



BOARD OF TRUSTEES: Robert Garcia, Matthew Gordon, Dr. Fermín Jaramillo, Dayna Karsch, and April McAllaster

BOARD OF TRUSTEES

Minutes

Thursday, October 5, 2023, 6:30 p.m.

Members Present at Roll Call:	Mr. Garcia, Mr. Gordon, Dr. Jaramillo, Ms. Karsch, and Ms. McAllaster
Others Present:	Ms. Sprague, Ms. Tavalazzi, and Mr. Claflin

1. Call to Order

President Karsch called the meeting to order at 6:30 p.m. All members were present. President Karsch announced that all open sessions of the board meeting are audio recorded and may capture sounds and images of those participating in the meeting. President Karsch asked those participating in the meeting to join in the Pledge of Allegiance.

2. Public Comment on Agenda Items

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 presented on a motion by Member Garcia, seconded by Member McAllaster, and carried by a unanimous vote with all members present voting yes.

B. The Board of Trustees adopted the meeting minutes of the regular meeting held September 14, 2023, as presented on a motion by Member Jaramillo, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.

4. Special Recognition

A. Etiwanda Excellence in Education (E3) Foundation presented by Kathy Molnar, E3 President, and Janella Cantú-Myricks, E3 Vice President, donated a check in the amount of \$37,000 to the Etiwanda School District in support of student engagement.

5. Educational Presentation

A. Justin Kooyman, Director of Instruction; Pam Allaway, Professional Development Provider, and Student Success Coaches; Bobbie Patterson from West Heritage Elementary, Bailee Campbell from Solorio Elementary, and Jeanette Larrondo from Falcon Ridge Elementary, presented Title I Program updates related to program components, achievement data, and instructional coaching.

6. Instruction

A. Assistant Superintendent Jeannie Tavalazzi reported that the Etiwanda School District had 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 2023-2024 school year. Ms. Tavalazzi recommended the approval of Resolution No. 2324-18 regarding the sufficiency of textbooks and instructional materials. President Karsch then opened the Public Hearing regarding the sufficiency of textbooks and called for comments. After hearing no comments, President Karsch closed the public hearing.

The Board of Trustees then took action to approve Resolution No. 2324-18 regarding sufficiency of textbooks and instructional materials as presented, on a motion by Member Gordon, seconded by Member McAllaster, and carried by a unanimous vote with all members present voting yes.

7. Business and Legal

A. Doug Claflin, Assistant Superintendent of Business Services, Michael Mancuso, Director of Fiscal Services, and Michael Higgins, Director of Operations and Facilities, presented the 2023-24 Facilities Plan for Etiwanda School District. They shared area residential developments, projected student enrollment, facility projects, and facility funding.

7. Business and Legal (continued)

- Board of Trustees discussed economic downturns and impact on future projects, historical building preservation, Etiwanda Intermediate School field usage, and requested a community meetings to inform the community and local sports program on modernization plans and projected timeline. After discussion, the Board of Trustees took action to approve the 2023-2024 Facilities Plan for the Etiwanda School District as presented on a motion by Member Gordon, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.

8. Consent Calendar

The Board of Trustees approved the Consent Calendar as presented on a motion by Member Jaramillo, seconded by Member Garcia, 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 any other action affecting employment status.
- B. The Governing Board, acting as the legislative body for Community Facilities District (CFD) numbers 4, 5, 6, 7, 8, 9, 10, Rancho Etiwanda, Silver Ridge, Coyote Canyon, Henderson Creek, Victoria Gardens & Day Creek Square, ratifies the CFD expenditures for the period September 1 - 30, 2023, per the CFD Payment Log.
- C. 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.
- D. Acknowledgement by the Governing Board of the Etiwanda School District of the receipt of letters of fingerprint certification from outside contractors verifying clearance of their employees.
- E. Ratification of the increase in mileage/cell phone stipends reflecting IRS Standard Mileage Rate effective July 1, 2023. Addition of Elementary Physical Education Teachers.
- F. Ratification of computer technology maintenance, support agreements, and subscriptions for the 2023-24 school year.
- G. Approval of the following donations:

Donated by:	Donation of:	Donated to:
E3 Foundation	Cash	All school sites
The Blackbaud Giving Fund-Edison	Cash	C.P. Lightfoot ES
The Blackbaud Giving Fund-Edison	Cash	Day Creek IS
The Blackbaud Giving Fund-Edison	Cash	Day Creek IS
Day Creek Intermediate PTSO	Cash	Day Creek IS
Summit Intermediate PTSA	Cash	Summit IS

- H. 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	Art Specialties, Inc.	CAR100523R-01	School graphics	Caryn ES
2	Guaranteed Janitorial Services, Inc.	CC100523R-01	Janitorial services	Etiwanda Colony Child Care
3	Chick-fil-A	DWL100523R-01	Family Night	D.W. Long ES
4	Royale Management Group, LLC	EIS100523R-01	BMX school assembly	Etiwanda IS
5	Classic Blinds	EIS100523R-02	Window coverings	Etiwanda IS
6	One on One Learning, Corp.	JJ100523A-02	Tutoring services	Sacred Heart Parish School
7	Orange County Supt. of Schools	MS100523R-01	Field trips	West Heritage ES
8	Pali Institute	NR100523A-01	Outdoor education program	Summit IS

8. Consent Calendar (continued)

9	Pali Institute	NR100523A-02	Outdoor education program	Day Creek IS
10	Pali Institute	NR100523A-03	Outdoor education program	Etiwanda IS
11	Pali Institute	NR100523A-04	Outdoor education program	Heritage IS
12	Camfel Productions	SIS100523R-01	Assembly	Summit IS
13	CalStateTEACH Program	JS100523R-01	Memorandum of Understanding for employment of intern eligible students	Etiwanda School District
14	CalStateTEACH Program	JS100523R-02	Memorandum of Understanding for student teacher placements	Etiwanda School District
15	San Bernardino County Superintendent of Schools	JJ100523A-03	Memorandum of Understanding #23/24-0657 Literacy support	Etiwanda School District

- I. Approval/Ratification of Proposal and Field Contract services under \$60,000 between Etiwanda School District and the following Contractors:

	Consultant/ Contractor	Contract Number	Type of Service	Location of Service
1	Time and Alarm Systems	ML100523R-01	Install new camera additions for new portable classrooms	Terra Vista ES
2	Time and Alarm Systems	ML100523R-02	Install new camera additions for new portable classrooms	C.P. Lightfoot ES
3	Time and Alarm Systems	ML100523R-03	Reinstall district cameras plus add one new camera	Summit IS
4	Time and Alarm Systems	ML100523A-04	Install new camera additions for new classroom buildings	Grapeland ES

- J. Approval of Amendments/Change Orders/Extension:

	Vendor / Project	Amendment/ Change Order Number/ Extension	Original Contract Date Or Dollar Amount	New Contract Date or Dollar Amount
1	Heinemann Professional Development	JJ100523A-01 Amendment #1	\$54,400.00	\$64,000.00
2	RVH Constructors, Inc. / Solorio ES Class Size Reduction	ML100523A-05 CO #1.1	\$425,000.00	\$406,734.20
3	Franklin Mechanical Systems, Inc. / Solorio ES Class Size Reduction	ML100523A-06 CO #1.17	\$121,100.00	\$106,100.00
4	Rancho Pacific Electric Construction, Inc. / Solorio ES Class Size Reduction	ML100523A-07 CO #1.19	\$215,000.00	\$231,102.71

- K. Consideration to accept the following agreements/contracts between Etiwanda School District and the following contractors using Piggybackable BID documentation, BID extension, State of California Multiple Award Schedule (CMAS) and/or NASPO Master Agreement:

8. Consent Calendar (continued)

	Vendor	Contract Number	Piggyback BID	Location of Service
1	Virco, Inc.	NR100523A-06	San Bernardino County Superintendent of Schools Bid #23/24-0005 Furniture: System and Stand Alone	Etiwanda School District
2	CN School & Office Solutions, Inc.	NR100523A-07	San Bernardino County Superintendent of Schools Bid #23/24-0005 Furniture: System and Stand Alone	Etiwanda School District
3	Lakeshore Learning Materials, LLC	NR100523A-08	San Bernardino County Superintendent of Schools Bid #23/24-0005 Furniture: System and Stand Alone	Etiwanda School District

- L. 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/Existing	Deletions
West Heritage Elementary Student Fund Account – 185510	Catherine Vittorio – Principal RaShawn Voglezon – Assistant Principal Barbara Patterson – Student Success Coach/Teacher	Sylvia Gonzales – Assistant Principal
Falcon Ridge Elementary Student Fund Account – 392938	Kelly Wilbert – Principal Twyla Bowman – Assistant Principal Heather Perla – Health Services Technician	Lisa Richter – Principal
Terra Vista Elementary Student Fund Account – 185570	Kimberly Pollock – Principal Monica Apodaca – Assistant Principal Chinh Nguyen – Student Success Coach	Jane Englehardt – Teacher Tanisha Styles – Academic Advisor

- M. Approval of the classification of various records as Class 3 (disposable) and approval to dispose of these records which have been retained for the legal period of time per 5 CCR§ 16023 through 5 CCR § 16028 (Title 5, California Code of Regulations, Division 1, Chapter 16, Subchapter 2, Article 2, Sections 16023 – 16028:

Record Title	Class	Required Retention	Recommended Retention	Dates Covered	Destroy After Date
Vendor invoices & payments, accounts payable/receivable, reconciliations	3	3 years	4 years	2018-2019	10-5-2023
Purchase Orders	3	3 years	4 years	2018-2019	10-5-2023
Cash deposits/ collections reports	3	3 years	4 years	2018-2019	10-5-2023
Bank reconciliations & canceled checks	3	3 years	4 years	2018-2019	10-5-2023
Credit charges, transactions, field trips	2	3 years	4 years	2018-2019	10-5-2023
Budget transfers & journal entries	3	3 years	4 years	2018-2019	10-5-2023
Contracts	2	3 years	5 years	2018-2019	10-5-2023

8. Consent Calendar (continued)

- N. Approval of revisions and/or deletions to the following Board Policies (BP), Administrative Regulations (AR), and/or Exhibits (EX):
- | | |
|-----------|----------------------|
| BP 5145.6 | Parent Notifications |
|-----------|----------------------|
- O. Approval of the amended job description: Health Services Coordinator.
- P. Approval of Addendum A to add ProCare Consultants, Mokiko Hollinquest, for the period of September 22, 2023, through December 29, 2023. Agreement terms and rates will remain the same.

9. Superintendent

- A. Superintendent Sprague extended her congratulations to Terra Vista Elementary, our 5th National Blue Ribbon School, and invited Board members to join Terra Vista's Blue Ribbon Fall Festival celebration. She provided details about Summit's recent site visit, highlighting the impressive technology integration at the school, and invited Board members to Star War Reads Day on October 14th. She also touched upon the San Bernardino County and Riverside County School Board Association's Fall Joint meeting, social media updates, and upcoming dates.

10. Public Comment on Non-Agenda Items

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.

11. Board / Staff Comments or Suggested Items for Discussion at Upcoming Meetings**12. Closed Session**

The Board of Trustees adjourned to Closed Session at 8:17 p.m. to discuss item A.

- A. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Subdivision (b) of Government Code § 54956.9

13. Reconvene to Open Session

The Board of Trustees reconvened into Open Session at 9:25 p.m.

- A. No further action to report.

14. Adjournment

The meeting was adjourned at 9:25 p.m. on a motion by Member Gordon, seconded by Member Jaramillo, and carried by a unanimous vote with all members present voting yes.


Respectfully Submitted


Adopted