



## 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

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### Board of Trustees Meeting

## Minutes

Thursday, November 19, 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. None offered.
- B. Comments on non-agenda items. None offered.

#### 3. Review/Adopt

- A.\* The Board of Trustees adopted the agenda as amended, excluding items 10. A., 10. B. and 11. A., as there is no need for closed session, on a motion by Member Long, seconded by Member Karsch and carried by a unanimous roll call vote, with all members present voting yes.
- B.\* The Board of Trustees adopted the minutes of special meeting held November 5, 2020, as presented on a motion by Member Cadman, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.

#### 4. Educational Presentation

- A. An educational presentation, "Heritage Hawks are Engaged," was shared by Jonathan Carson, Principal of Heritage Intermediate School. Mr. Carson introduced his administrative team; Candra Loftis, Assistant Principal, Gregory Noyes, Assistant Principal, Lilly Damen, School Counselor, and Jaterica Smith, Academic Advisor. Mr. Noyes shared how they enhanced virtual learning to meet the needs of their students by putting together "Swag Bags" which included door signs, web cam covers and Heritage stickers. They hold monthly "Grab-n-Goes" to distribute supplies and library book checkouts for their students. He shared they hold town hall meetings for staff, and hold weekly Professional Learning Communities (PLC), where teachers discuss what is working, review data and come up with plans to better support all of their students. Ms. Loftis shared, "Providing Support to Prevent Learning Loss." She shared they have grouped special population clusters such as; RSP, English learners and new comers, during virtual learning, allowing teachers to intervene to ensure that adequate support is given to students. She shared they have continued their Peer Mentor programs, with student leaders, in connecting with students. She shared the Leading and Inspiring Foster students to Excel (LIFE) program, which helps students who reside in foster homes to better connect to school. She also shared the Academic Advisor Support, that includes daily support for identified students struggling in the virtual learning, where they can receive daily tutoring and after school support labs. She also shared how the staff supports these students by having student study teams meet with grade level chairs to find and implement successful interventions in order to decrease the number of students being recommended to the Student Study Team (SST). Mr. Carson shared the Pupil and Family Engagement, where they held

4. **Educational Presentation (continued)**

a Parent Technology Night. This included walking the parents through the Google applications, communication, digital organization, and curriculum. Due to the success and feedback, they have begun to schedule a second Parent Technology Night. Mr. Carson also shared how they communicate with the students and families with weekly announcements, social media, and website. Ms. Loftis shared the activities the school has ongoing, such as student leadership, band, choir, Emerging Young Leaders, Hope Ambassadors, spirit days, and Character of the Month (COTM). Mr. Carson shared family involvement through donation drives and family night's out. Mr. Noyes shared the systems they developed to check in with students, offering incentives and rewards to help achieve agreed upon goals, regarding attendance, engagement or work completion, and involved parents to help achieve these goals. Mr. Carson shared how teachers keep their students engaged. Ms. Damen shared, how they help support, the mental health and social and emotional well-being of their students and staff. She shared their staff development with town hall meetings and professional development. For students, she shared how they support students giving them access to a form where they can check in, by answering questions about their social, emotional and academic well-being. She shared they use Social Emotional Learning (SEL) virtual lessons, to help teachers and students to connect and build community. Parents receive weekly newsletters, with resources, to help provide support for their students. She also shared how they support students and staff with in-class workshops, whole school activities, after school groups, and virtual wellness center.

5. **Instruction**

- A.\* Alicia Lyon, Instruction Coordinator, presented the Multilingual (English Learner) program update. Ms. Lyon shared that the California Department of Education changed the name from English Learner (EL) to Multilingual. Ms. Lyon shared the following data: 1,210 students are EL (8.9% of district enrollment), 964 students are Reclassified Fluent English Proficient (RFEP) (7% of district enrollment), with a combined total of 2,174 (16% of district enrollment). She shared Etiwanda School District has 44 different languages, and shared the data for newcomers to this program for the past 5 school years, with the current 2020-2021 school year being 52 newcomers. She discussed the data collection and the criteria for reclassification. She shared the Long Term English Learner (LTEL) data, which consists of 4% of the English Learners. Ms. Lyon shared the data for English Language Proficiency Assessment for California (ELPAC) for students that were assessed. Ms. Lyon also shared how they supported their English Learners, through Designated Support, and Integrated Support. She shared they have provided training and resources for teachers and instructional aide training and provided them with a teacher binder. She shared how they communicated with parents to help support the students.
- President Garcia asked what additional support is given to the LTEL students? Ms. Lyon shared first priority is to make sure placement of the student is a good fit. They have iLit (Inspire Literacy), which is an online language support monitored program and are discussing with Instruction the possibility of bringing in a small cohort LTEL students.
- B.\* Jeannie Tavalazzi, Director of Instruction, presented the Proposed Local Control and Accountability Plan (LCAP) survey revisions. Ms. Tavalazzi shared the survey goals including obtaining feedback, comparing stakeholder perspectives and informing the LCAP decision making process. She shared the survey updates have been reduced to items that are relevant to this unique school year, only essential items remain, and phrasing and language adjustments have been made to create clarity. She shared the survey length in regards to questions for parents/guardians, students and staff, will be approximately 5 minutes compared to last year's of 15 minutes to complete the survey. She shared the survey details; plans to administer the survey between January 11<sup>th</sup> through January 22<sup>nd</sup>, and the survey results will be available and posted on the district website in February 2021. After discussion, the Board of Trustees approved as presented the proposed Local Control and Accountability Plan (LCAP) survey revisions, on a motion by Member Long, seconded by Member Cadman and carried by a unanimous roll call vote, with all members present voting yes.
- C.\* After discussion the Board of Trustees approved the 2020-2021 Student Calendar to reflect change in Non-Student Day from 1/25/21 to 1/15/21 and holiday changed from 2/8/21 to 2/12/21, on a motion by Member Taylor, seconded by Member Cadman and carried by a unanimous roll call vote, with all members present voting yes.

**6. Consent Calendar**

The Board of Trustees adopted the consent calendar as presented on a motion by Member Long, seconded by Member Taylor 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.\* The Governing Board, acting as the legislative body for Community Facilities District (CFD) numbers 4, 5, 6, 7, 8, 9, 10, 11, Rancho Etiwanda, Silver Ridge, Coyote Canyon, Henderson Creek, Victoria Gardens, and Day Creek Square, ratifies the CFD expenditures for the period October 1 through October 31, 2020, per the CFD Payment Log.
- 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 October 1, 2020 through October 31, 2020.
- D.\* Ratification of the Budget Financial Reports for the period October 1-31, 2020.
- E.\* Approval of the declaration that miscellaneous items of district property are less than \$2,500 in value per item, are obsolete, unusable and will be sold as surplus property, donated to eligible nonprofit organizations or disposed Heritage Intermediate School, Technology Department: various Dell Optiplex computers, computer Chromebook cart, laser printers, scanner, and headphones.
- F.\* 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: Clean Start Cleaning Services, Dugmore & Duncan of CA, Inc., Econo Fence, Inc., Metuisela Fonua/Brown Friendly Island Concrete, GW Services Company, HLI Tree Experts, Inc., PA Thompson Engineering Company, Inc., T3 Contractors Corporation, Southern California Landscape, Inc., and US Landscape, Inc.
- G.\* Approval of the Memorandum of Understanding (MOU) between the Etiwanda School District and the Etiwanda Teachers Association (ETA) regarding issues related to the COVID-19 Pandemic (Coronavirus).
- H.\* Approval of the following donations:

<b>Donated by:</b>	<b>Donation of:</b>	<b>Donated to:</b>
Solorio PTA	Cash	Solorio Elementary
Heritage Intermediate PTSA	Cash	Heritage Intermediate
Heritage Intermediate PTSA	Cash	Heritage Intermediate
Lifetouch National School Studio	Cash	Caryn Elementary
Kroger	Cash	Caryn Elementary
Studio I	Cash	DW Long Elementary
Betty Liu	Face masks/hand sanitizer	Golden Elementary
Roberto Robledo	Safety masks	Golden Elementary
Lowe's	Misc. garden supplies	Etiwanda Intermediate
San Bernardino County Superintendent of Schools	Laptops	Etiwanda School District

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

	<b>Consultant/ Contractor/Presenter</b>	<b>Contract Number</b>	<b>Type of Service</b>	<b>Location of Service</b>
1	Clean Start Cleaning Svcs.	RS111920A-01	Extra cleaning services for child care	All child care sites
2	Eichenberger Inspection	ML111920A-09	Inspection Services for new classroom building project	Solorio Elementary
3	Kyle's Cartoon Platoon	WH111920R-02	3 Fully interactive draw along art assemblies	West Heritage Elementary

6. **Consent Calendar (continued)**

4	Document Tracking Services	WH111920R-03	Document translation services for school newsletters, parent engagement activities, principal letters, etc.	West Heritage Elementary
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J.\* 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	Owen Electric, Inc.	ML111920R-01	Install dedicated circuit for IT control box	East Heritage Elementary
2	Owen Electric, Inc.	ML111920R-02	Install 100 amp 120/208 phase sub panel (gym)	Summit Intermediate
3	Econo Fence, Inc.	ML111920R-03	Install steel frame for double hollow metal door	East Heritage Elementary
4	Econo Fence, Inc.	ML111920R-04	Remove gates, install tubes, etc.	Caryn Elementary
5	Dugmore & Duncan of California, Inc.	ML111920R-05	Keyless entry on gates	Summit Intermediate
6	Dugmore & Duncan of California, Inc.	ML111920R-06	Keyless entry on admin gate	East Heritage Elementary
7	Econo Fence, Inc.	ML111920R-07	Install square fence posts, tube fence panels, etc.	Perdew Elementary
8	Econo Fence, Inc.	ML111920R-08	Remove chainlink fence, core 3 holes, install steel frame, etc.	Summit Intermediate
9	Southern California Landscape, Inc.	ML111920A-10	Clear and grub slope from portables, extend irrigation main line, install new lateral lines, etc.	Caryn Elementary

K.\* 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	Azusa Pacific University	CT111920R-01	MOU Field Experiences December 15, 2020 thru June 30, 2023	Personnel
2	American Business Bank	ML111920A-11	Escrow Agent for Daniel's Electric Construction Co., Inc. (new classroom building)	Solorio Elementary

L.\* Approval of Amendments/Change Orders.

Amendment/ Change Order Number	Vendor	Change Order Amount	Original Contract Amount	New Contract Amount	Project
001	Dalke & Sons	(\$680.44)	\$174,300.00	\$173,619.56	DW Long Classroom Conversion

**6. Consent Calendar (continued)**

001	RDM Electric Co., Inc.	(\$37,269.93)	\$519,000.00	\$481,730.07	East Heritage Interim Housing
Amendment #001	Ruhnau Clarke Architects	\$310,490.00	\$156,710.00	\$467,200.00	CNG Station
Amendment #001	Ruhnau Clarke Architects	(\$211,964.00)	\$1,102,000.00	\$890,036.00	District Operation Center

M.\* Approval of Resolution 2021-24 resolution of the Board of Trustees of the Etiwanda School District regarding accounting of development fees for 2019-20 fiscal year in the following fund or account: capital facilities fund (fund 25).

N.\* Designation of the regular board meeting on December 15, 2020, at 7:00 p.m. as to the annual organizational meeting of the Etiwanda School District Board of Trustees.

O.\* Approval of the Memorandum of Understanding between the Etiwanda School District and Etiwanda Teachers Association (ETA) regarding one-time Incentive for Early Notification of Retirement/Resignation.

P.\* Approval of Resolution No. 2021-27 regarding One-Time Early Tell Incentive for Full-Time, Non-Contracted, 8-hour Classified Employees.

Q.\* Approval of Resolution No. 2021-28 regarding One-Time Early Tell Incentive for Non-Contracted Management and Non-Represented Certificated Employees.

**7. Business and Legal**

A.\* Doug Claflin, Assistant Superintendent of Business Services, presented the 2021 Facilities and Measure I plan. Mr. Claflin shared the district's enrollment, growth percentages and student projections. He shared the financial assumptions related to the facilities funding. Mike Higgins, Facilities Manager, presented the completed projects, with potential state funding: John L. Golden's new classroom, D.W. Long's four new classrooms, Windrows' and Caryn's office and library remodel and Caryn's interim housing. Mr. Higgins shared the recommended ongoing projects: Technology and computing replacement, East Heritage's office and library remodel, Solorio's classroom building, and district wide projects such as bottle filing stations, security system upgrades and restroom renovations. He also shared HVAC replacements at John L. Golden, Grapeland, Day Creek. Mr. Higgins shared at C.P. Lightfoot they will be breaking ground for the office & library expansion and a plan to add 8 classroom additions at Grapeland to house the Technology Department and Instructional Media Center (IMC), allowing for the modernization projects at Etiwanda Intermediate and Summit Intermediate. Mr. Higgins also shared future capital projects.

➤ Member Karsch stated she appreciated the fact that the district went back to the drawing board to find a way to fund the middle school upgrades at Etiwanda Intermediate and Summit Intermediate and appreciated all the hard work they have done.

After discussion, the Board of Trustees took action to approve as presented the 2020-21 Facilities Plan for the Etiwanda School District, on a motion by Member Karsch, seconded by Member Taylor 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 as presented Resolution No. 2021-26 of the Etiwanda School District to offer a Supplementary Retirement Plan (SRP) for eligible non-contract classified management employees, on a motion by Member Long, seconded by Member Cadman and carried by a unanimous roll call vote, with all members present voting yes.

**8. Superintendent 's Presentation**

A.\* After discussion, the Board of Trustees took action to nominate Member Mondy Taylor to the 2021 California School Boards Association's Delegate Assembly, Region 16, on a motion by Member

**8. Superintendent 's Presentation (continued)**

Garcia, seconded by Member Long and carried by a unanimous roll call vote, with all members present voting yes.

- B. Superintendent Judson presented an update regarding school reopening and status of the waiver. He shared, this week, we had our first small cohort of students return to class, with students in our moderate / severe and STARS special day classes, and we are happy to have them back. He thanked Beth Freer, Administrator of Special Education, and Principals who have welcomed the students back for their tremendous effort to get this program started. Superintendent Judson shared the status of the waiver which was submitted to the San Bernardino County Department of Public Health on November 5<sup>th</sup> and that we posted our reopening plan on the district website and stated the waiver is currently pending. Superintendent Judson shared the current community case rates and stated we have gone well above the case rate to have the waiver approved. He also shared once the case rate reaches 14 cases or less the Department of Public Health will automatically resubmit the waiver. Superintendent shared it would be prudent to provide notification regarding our schools will not be reopening under the waiver until sometime after the winter recess and we will continue to monitor and update the families and staff as needed.

- Member Karsch asked what other cohorts are we thinking about considering? Superintendent Judson stated they are planning for a couple of cohorts; one is pre-school for our special education students; and the other cohort at the middle school levels for a small cohort of 6<sup>th</sup> grade students, making sure it is the right time and safe.

- C. Superintendent Judson reported the following:

- Shared a video clip for C.P. Lightfoot Elementary receiving the National School Blue Ribbon honor being recognized at the award ceremony. Superintendent Judson congratulated Justin Kooyman, Principal, Roseann Marlen, former Principal, Jamie Peters, former Assistant Principal, Emily Waters, Teaching Vice Principal, and all the fantastic staff and families at Lightfoot.
- Thanked our Facilities team, Doug Claflin, Mike Higgins, Michael Mancuso, and team as they have gotten us approved for \$1,900,000 in Coronavirus Aide, Relief and Economic Security (CARES) Act funding from our County Board of Supervisors.
- Board Members that will be attending the CSBA Virtual Conference have received an email from Teresa Cisneros regarding requirements to log on and set-up profiles for the conference.
- E3 is hosting the virtual Turkey Trot starting tomorrow and had over 340 participants in this community building activity.
- Superintendent Judson wished everyone a Happy Thanksgiving and shared that it's a good time to count our blessing for our wonderful staff, working so hard at the school sites to support our students. He also shared his thanks for the wonderful families supporting their students in virtual learning, and our wonderful Board Members who are always so supportive in providing us with strong leadership, and the administrative Cabinet who are phenomenal educational leaders and a great team.

**9. BOARD/STAFF COMMENTS OR SUGGESTED ITEMS FOR DISCUSSION AT UPCOMING MEETINGS**

- Member Cadman wished everyone a Happy Thanksgiving.
- President Garcia wished everyone a Happy Thanksgiving.

**~~10. CLOSED SESSION~~**

- 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)~~

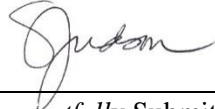
**~~11. RECONVENE TO OPEN SESSION~~**

- A. ~~Report from Closed Session.~~

12. **ADJOURNMENT**

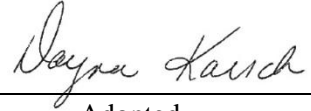
The meeting was adjourned at 8:22 p.m. on a motion made by Member Cadman, seconded by Member Karsch and carried by unanimous roll call vote, with all members present voting yes.

**The next meeting will be held on Tuesday, December 15, 2020, 7:00 p.m.**



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*Respectfully Submitted*



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Adopted