



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

BOARD OF TRUSTEES
SPECIAL MEETING

AGENDA

Tuesday, May 19, 2026, 6:30 p.m.

1. **CALL TO ORDER**

- A. Roll call.
- B. Pledge of Allegiance.

2. **PUBLIC COMMENT ON AGENDA ITEM**

Because this is a special meeting, members of the public may only comment on the agenda item.

This is the time and place for the general public to address the Board of Trustees on items on the meeting agenda. State law prohibits the Board from acting on any issue not previously included on the agenda. Because time limits are imposed for public comment, neither the Board nor the Superintendent answers questions or responds to statements made during the public comment. Members of the Board or the Superintendent may take notes and respond briefly after public comment is closed. Individual speakers shall be allowed up to three minutes to address the Board on each agenda item. This time may be shortened based on the number of speakers or issues to be addressed at the Board’s discretion. If a member of the public desires to be heard on more than one item appearing on the agenda, they will be allowed up to a total of five minutes to address all desired agenda items with a maximum of three minutes per agenda item. For agenda items, to ensure that non-English speakers receive the same opportunity to address the Board directly, any member of the public who utilizes a translator shall be provided twice the allotted time to address the Board unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. Board Policy 9323 limits the total time for public input on each agenda item to a maximum of thirty minutes. This time may be shortened based on the number of speakers or issues to be addressed at the Board’s discretion. The Board assumes no responsibility for the speaker’s liability for any intentionally false or defamatory comments the speaker may make regarding anyone during the opportunity for public comment. Persons who have complaints against employees of the District are encouraged to seek resolution of those complaints by utilization of the Etiwanda School District written complaint procedure rather than orally addressing them at a meeting.

- A. Comments on agenda items.

3. **REVIEW / ADOPT AGENDA**

This is the time to review the agenda and move items from action to consent calendar or from consent calendar to action. Consent calendar items are expected to be routine and non-controversial and are acted upon by the Board of Trustees at one time without discussion.

- A. Adopt the agenda as presented or amended.

4. **PERSONNEL**

- A. Discussion and action regarding the Administrator of Pupil Services job description.

5. **CLOSED SESSION**

- A. Public Employee Appointment. (Government Code 54957)
Title: (1) Administrator of Personnel Services

6. **RECONVENE TO OPEN SESSION**

- A. Report from Closed Session.

7. **ADJOURNMENT**

Submitted by Charlayne Sprague, Superintendent and Secretary to the Board of Trustees. Student enrollment as of May 12, 2026: 13,619 TK-8 (-36 from April 13, 2026) with 242 in CLOUDS Preschool

Public records related to the public session agenda that is distributed to the Governing Board less than 72 hours before a regular meeting may be inspected by the public at the Etiwanda Education Center, 6061 East Avenue, Etiwanda, CA 91739, during regular business hours of 7:30 a.m. to 4:00 p.m.

In accordance with section 54953.2 of the *Government Code*, individuals may request disability-related modifications or accommodations, including auxiliary aides or services, to participate in a public meeting. Such requests must be submitted in writing no later than noon, two business days before the meeting date. Requests should be submitted to the attention of Superintendent Charlayne Sprague.

The District does not provide live language interpretation for public comment during board meetings. Individuals who require interpretation may arrange for their own interpreter or submit written comments to the Board two business days before the meeting date for translation.

Upon request by a student’s parent/guardian, or by the student if age 18 or older, the board meeting minutes shall not include the student’s or parent/guardian’s address, telephone number, date of birth, or email address, or the student’s name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the Secretary or Clerk of the Board. (Education Code 49073.2)

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ADMINISTRATOR OF PUPIL SERVICES**DEFINITION**

Under the direction of the Assistant Superintendent of Instruction and Pupil Services, perform a variety of duties related to the administration, management, coordination, and implementation of District pupil services programs, policies, and procedures; plan, organize, manage, and direct District programs and services related to child welfare and attendance, student discipline, alternative education programs, student intervention and support systems, and student welfare; assist the Assistant Superintendent in the administration of the District's pupil services program; and perform related duties as assigned.

EXAMPLES OF DUTIES (E = essential duties)

Performs highly responsible and complex administrative support work for the department. E
Support child welfare and attendance services, including admissions, discipline issues, transfers, truancy, permits, residency, and related student matters. E

Provide support to school site administrators and staff related to attendance accountability and intervention systems. E

Coordinate and support positive behavior intervention systems that utilize disciplinary and attendance data to develop school-wide, targeted, and individualized interventions designed to improve school climate and student outcomes. E

Promote programs and services throughout the District that maximize student attendance, engagement, safety, and welfare. E

Assist in the development and implementation of programs designed to prevent student involvement in drugs, alcohol, tobacco, gangs, and other high-risk behaviors. E

Plan, organize, direct, and monitor District alternative education programs and services, including but not limited to alternative studies, home/hospital instruction, credit recovery, summer school, social emotional learning initiatives, and college and career readiness programs. E

Plan, organize, and monitor instructional programs within alternative education settings to ensure compliance with applicable laws, regulations, and District expectations. E

Provide support for inclusive and engaging learning environments for students participating in alternative programs and pupil services programs. E

Maintain systems of communication with families and respond to concerns or complaints utilizing appropriate problem-solving and conflict-resolution techniques. E

Monitor compliance with family agreements and program participation requirements for alternative education programs. E

Maintain current knowledge of applicable laws, regulations, Board Policies, and procedures related to pupil services, child welfare and attendance, student discipline, and alternative education programs. E

**ETIWANDA SCHOOL DISTRICT
ADMINISTRATOR OF PUPIL SERVICES**

Coordinate and monitor Individualized Education Plans (IEPs) for students participating in alternative education programs in collaboration with Special Education staff and in compliance with state and federal requirements. E

Assist with required state and federal reports related to pupil services and alternative education programs. E

Assist with student placement procedures related to alternative education programs and services. E

Support the District's Title IX Coordinator in assuring compliance with applicable laws, regulations, and procedures. E

Provide training, consultation, and support to school site administrators and staff related to pupil services programs, procedures, interventions, and compliance requirements. E

Conduct and/or facilitate investigations related to student, parent, or school concerns as assigned. E

Schedule, attend, and organize meetings and appointments related to departmental matters. E

Assist and serve as a member of District committees related to school safety, student wellness, attendance improvement, and emergency preparedness. E

Complete special assignments as directed by the Assistant Superintendent of Instruction and Pupil Services. E

Perform other related duties as assigned. E

QUALIFICATIONS GUIDE

KNOWLEDGE OF:

California Education Code, child welfare and attendance laws, student discipline procedures, alternative education programs, applicable Board Policies, and District procedures.

Federal and state laws and regulations related to pupil services, student welfare, attendance, discipline, Title IX, and alternative education programs.

Positive behavior intervention systems, student support systems, and school climate improvement practices.

ABILITY TO:

Create and maintain working relationships and credibility with administrators, employees, students, families, and the community.

Train and coach personnel.

Show resourcefulness, initiative, integrity, and discretion.

Compile data, and prepare and edit reports. Schedule and prioritize projects without supervision.

Assume responsibility and exercise discretion and judgment in addressing confidential matters.

Effectively problem-solve issues as they arise.

**ETIWANDA SCHOOL DISTRICT
ADMINISTRATOR OF PUPIL SERVICES**

Communicate effectively both orally and in writing.
Interpret, apply, and explain laws, regulations, policies, and procedures related to pupil services programs.

TRAINING AND EXPERIENCE

Five (5) years of successful experience as a school site Principal.
Experience in the areas of student services, child welfare and attendance, alternative education programs, discipline systems, or related pupil services programs preferred.

LICENSES AND OTHER REQUIREMENTS

Valid California Administrative Services Credential.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to sit, see, talk, read, and listen.

There are also occasional requirements to walk, stand, reach, bend, and drive.

The employee must lift and move objects not exceeding ten (10) pounds.

Employees in this position spend prolonged periods at a computer terminal.

Incumbents may be exposed to hostile or abusive individuals.

Board Approved

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