



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

BOARD OF TRUSTEES

Minutes

Thursday, May 7, 2026, 6:30 p.m.

1. **Call to Order**

A. President Gordon called the meeting to order at 6:31 p.m. All members were present. President Gordon announced that all open sessions of the board meeting are audio-recorded and may capture the sounds of participants. President Gordon asked those participating in the meeting to join in the Pledge of Allegiance.

2. **Recognition**

A. Jeannie Tavolazzi, Assistant Superintendent of Instruction/Pupil Services, recognized a student selected as a 2025–26 Rancho Cucamonga Council PTA Reflections Program award winner who will advance to the California State PTA Reflections award level.

B. President Gordon announced that the recognition item 2. B. would be deferred due to delay of presenter. The Board later returned to this item at 7:24 p.m., at which time Robert Garcia, Assemblymember, 50th Assembly District (Rancho Cucamonga), presented Superintendent Charlayne Sprague with a resolution in recognition of her retirement and 35 years of service to the Etiwanda School District.

3. **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 West Heritage Elementary modernization plans, including restroom access for TK and kindergarten students. She shared concerns related to current restroom access and student safety, and encouraged the District to consider restroom access as part of the planning process.

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

A. The Board of Trustees adopted the agenda as presented on a motion by Member Fort, seconded by Member McAllaster, 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 on April 20, 2026, as presented on a motion by Member Karsch, seconded by Member Jaramillo, and carried by a unanimous vote with all members present voting yes.

5. **Instruction**

A. Jeannie Tavolazzi, Assistant Superintendent of Instruction/Pupil Services, presented an update on the 2025-26 Wellness Program goals, and shared proposed 2026-27 Wellness Program goals.

- The Board of Trustees discussed bicycle safety program collaboration with the City of Rancho Cucamonga, and the intermural sports program.

After discussion, the Board of Trustees took action to approve the 2026-27 Wellness Program goals on a motion by Member McAllaster, seconded by Member Fort, and carried by a unanimous vote, with all members present voting yes.

B. Justin Kooyman, Director of Instruction, presented the Local Control & Accountability Plan (LCAP) Update: Draft 2026-27 LCAP goals/actions.

- The Board of Trustees discussed screen time for students, technology use in the classroom, parent communication practices, support for foster youth, family engagement, and professional development related to monitoring individualized plans for long-term English Learners.

6. Personnel

- A. Laura Rowland, Assistant Superintendent of Personnel Services, presented the Declaration of Need for Fully Qualified Educators for the 2026-27 school year, pursuant to the requirement established by the State of California Commission on Teacher Credentialing.
- The Board of Trustees discussed the 2026–27 Annual Declaration of Need, including clarification regarding emergency Crosscultural, Language, and Academic Development (CLAD) permits and requirements for out-of-state teacher candidates. Trustees inquired about the CalState TEACH program, and requested additional information regarding participating universities, program details, and potential grant opportunities.
- After discussion, the Board of Trustees took action to approve the annual Declaration of Need for Fully Qualified Educators for the 2026-27 school year, pursuant to the requirement established by the State of California Commission on Teacher Credentialing, on a motion by Member Jaramillo, seconded by Member Karsch, and carried by a unanimous vote with all members present voting yes.
- B. After discussion, the Board of Trustees took action to approve the following policies, on a motion by Member Fort, seconded by Member Jaramillo, and carried by a unanimous vote with all members present voting yes.
- BP 3515 *Campus Security*, updated
 - AR 3515 *Campus Security*, new

7. Business and Legal

- A. Doug Claflin, Assistant Superintendent of Business Services, presented information pertaining to the identification of the impact that projected future development will have on the school facilities of the Etiwanda School District and the adoption of the Fee Justification Report for residential, commercial, and industrial development.
- President Gordon opened the public hearing regarding the Fee Justification Report for residential, commercial, and industrial development. After hearing no comments, President Gordon closed the public hearing.
- The Board of Trustees then took action to approve Resolution No. 2526-28 concerning school facility fees on residential, commercial, and industrial development pursuant to Education Code 17620, on a motion by Member Karsh, seconded by Member McAllaster, and carried by a unanimous vote with all members present voting yes.
- B. Michael Higgins, Director of Operations and Facilities, presented the West Heritage Elementary School modernization plans.
- The Board of Trustees discussed traffic patterns, drop-off and pick-up access points, and staff input. After discussion, the Board of Trustees approved West Heritage Elementary School's modernization plans, on a motion by Member Karsch, seconded by Member McAllaster, and carried by unanimous vote with all members present voting yes.

8. Superintendent

- A. After discussion, the Board of Trustees approved the following policy, on a motion by Member Fort, seconded by Member McAllaster, and carried by a unanimous vote with all members present voting yes.
- BP 9320.1 *Remote Meetings and Attendance*, new
- B. Superintendent Sprague reported on the California Distinguished Schools Program celebration, noting that three middle schools, Day Creek Intermediate School, Heritage Intermediate School, and Summit Intermediate School, were recognized. She provided updates on middle school athletics, including soccer standings and championship results, highlighted spring band concerts and Summit Intermediate School's "Play It Forward" initiative, reported on an Earth Day tree-planting partnership event with the City of Rancho Cucamonga, and shared districtwide employee recognition and upcoming events.

9. Consent Calendar

- The Board of Trustees approved the Consent Calendar as presented on a motion by Member Jaramillo, seconded by Member Fort, 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 April 1 – 30, 2026, per the CFD Payment Log.

9. **Consent Calendar (continued)**

C. Approval of Resolution 2526-29 to Authorize Temporary Borrowing between Funds of the School District.

D. Approval of the following donations:

Donated by:	Donation of:	Donated to:
The Kroger Co.	Cash	Summit IS
Summit Intermediate PTSA	Cash	Summit IS

E. 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	M.H. Flex Training	CC050726R-01	Summer Camp	Child Care
2	Michael Frauenthal & Associates, Inc.	DQ050726R-01	Property appraisal	Etiwanda School District
3	Cardinal Environmental Consultants, Inc.	DQ050726R-02	Environmental assessment	Perdew ES
4	MFC Consulting, Inc.	MS050726A-01	Random Moment Time Survey	Etiwanda School District
5	The Law Office of Margaret A. Chidester & Associates	MS050726A-02	Legal services	Etiwanda School District
6	Sports Facilities Group, Inc.	RC050726R-01	Annual inspection of basketball backstop structures	Day Creek IS Etiwanda IS Heritage IS Summit IS
7	Red Star Fire Protection	RC050726R-03	Annual fire extinguisher service	East Heritage ES West Heritage ES Colony ES Heritage IS
8	Wellness Together, Inc.	JJ050726A-01	Counseling consultant	Etiwanda School District

F. Approval/Ratification of Proposal and Field Contract services under \$75,000 between Etiwanda School District and the following Contractors:

	Consultant/ Contractor	Contract Number	Type of Service	Location of Service
1	Acclaimed Electrical Services	DQ050726A-03	Convert to LED lights	Grapeland ES
2	Burgess Moving & Storage	DQ050726A-04	Classroom move in/out	Etiwanda IS
3	Acclaimed Electrical Services	DQ050726A-06	Convert to LED lights	Solorio ES
4	Acclaimed Electrical Services	DQ050726A-07	Convert to LED lights	Golden ES

G. Approval of Amendments/Addendums/Change Orders/Extensions/Renewals:

	Vendor / Project	Amendment/ Addendum Change Order Number/Extension	Original Contract Date or Dollar Amount	New Contract Date or Dollar Amount
1	Class Leasing LLC	DQ050726A-05	_____	Renewal Term of 2 years, July 1, 2026 – June 30, 2028
2	Guaranteed Janitorial Services, Inc.	RC050726A-02 Amendment #4	_____	Extending original contract through the 2026/2027 school year with a 2% rate increase.

9. Consent Calendar (continued)

3	Corwin Press, Inc.	INSTR050726A-01	Changing May 6, 2026	To May 22, 2026
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H. Approval of the designation of the following employees to administer the Oath or Affirmation to any new employee(s) before the employee(s) begin their employment with the district in accordance with the Etiwanda School District Administrative Regulations 4512.3 for the 2026-27 school year.

Ashley Rinella	Jennifer Diaz	Kaelin Harris	Josh Lautenslager	Anita Lopez
Jackie Sandoval	Laura Sandoval	Megan Schank	Damita Walton	

I. Annual approval of the services with Cooperative Organization for the Development of Employee Selection Procedures (CODESP).

J. Approval of Board Policies (BP), Administrative Regulations (AR), and/or Exhibits (EX), for annual review, revisions, or deletions in alignment with new legislation, recent court decisions, or updated state and/or federal guidance for:

- AR 3516.1 *Fire Drills and Fires*, updated
- BP 4030 *Nondiscrimination in Employment*, updated
- AR 4030 *Nondiscrimination in Employment*, updated
- BP 4033 *Lactation Accommodation*, updated
- BP 4519.11 *Sexual Harassment*, updated
- AR 4519.11 *Sexual Harassment*, updated
- AR 4519.12 *Title IX Sexual Harassment Complaint Procedures – Employees*, updated
- EX 4519.12 *Title IX Sexual Harassment Complaint Procedures – Employees*, updated
- BP 5141.4 *Child Abuse Prevention and Reporting*, updated
- AR 5141.4 *Child Abuse Prevention and Reporting*, updated
- BP 5144.1 *Suspension and Expulsion/Due Process*, updated
- BP 5145.2 *Freedom of Speech/Expression*, updated
- AR 5145.2 *Freedom of Speech/Expression*, updated
- BP 6173 *Education for Homeless Children*, updated
- BP 9320 *Meeting and Notices*, updated
- BP 9322 *Agenda/Meeting Materials*, updated
- BP 9323 *Meeting Conduct*, updated

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 non-agenda items:

- Michelle Carney, Etiwanda Teachers Association (ETA) President, shared appreciation for the collaborative relationship with the District, reflected on her five years of service, acknowledged District leadership and staff, expressed confidence in the incoming superintendent, and thanked the Board for its continued support of teachers and schools.
- Des Alvarez commented regarding California Teachers Association (CTA) statewide union activities, employee representation organization options, restroom access and facility planning for TK and kindergarten classrooms, a reconsideration of full-day kindergarten program, and student safety concerns related to the use of metal water bottles.

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

- Member Jaramillo reported attending a countywide robotics competition and inquired about opportunities for the District’s Expanded Learning Operations Program (ELOP) to participate in similar events; shared attendance at elementary and middle school music performances; and noted appreciation for the recent classified employee luncheon recognizing staff contributions.
- Member McAllaster requested moving the June 11 board meeting date.
- Member Gordon expressed appreciation to ETA President, Michelle Carney, for her service, noting their shared commitment to students despite differing perspectives, and commended her as a strong, logical, and dedicated advocate for employees.

12. Closed Session

The Board of Trustees adjourned to Closed Session at 8:51 p.m. to discuss items A. – C.

- A. Public Employee Appointment. (Government Code 54957)
Title: (1) Director of Personnel
- B. Conference with Labor Negotiators (Government Code 54957.6):
District designated representative: Matthew Gordon, President of the Board of Trustees
(2) Unrepresented employees:
Doug Claflin, Assistant Superintendent of Business Services
Jeannie Tavolazzi, Assistant Superintendent of Instruction/Pupil Services
- C. Public Employee Performance Evaluation: Superintendent (Government Code 54957)

13. Reconvene to Open Session

The Board of Trustees reconvened into Open Session at 10:25 p.m.

President Gordon reported that Member Fort left during Closed Session at 9:10 p.m. due to a family matter.

Item 12. A. In Closed Session, the Board of Trustees took action to appoint Josh Lautenslager as Director of Personnel effective July 1, 2026, on a motion by Member Fort, seconded by Member Karsch, and carried by a unanimous vote with all members present voting yes.

Item 12. B. President Gordon read out in open session:

Assistant Superintendent of Business Services:

Pursuant to Government Code section 54953, subdivision (c)(3), the Board provides this oral summary of the salary and fringe benefits as set forth in the proposed Assistant Superintendent Employment Agreement between Etiwanda School District and Doug Claflin.

- Contract term effective July 1, 2026, through June 30, 2030.
- Annual salary of \$275,000.00 effective July 1, 2026.
- Annual salary increases of the same percentage salary increase as is provided to other District management, unless the Board takes a specific action within sixty (60) days of the management increase to set the Superintendent’s salary at a different amount.
- Annual salary increases, including a salary increase of \$3,000.00 annually if the prior year’s evaluation is satisfactory or better.
- District-paid retiree health and welfare benefits to age 65, to the extent such benefits are available to other retired management employees pursuant to Board Policy.
- On retirement at age 56 years or older after completion of 18 years of service as Assistant Superintendent of Business Services, the District will provide an IRS qualified retirement annuity in an amount equivalent to 85% of his salary for his final year of District employment.
- The District shall reimburse Mr. Claflin for an existing life insurance policy at an annual cost not to exceed One Thousand Five Hundred Dollars (\$1,500.00).
- 25 days of annual vacation with pay up to a cap of 40 days, exclusive of holidays, with cash out up to 10 days annually.
- 12 days of annual sick leave.
- The District shall provide mileage reimbursement for business mileage incurred outside San Bernardino County, in accordance with Board Policy.

The Board of Trustees took action in Open Session to approve the contract of employment for Doug Claflin, Assistant Superintendent of Business Services, on a motion by Member Jaramillo, seconded by Member McAllaster, and carried by a unanimous vote of the members present.

Assistant Superintendent of Instruction/Pupil Services

Pursuant to Government Code section 54953, subdivision (c)(3), the Board provides this oral summary of the salary and fringe benefits as set forth in the proposed Assistant Superintendent of Instruction/Pupil Services Employment Agreement between Etiwanda School District and Jeannie Tavolazzi

- Contract term effective July 1, 2026, through June 30, 2030.
- Annual salary of \$252,000.00 effective July 1, 2026.

13. Reconvene to Open Session (continued)

- Annual salary increases of the same percentage salary increase as is provided to other District management, unless the Board takes a specific action within sixty (60) days of the management increase to set the Superintendent's salary at a different amount.
- Annual salary increases, including a salary increase of \$3,000.00 annually if the prior year's evaluation is satisfactory or better.
- District-paid retiree health and welfare benefits to age 65, to the extent such benefits are available to other retired management employees pursuant to Board policy.
- On retirement at age 56 years or older after completion of seven years of service as Assistant Superintendent of Instruction/Pupil Services, the District will provide an IRS qualified retirement annuity in an amount equivalent to 70% of her salary for her final year of District employment.
- During the term of the agreement or any renewal or extension of the agreement, Ms. Tavolazzi will be provided a term life insurance policy with a face value of \$300,000.00, at an annual cost not to exceed \$1,000.00.
- 25 days of annual vacation with pay up to a cap of 40 days, exclusive of holidays, with cash out up to 10 days annually.
- 12 days of annual sick leave.
- The District shall provide mileage reimbursement for business mileage incurred outside San Bernardino County, in accordance with Board policy.
- The District shall pay for necessary expenses associated with professional growth activities approved by the Board. The District shall pay the Superintendent's membership dues for membership in ACSA, AASA, and one local service organization approved by the Board.

The Board of Trustees then took action in Open Session to approve the contract of employment for Jeannie Tavolazzi as Assistant Superintendent of Instruction/Pupil Services, on a motion by Member McAllaster, seconded by Member Karsch, and carried by unanimous vote of the members present.

Item 12. C. No action reported.

14. Adjournment

The meeting was adjourned at 10:31 p.m. in memory of student Avery Linton and teacher Corey Vigil, on a motion by Member Karsch, seconded by Member McAllaster, and carried by a unanimous vote of the members present.

Board approved date: May 28, 2026