



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

BOARD OF TRUSTEES

Amended MINUTES

Thursday, January 30, 2025, 6:30 p.m.

1. **Call to Order**

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

- Des Alvarez commented regarding the lack of transparency of the December 13, 2024, minutes related to public comment, district projected budget deficits, revisions to the Uniform Complaint Procedure policy, and acknowledged Windrows Elementary custodian Mr. George for his hard work.

3. **Review / Adopt Agenda and Minutes**

A. The Board of Trustees adopted the agenda as presented on a motion by Member McAllaster, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes.

B. The Board of Trustees adopted the minutes of the regular meeting held December 13, 2024, as presented on a motion by Member Karsch, seconded by Member Fort, and carried by a unanimous vote with all members present voting yes.

4. **Special Recognition**

A. Michael Higgins, Director of Operations and Facilities, recognized 21 outstanding custodians of the Etiwanda School District. Appreciating their dedication, hard work, and commitment to maintaining a clean and safe environment for students and staff, each custodian received a certificate of appreciation.

5. **Instruction**

A. Superintendent Sprague presented the draft 2025-26 student calendar.

- Board members discussed maintaining consistency with previous calendars, and emphasized the importance of staff collaboration. They also acknowledged that spring break will occur later in the year and extend into April.

After discussion, the Board of Trustees took action to approve the draft 2025-2026 student calendar on a motion by Member McAllaster, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes.

B. David Ortiz, Director of Data, Assessment, & Accountability, presented an update on the California School Dashboard.

- Board members inquired about the differentiated assistance process, strategies for improving performance indicators, and the impact of absenteeism and suspensions. They also recognized and commended the efforts that led to achieving a green indicator in math and language arts.

C. Justin Kooyman, Director of Instruction, and David Ortiz, Director of Assessment and Accountability, presented an update on the English Learner program.

- Board members discussed the changing population of English Learners, performance data trends, results compared with other districts, student reclassification processes, and sought clarifications on instructional pathways.

6. **Superintendent**

A. Superintendent Sprague presented the revisions:

1. Revised Board Policy (BP) 1312.3 *Uniform Complaint Procedures*.
2. New Administrative Regulation (AR) 1312.3 *Uniform Complaint Procedures*.

- Board members confirmed that the Board sets policy, while Administrative Regulations define how to implement it and confirmed the Uniform Complaint Procedure AR revisions clarify language and incorporate legal updates but does not reduce investigative thoroughness. Complaints filed

6. Superintendent(continued)

- before the change will still be investigated, though it broadens the scope of complaints and investigations.

After discussion, the Board of Trustees took action to approve the following revisions to the Uniform Complaint Procedures: Board Policy (BP) 1312.3 *Uniform Complaint Procedures* and the Administrative Regulation (AR) 1312.3 *Uniform Complaint Procedures* on a motion by Member Fort, seconded by Member Karsch, and carried by a unanimous vote with all members present voting yes.

- B. Superintendent Sprague recognized the Board’s dedication for School Board Recognition Month and commended John L. Golden Elementary Principal, John McCormack, for 100%+ parent participation in the PTA. She provided updates on the 6th grade Ocean Institute field trip, recent site visits, and social media. She reminded everyone about the rescheduled LCAP Community Forums on February 11, 2025, and shared progress on the Etiwanda Intermediate School modernization. Additionally, she invited the Board to participate in a letter writing activity with first grade multilingual students and highlighted upcoming district events.

- The Board members congratulated John McCormack on achieving 100% PTA parent involvement. They also discussed the Etiwanda Intermediate modernization plan, including updates on windscreens, hallways, and classroom placement.

7. Consent Calendar

The Board of Trustees approved the Consent Calendar as presented on a motion by Member Karsch, seconded by Member Gordon, 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/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 December 1 – 31, 2024, 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 December 1 – 31, 2024.
- D. Ratification of the Budget Financial Reports for the period December 1 – 30, 2024.
- 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 outside contractors verifying clearance of their employees.
- G. Ratification of the increase in mileage stipends reflecting IRS Standard Mileage Rate effective January 1, 2025.
- H. Approval of the 2024-2025 Consolidated Application for Federal funds.
- I. Approval of the following donations:

Donated by:	Donation of:	Donated to:
Chick-fil-A	Cash	Caryn ES
John L. Golden PTA	Cash	John L. Golden ES
Christina Schneider	Cash	John L. Golden ES
The Kroger Co.	Cash	Summit IS
Cecilia L. Solorio PTA	Cash	Cecilia L. Solorio ES
Marin’s Custom Apparel	Cash	West Heritage ES

- J. 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	Mark Manross Consulting	JJ013025R-01	Physical education professional development	Etiwanda School District

7. **Consent Calendar (continued)**

2	John R. Byerly, Inc.	ML013025A-01	Geotechnical engineering, special inspection services for modernization project	Etiwanda IS
3	Everest Environmental, Inc.	ML013025A-03	Water pollution documentation for SWPP monitoring	Summit IS
4	Eichenberger Inspection LLC	ML013025A-08	Project inspection for modernization	Etiwanda IS
5	Informed K12	NR013025A-01	Software and licensing	Etiwanda School District
6	Park Place Technologies	NR013025A-02	IT infrastructure and security software	Etiwanda School District
7	San Bernardino County Superintendent of Schools	NR013025A-03 Agreement No. 24/25-0684	Participation in alternative education programs	Etiwanda School District
8	Dannis Woliver Kelley	SUPT013025A-01	Legal services	Etiwanda School District
9	Color Me Mine Covina	WIN013025R-01	Field trip	Windrows ES
10	California State University San Bernardino	JS013025A-01	Learning site placement	Etiwanda School District
11	Epic Special Education Staffing	CR013025A-01	Special education staffing	Etiwanda School District

K. 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	Brown Friendly Island Concrete	ML013025R-02	Pour concrete for buddy bench	Terra Vista ES
2	Arrow Parking Lot Service, Inc.	ML013025R-04	Restripe parking lot	Etiwanda Operations Center
3	Daniel Perez Plumbing	ML013025R-06	Remove drinking fountains, install fountains/bottle fillers	Summit IS
4	Daniel Perez Plumbing	ML013025R-07	Install drinking fountain/bottle filler	John L. Golden ES
5	Brown Friendly Island Concrete	ML013025R-09	Pour concrete for electrical cabinet	Windrows ES
6	Baldy Fire and Safety, Inc.	SA013025R-01	Annual fire sprinkler testing	Etiwanda School District

L. 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	Ruhnau Clark Architects/Campus Modernization Project at Etiwanda Intermediate School	ML013025A-05 Amendment #1	\$2,004,070.00 \$ 10,000.00	\$2,737,500.00 \$ 25,000.00

7. **Consent Calendar (continued)**

2	The Fontana Unified School District and All City Management Services	RC013025A-01 Amendment #3	2023/2024 school year	2024/2025 school year
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M. 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
David W. Long Elementary Student Fund Account – 185440	Nicholas Zajicek – Principal Kristina Kvalheim- Assistant Principal Tiffany Carmean – Teacher	Emily Waters – Principal
Summit Intermediate Student Fund Account – 999603	Nichole Kelley – Principal Tyler Kuramata – Assistant Principal Melanie Martinez – Admin. Designee	Jordyn Vander Laan – Assistant Principal
Day Creek Intermediate Student Fund Account – 255910	Jordyn Vander Laan – Principal Silvia Fernandez – Admin. Designee Kathryn Thompson – Admin. Designee	Nicholas Zajicek – Principal

N. Approval of revisions and/or deletions to the following Board Policies (BP), Administrative Regulations (AR), and/or Exhibits (EX):

BP 510	School Accountability Report Card
EX 1312.3	Uniform Complaint Procedures
BP 1312.31	Uniform Complaint Procedure (Williams) for Complaints Involving the Sufficiency of Textbooks or Instructional Materials, the Condition of School Facilities, and Teacher Vacancies and Missassignments. (Deleted BP 1312.31 revised as AR 1312.4)
AR 1312.4	Williams Uniform Complaint Procedures (formerly BP 1312.31)
EX 1312.4	Williams Uniform Complaint Procedures (formerly EX 312.31)
AR 1330	Use of School Facilities
AR 3311	Bids
AR 3311.3	Design-Build Contracts
BP 3312	Contracts
BP 3551	Food Service Operations/Cafeteria Fund
AR 3551	Food Service Operations/Cafeteria Fund
BP 4554	Health and Welfare Benefits
BP 5147	Dropout Prevention
BP 6112	School Day
AR 6112	School Day
BP 6142.92	Mathematics Instruction
BP 6163.4	Student Use of Technology
AR 7140	Architectural and Engineering Services
BP 9110	Terms of Office
BP 9240	Board Training
BP 9270	Conflict of Interest

O. Approval of the School Accountability Report Card (SARC) for each school site for the 2023-2024 school year.

P. Approval of the Extended School Year (ESY) summer program 2025.

Q. Approval of the Expanded Learning Opportunity Program (ELOP) summer school for 2025.

R. Approval of submission of the Quarterly Williams Uniform Complaint Report Summary to the County Office of Education for the period October 1 – December 31, 2024, pursuant to complaints filed as outlined in district board Administrative Regulation 1312.4.

S. Approval of the amendment to the annual Declaration of Need for Fully Qualified Educators for the 2024-2025 school year, pursuant to the requirement established by the State of California Commission on Teacher Credentialing.

8. 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.

- Des Alvarez commented on district financial transparency, E3 Foundation financial transparency, and i-Ready testing accuracy. She also requested the removal of her child's student record and a Family Educational Rights and Privacy Act (FERPA).

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

- Member Gordon mentioned that his wife recently chaperoned the Ocean Institute field trip and described it as a great experience for the students. He also reassured the community that no teachers or staff are being laid off as a result of the projected budget deficit. Furthermore, he noted that all financial documents are available in each meeting agenda and can be accessed at the district office for public review.

10. Closed Session

The Board of Trustees adjourned to Closed Session at 8:55 p.m. to discuss items A. - D.

- A. Conference with labor negotiator (Government Code 54957.6) for the 2024-2025 school year.
District Negotiator: Laura Rowland, Assistant Superintendent of Personnel Services
Bargaining Unit: Etiwanda Teachers Association
- B. Public Employee Discipline/Dismissal/Release/Non-reelect. (Government Code 54957)
- C. Public Employee Appointment. (Government Code 54957)
Title: (1) Principal
- D. Public Employee Performance Evaluation: Superintendent (Government Code 54957)

11. Reconvene to Open Session

The Board of Trustees reconvened into Open Session at 10:12 p.m.

- A. No action taken.
- B. No action taken.
- C. In Closed Session, the Board of Trustees took action to appoint Jordyn Vander Laan as Principal of Day Creek Intermediate School effective January 30, 2025 **on a motion by Member Gordon, seconded by Member McAllaster and approved with four votes in favor. Member Jaramillo abstained.**
- D. No action taken.

12. Adjournment

The meeting was adjourned at 10:14 p.m. on a motion by Member Gordon, seconded by Member McAllaster, and carried by a unanimous vote with all members present voting yes.

Board approved date: 2/12/2025