



BOARD OF TRUSTEES: Robert Garcia, Dayna Karsch, and David W. Long.

BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING

Minutes

Thursday, December 15, 2022, 6:30 p.m.

Members Present at Roll Call:	Mr. Garcia, Mr. Gordon, Dr. Jaramillo, Ms. Karsch, and Mr. Long.
Others Present:	Ms. Sprague, Ms. Tavolazzi, Ms. Rowland, and Mr. Clafin

1. **Call to Order**

Board Clerk Karsch called the meeting to order at 6:30 p.m. When the meeting was called to order, all members were present. Board Clerk Karsch announced that all open sessions of the board meeting are video and audio recorded and may capture sounds and images of those participating in the meeting. Board Clerk 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. **Administration of Oath of Office to Board Members**

A. Superintendent Charlayne Sprague administered the Oath of Office to two-elected Board Members Dr. Fermin Jaramillo and Matthew Gordon, and one appointed in-lieu of election Board Member Dayna Karsch, to the office of the Etiwanda School District, Members of the Governing Board, as certified by Registrar of Voters of the County of San Bernardino.

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

B. Annual election of officers was held for the Board of Trustees.

1. Board Clerk Karsch opened the nomination for President. Member Karsch was elected President on a motion by Member Long, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes.

2. President Karsch opened the nomination for Clerk. Member Garcia was elected Clerk, on a motion by Member Gordon, seconded by Member Jaramillo, and carried by a unanimous vote with all members present voting yes.

3. President Karsch opened the nomination President Pro Tempore. Member Long was elected President Pro Tempore on a motion by Member Jaramillo, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes.

4. President Karsch opened the nomination for county representative. Member Jaramillo was elected county representative on a motion by Member Long, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.

5. The Board of Trustees took action to appoint Superintendent Sprague as Secretary to the Board on a motion by Member Garcia, seconded by Member Gordon, 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 regular meeting held November 17, 2022, as presented, on a motion by Member Garcia, seconded by Member Long, and carried by a unanimous vote with all members present voting yes.

5. **Special Presentation**

A. Rebecca Pierce, Health Services Coordinator, presented the District's 2022-2023 student winners for the Hand Washing Poster Contest as part of the District Wellness program.

6. Business and Legal

- A. After discussion, the Board of Trustees took action to adopt the findings of the annual report for the 2021-22 fiscal year ending June 30, 2022, and Measure I Bond financial and performance audit as presented, on a motion by Member Jaramillo, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes.

7. Educational Presentation

- A. Kimberly Pollock, Principal of Terra Vista and Jennifer Veneracion Assistant Principal, and Tanisha Styles, Academic Advisor, presented “Community, Students, and Staff Working Together for One Goal: Student Achievement,” shared an overview of achievement data, family engagement, Silver Award for Positive Behavior Interventions and Supports, Universal Access time, and academic support.

8. Instruction

- A. After discussion, the Board of Trustees took action to approve the draft 2023-2024 student calendar, as presented, on a motion by Member Gordon, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.

9. Consent Calendar

The Board of Trustees approved the Consent Calendar as revised, on a motion by Member Long, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes. *(Revision to date on item 9. A. the Personnel Report from November 17, 2022 revised to December 15, 2022)*

- 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, Rancho Etiwanda, Silver Ridge, Coyote Canyon, Henderson Creek, Victoria Gardens & Day Creek Square, ratifies the CFD expenditures for the period November 1 - 30, 2022, per the CFD Payment Log.
- C. Ratification of the Accounts Payable Warrant Register Reports for batches dated November 1 – 30, 2022.
- D. Ratification of the Budget Financial Reports for the period November 1 - 30, 2022.
- E. 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.
- 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.
- G. Approval of revised Etiwanda School District Cal Card Procedures increasing Superintendent limit.
- H. Approval of the following donations:

Donated by:	Donation of:	Donated to:
Box Tops	Cash	East Heritage ES
Seretha Eiland	Cash	East Heritage ES
Terra Vista PTA	Cash	Terra Vista ES
Blackbaud Giving Fund/Wells Fargo	Cash	West Heritage ES

- I. 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	All Gutter Cleaning	DWL121522R-01	Gutter and downspout cleaning	DW Long ES
2	In-N-Out	DWL121522R-02	Food truck for fundraiser	DW Long ES

9. **Consent Calendar (continued)**

3	909 Jumpers	GRP121522R-01	Interactive inflatables	Grapeland ES
4	One on One Learning	JJ121522A-01	Tutoring support for qualified Title 1 students	Sacred Heart
5	Think Movement	JM121522R-01	Provide physical therapy progress reports, and assessments	Etiwanda School District
6	Strive ABC	JM121522R-02	Manifestation determination training	Special Education
7	Apptegy	NR121522A-01	Communication software	Etiwanda School District
8	Quality Teleservices, Inc.	NR121522R-02	Install data ports	Golden ES
9	Raptor Technologies	NR121522R-03	Visitor management software	Etiwanda School District
10	USA Shade & Fabric Structures	ML121522A-01	Shade structure	Terra Vista ES
11	Ruhnau Clarke Architects	ML121522A-03	Architectural/engineering services	Terra Vista ES
12	Steel Inspectors of Texas, Inc.	ML121522R-04	Welding inspection	Terra Vista ES
13	John R. Byerly, Inc.	ML121522R-05	Geotechnical engineering	Terra Vista ES
14	Armstrong & Brooks Consulting Engineers	ML121522R-06	Civil engineering services, topographic survey	CP Lightfoot ES
15	Util-Locate	ML121522R-07	Standard utility locating	Summit IS
16	Util-Locate	ML121522R-08	Underground utility line locating	Terra Vista ES
17	Util-Locate	ML121522R-09	Standard utility locating	CP Lightfoot ES
18	Ruhnau Clarke Architects	ML121522A-10	Architectural/engineering services	CP Lightfoot ES
19	Armstrong & Brooks Consulting Engineers	ML121522A-11	Civil engineering services, topographic survey	Summit IS
20	Ruhnau Clarke Architects	ML121522A-12	Architectural/engineering services	Summit IS
21	John R. Byerly, Inc.	ML121522A-13	Geotechnical engineering	Etiwanda IS
22	History Brought To Life	TV121522R-01	Assembly	Terra Vista ES
23	Ontario Clippers	SIS121522R-01	Clippers game student event	Summit IS
24	IPS Direct Marketing	CPL121522R-01	Logo repair in lobby	CP Lightfoot ES
25	Practi-Cal	AC121522A-01	Medi-Cal LEA billing option services	Etiwanda School District
26	Soliant Staffing Agency	JM121522A-03	Occupational therapy services 12/16/22-2/28/23	Etiwanda School District

9. **Consent Calendar (continued)**

J. 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	Dugmore & Duncan of California, Inc.	ML121522R-14	Labor/Material for door device	CP Lightfoot ES
2	Brown Friendly Island Concrete	RC121522R-02	Lay stone at bottom of hardcourt	CP Lightfoot ES

K. 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	Construction Electric, Inc. / District Operations Center	ML121522A-02 C.C.O. #1.19	\$2,274,000.00	\$2,391,550.76
2	Sierra Lathing Co., Inc. / CP Lightfoot ES New Administration & Library Project	ML121522A-15 C.C.O. #1.7	\$367,734.00	\$403,873.21
3	K.A.R. Construction / CP Lightfoot ES New Administration & Library Project	ML121522A-16 C.C.O. #1.1	\$1,467,000.00	\$1,427,350.69

L. Consideration to accept the following agreements/contracts between Etiwanda School District and the following contractors using CMAS and/or Piggybackable BID documentation:

	Vendor	Contract Number	Piggyback Bid	Location of Service
1	Southwest School Office Supplies	NR121522A-05	Val Verde Unified School District, classroom and office supplies Bid # 21/22-001	Etiwanda School District
2	Creative Bus Sales	RC121522A-01	South County Support Services Agency/County of Fresno, State of California Bid # 2122-SC11-01	Transportation
3	Central Sanitary Supply LLC	NR121522A-04	Use of CMAS #4-21-00-0140A Non Information Technology Commodities Good through 11/4/2023	Etiwanda School District
4	Safari Micro, Inc.	NR121522A-06	Use of CMAS #3-22-11-1029 Information Technology Goods and Services 11/17/22 through 9/26/24	Etiwanda School District

M. Approval of County Form No. 1 designating new President and Clerk as individuals delegated to certify or attest governing board action.

N. Approval of County Form No. 1 deleting previous President and Clerk as individuals delegated to certify or attest governing board action.

O. Approval of the amended job description Principal, Elementary School.

10. **Business and Legal**

A. Doug Claflin, Assistant Superintendent of Business Services, presented the installation of a bike repair station at Heritage Intermediate School for students and staff in memorial of Teacher Jim Williamson.

➤ Member Karsch asked if a student or staff proposed the memorial? Mr. Claflin shared it was proposed by staff and felt it was the best way to honor him.

10. Business and Legal (continued)

- Member Gordon commented he was glad to see the school site is remembering someone that was so important to their community and asked how much has been raised for the project and how much is still needed. Mr. Clafin shared that \$500.00 had been raised and an additional \$1,200.00 is needed.
- Member Jaramillo commented this is a beautiful way to honor Jim Williamson and his memories.

After discussion, the Board of Trustees took action to approve the installation of a Bike Repair Station at Heritage Intermediate School for students and staff to honor for Jim Williamson, as presented on a motion by Member Gordon, seconded by Member Garcia, and carried by a unanimous vote with all members present voting yes.

- B. Michael Mancuso, Director of Fiscal Service, presented the First Interim Financial Report through October 31, 2022, and authorization of the Board President and Superintendent to sign a positive certification for the First Interim District Certification of Interim Report for the Fiscal Year 2022-23, and related budget transfers.

- Member Gordon asked what is FTE. Mr. Mancuso shared that is Full-Time Equivalent, an employee that is full-time, 8 hours a day.
- Member Gordon asked about the Governor's proposed budget on January 15, and how that would affect us. Mr. Mancuso commented he has not gotten any reports for the Governor's office but the legislative office and UCLA are projecting a possible 50/50 recession, but nothing definite.
- Member Jaramillo commented that it looks like the Local Control Funding Formula (LCFF) is going back to categorical, which it was not the design. Mr. Mancuso shared it does feel that way, with a lot of one-time funding coming out and is unsure if that pattern is going to continue.

After discussion, the Board of Trustees took action to approve the First Interim Financial Report through October 31, 2022, and authorization of the Board President and Superintendent to sign a positive certification for the First Interim District Certification of Interim Report for the Fiscal Year 2022-23, and related budget transfers as presented, on a motion by Member Long, seconded by Member Jaramillo, and carried by a unanimous vote with all members present voting yes.

- Superintendent Sprague shared where to find on the district website the information on the Local Control Accountability Plan (LCAP), ESSER III, Expanded Learning Opportunities Grant and Program Plans, Educator Effectiveness Block Grant, and Universal Prekindergarten Plan and the use of the money.

11. Superintendent's Presentation

- A. Superintendent Sprague shared student and staff recognition, West End SELPA Parent Project workshop, School Smarts PTA Parent Engagement Program, LCAP survey deadline and Rancho Cucamonga PTA Council Reflection Art Awards ceremony. She thanked Windrows for this month's board room decorations, shared social media updates and upcoming events.

- Member Karsch asked if parents need to be chosen for West End SELPA program or they could enroll. Superintendent Sprague shared that parents can enroll and it is a free program.
- Member Karsch asked if this is for children ages 1 - 10. Superintendent Sprague shared that there are two workshops, one for children ages 1-10 and one for ages 13 - 17.
- Member Karsch encouraged families to complete the LCAP survey.

12. 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 non-agenda items: None offered.

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

- Member Gordon thanked Superintendent Sprague and Cabinet Administration for helping him get up to speed with all the information, and for the staff recognition of Ms. Ojeda-Mobley.

13. **Board / Staff Comments or Suggested Items for Discussion at Upcoming Meetings (continued)**

- Member Garcia welcomed Member Gordon, Member Jaramillo, and looks forward to working with them and wished families a Merry Christmas, Happy Holidays and Happy New Year.

14. **Closed Session**

The Board of Trustees adjourned to Closed Session at 8:19 p.m.

- A. Conference with labor negotiator (Government Code 54957.6) for the 2022-2023 school year
District Negotiator: Laura Rowland, Assistant Superintendent of Personnel Services
Bargaining Unit: Etiwanda Teachers Association
- B. Public Employee Appointment (Government Code 54957)
Title: - (1) Principal
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING Litigation
(Government Code 54956.9(d)(1)) NB
Case Number: 03-2023

15. **Reconvene to Open Session**

The Board of Trustees reconvened into Open Session at 9:33 p.m.


- A. The Board of Trustees took action in Closed Session to appoint Catherine Vittorio as Principal effective for the remainder of the 2022 - 23 school year on a motion by Member Gordon, seconded by Member Jaramillo, and carried by a unanimous roll call vote, with all members present voting yes.
- B. The Board of Trustees took action in Closed Session to approve a settlement agreement for Case Number: 3-2023 on a motion by Member Long, seconded by Member Gordon, and carried by a unanimous roll call vote, with all members present voting yes.

16. **Adjournment**

The meeting was adjourned at 9:34 p.m., on a motion made by Member Long, seconded by Member Gordon, and carried by a unanimous roll call vote, with all members present voting yes.



Respectfully Submitted



Adopted