bottle filler	DW Long Elementary MPR
21	Owen Electric, Inc.	ML092420R-23	Power for bottle filler	Terra Vista Elementary MPR

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5. Consent Calendar (continued)

I.* Consideration to accept the following agreements/contracts between Etiwanda School District and the following contractors:

	Contractor	Contract Number	Type of Service	Location of Service
1	Paper Education Co., Inc.	JJ092420A-01	Online Chat-based platform for tutoring	Etiwanda School District
2	San Bernardino County Superintendent of Schools	DN092420R-01	Digital Learning Services	Etiwanda School District
3	CalStateTEACH	CT092420R-01	MOU to provide student teacher placements	Personnel Department
4	Napa County Office of Education	JM092420R-01	Embedded instruction practices for preschool children with disabilities in inclusive preschool classrooms	Etiwanda School District
5	Miller Construction	ML092420A-24	Construction Manager for New Classroom Building	Solorio Elementary

J.* Approval of Chaffey Federal Credit Union School/District Membership Application to make additions and deletions to signatories as follows on school accounts, all accounts require two signatures for withdrawal purposes.

Account	Additions / Name Change	Deletions
East Heritage Elementary	Rayna Prothro, Assistant Principal	Katherine Deniz, Assistant Principal

6. Business and Legal

A.* Laura Rowland, Director of Personnel, presented the new job description for the Health Service Office Technician. After discussion, the Board of Trustees took action to approve Health Services Office Technician job description on a motion by Member Taylor, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.

7. Superintendent’s Presentation

A.* Charlayne Sprague, Assistant Superintendent of Instruction/Pupil Services, presented the action plan for the 2020-21 Strategic Priorities and Strategic Priorities Implementation. Ms. Sprague shared that throughout the presentation, staff will be sharing district efforts to address equity and access, and inclusive family engagement. Jeannie Tavolazzi, Director of Instruction, shared the Local Control and Accountability Plan (LCAP). Damita Walton, Director of Pupil Services, shared the pupil services priorities with intervention, supports, trainings and programs. Beth Freer, Administrator of Special Education, shared the priorities for diagnostic assessments plans, programs and other supports for student needs. Ms. Tavolazzi shared upcoming events such as educational presentations and program presentations. Ms. Tavolazzi shared the priorities for parent and community engagement and communication plans.

- President Garcia asked for the video series what systems will the videos be created for? Ms. Tavolazzi stated some of the videos in development are how to read the i-Ready report. Also developing a video on what is a school site council and other videos include information on Special Ed., =Local Control and Accountability Plan (LCAP), Gate, and African American Parent Educator Advisory Committee (AAPEAC).

Ms. Walton continued with plans for the social and emotional wellness priority. Ms. Sprague shared the district culture priority. Terry Embleton, Assistant Superintendent of Personnel, shared the Human Resource priority and Laura Rowland, Director of Personnel, presented the plan to increase

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7. **Superintendent’s Presentation (continued)**

diversity of district staff. Doug Claflin, Assistant of Superintendent of Business, discussed plans for the technology and fiscal planning priorities. Ms. Rowland shared the safety priority actions. Mr. Claflin shared the facilities plans and implementations. After discussion, the Board of Trustees took action to approve the 2020-21 Strategic Priorities and Strategic Priorities Implementation as presented on a motion by Member Taylor, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.

B.* After discussion, the Board of Trustees took action to adopt Resolution No. 2021-21 recognizing the week of October 11 – 17, 2020, as *Week of the School Administrator*, on a motion by Member Taylor, seconded by Member Cadman and carried by a unanimous roll call vote, with all members present voting yes.

C. On behalf of Dr. Judson, Ms. Sprague shared the Superintendent’s Report that Carleton P. Lightfoot Elementary was named a 2020 National Blue Ribbon School. Congratulations to staff on receiving the prestigious award.

- President Garcia congratulated the CP Lightfoot staff and families for this outstanding award.

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

None offered.

9. **Closed Session**

The Board of Trustees adjourned to Closed Session at 8:26 p.m. to discuss items A. through C.

- A. Conference with labor negotiator (Government Code 54957.6) for the 2020-2021 school year
District Negotiator: Terry Embleton, Assistant Superintendent of Personnel Services
Bargaining Unit: Etiwanda Teachers Association
- B. Public Employee Discipline/Dismissal/Release. (Government Code 54957)
- C. Public Employee Performance Evaluation: Superintendent
(Government Code 54957)

10. **Reconvene to Open Session**

The Board of Trustees reconvened into Open Session at 9:15 p.m.

- A. No action to report from Closed Session.

11. **Adjournment**

The meeting was adjourned at 9:15 p.m., in memory of Freda Garcia, Child Care Assistant, on a motion made by Member Taylor, seconded by Member Karsch and carried by a unanimous roll call vote, with all members present voting yes.

The next meeting will be held on Thursday, October 22, 2020, 6:30 p.m.



Respectfully Submitted



Adopted

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