



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

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BOARD OF TRUSTEES

Minutes

Thursday, October 3, 2024, 6:30 p.m.

1. **Call to Order**

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

A. The Board of Trustees adopted the agenda as presented on a motion by Member Garcia, 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 on September 12, 2024, as presented on a motion by Member Gordon, seconded by Member Jaramillo, and carried by a unanimous vote with all members present voting yes.

4. **Instruction**

A. Jeannie Tavolazzi, Assistant Superintendent of Instruction/Pupil Services, presented the Digital Literacy lessons for approval.

- Members expressed their appreciation for introducing the Digital Literacy lessons and clarified that all the topics are being taught to students in grades 4 through 8.

After discussion, the Board of Trustees took action to approve the Digital Literacy lessons as presented on a motion by Member Gordon, seconded by Member Karsch, and carried by a unanimous vote with all members present voting yes.

B. Jeannie Tavolazzi, Assistant Superintendent of Instruction/Pupil Services, presented information on Board Policy (BP) 1180 Memorials to Deceased Students and Staff

- Members discussed whether the memorials were intended for students who transferred to other schools and the distinctions between permanent and temporary memorials.

After discussion, the Board of Trustees took action to approve the new Board Policy (BP) 1180 Memorials to Deceased Students and Staff on a motion by Member Jaramillo, seconded by Member Karsch, and carried by a unanimous vote with all members present voting yes.

5. **Business and Legal**

A. Doug Clafin, Assistant Superintendent of Business Services, Michael Mancuso, Director of Fiscal Services, and Mike Higgins, Director of Operations & Facilities, presented the 2024-25 Facilities Plan for the Etiwanda School District.

- Members addressed several key topics, including parking logistics, safeguards for electric vehicle charging stations, purchasing the property for a new site location, and prioritizing modernization efforts.

After discussion, the Board of Trustees took action to approve the 2024-25 Facilities Plan for the Etiwanda School District on a motion by Member Karsch, seconded by Member Jaramillo, and carried by a unanimous vote with all members present voting yes.

B. After discussion, the Board of Trustees took action to approve the Visual Arts/Performing Arts (VAPA) Teacher, certificated job description on a motion by Member Karsch, seconded by Member Gordon, and carried by a unanimous vote with all members present voting yes.

**6. Superintendent**

A. Superintendent Sprague provided updates on the Rancho Cucamonga Job Fair, the involvement of Fontana COPE Officers, and her recent site visits. She invited Board members to attend upcoming events, including the CSBA Fall Joint Meeting, Star Wars Reads Day, and the Veterans Day Assembly at West Heritage Elementary. Additionally, Ms. Sprague shared recent social media highlights and details on upcoming events.

**7. Consent Calendar**

The Board of Trustees approved the Consent Calendar as presented on a motion by Member Garcia, seconded by Member Jaramillo, 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. 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.

C. 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	US Landscape, Inc.	RC100324A-01	Crack and crevice application 2024/2025	Etiwanda School District
2	HLI Tree Experts, Inc.	RC100324R-02	Tree trimming	Etiwanda District Office
3	Diane Chavez-Martinez	SOL100324A-01	School Counselor	Solorio ES
4	Art Specialties	WH100324R-01	School graphics	West Heritage ES
5	Angels on Earth Home Health, Inc.	AS100324A-01	Licensed vocational nurses	Etiwanda School District
6	CMAX Sanitary Services	RC100324A-03	Washing compost bins	Etiwanda School District
7	PlaySafe LLC	RC100324A-04	Inventory and audit of playground surfacing and installation	All 13 Etiwanda elementary school sites
8	The Sawdust Factory	WH100324R-02	Creative art education	West Heritage ES

D. Approval/Ratification of Proposal and Field Contract services under \$60,000 between Etiwanda School District and the following Contractors:

	<b>Consultant/ Contractor</b>	<b>Contract Number</b>	<b>Type of Service</b>	<b>Location of Service</b>
1	Brown Friendly Island Concrete	ML100324R-01	Pour concrete for crossing walkway	Windrows ES

E. Approval of Amendments/Change Orders/Extension:

	<b>Vendor / Project</b>	<b>Amendment /Change Order Number / Extension</b>	<b>Original Contract Date or Dollar Amount</b>	<b>New Contract Date or Dollar Amount</b>
1	Visser Bus Services	SA100324A-01 Amendment #4		Updated rate sheet for 2024-2025 school year
2	Western Exterminator Company	RC100324A-05 Amendment #3	Original date July 1, 2020	Extending to 2024-2025

7. **Consent Calendar (continued)**

F. Consideration to accept the following agreements/contracts between Etiwanda School District and the following contractors using piggyback bid documentation, bid extension, State of California Multiple Award Schedule (CMAS) and/or NASPO Master Agreement:

	Vendor	Contract Number	Piggyback BID/CMAS/NASPO	Location of Service
1	CDW Government LLC	NR100324A-01	Irvine Unified School District Bid No. 23/24-01 IT, Technology Equipment and Peripherals. Effective January 1, 2025 thru December 31, 2029	Etiwanda School District
2	United Fresh Produce	NR100324A-02	Val Verde Unified School District RFP No. 2022-2023-03 for fresh produce products 2024-2025	Etiwanda School District Extended Day Program

G. 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
Day Creek Intermediate Student Fund Account – 255910	Nicholas Zajicek – Principal Silvia Fernandez – Administrative Designee	Amy Tarasi – Assistant Principal Jordyn Vander-Laen – Assistant Principal

H. Approval of the classification of various records as Class 3 (disposable) and approval to dispose of these records which have been retained for the legal period of time per 5 CCR§ 16023 through 5 CCR § 16028 (Title 5, California Code of Regulations, Division 1, Chapter 16, Subchapter 2, Article 2, Sections 16023 – 16028

Record Title	Class	Required Retention	Recommended Retention	Dates Covered	Destroy After Date
Accounts payable/receivable, reconciliations	3	3 years	4 years	2019-2020	10-3-2024
Bank reconciliations, bank deposit slips & canceled checks	3	3 years	4 years	2019-2020	10-3-2024
Cash deposits/collections reports	3	3 years	4 years	2019-2020	10-3-2024
Vendor invoices and payments	3	3 years	4 years	2019-2020	10-3-2024
Budget transfers & journal entries	3	3 years	4 years	2019-2020	10-3-2024
Receipts, credit charges, transactions, field trips	2	3 years	4 years	2019-2020	10-3-2024
Purchase Orders	3	3 years	4 years	2019-2020	10-3-2024
Contracts	2	3 years	5 years	2019-2020	10-3-2024

I. Approval of purchase of two F-150 trucks for Operations and Facilities from Sunrise Ford of Fontana.

J. Approval of the amended job description: Health Services Coordinator

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

BP 4030	Nondiscrimination in Employment
AR 4030	Nondiscrimination in Employment
BP 4033	Lactation Accommodation
BP 4519.11	Sex Discrimination and Sex-Based Harassment
AR 4519.11	Sex Discrimination and Sex-Based Harassment

**7. Consent Calendar (continued)**

AR 4519.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures – Employees
EX 4519.12	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures – Employees
AR 5145.71	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures - Student
EX 5145.71	Title IX Sex Discrimination and Sex-Based Harassment Complaint Procedures - Student
BP 6158	Independent Study
AR 6158	Independent Study
BP 6161.11	Supplementary Instructional Materials
BP 9270	Conflict of Interest

**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.”*

- Comments on non-agenda items:
  - Ms. Alvarez commented regarding D.W. Long Elementary School’s discipline policies and special education program.

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

- Member Jaramillo recently attended professional development training, where he met an attorney who was a former student of the Etiwanda School District. Member Jaramillo expressed his enthusiasm for seeing students from our district and the impact they make in their careers. Additionally, he attended the Summit Intermediate School band concert.
- Member Garcia inquired about having a Halloween themed celebration at the next board meeting.

**10. Adjournment**

The meeting was adjourned at 8:04 p.m. in memory of Emily Gold and Shirin Connor Furutan of Los Osos High School on a motion by Member Gordon, seconded by Member Karsch, and carried by a unanimous vote, with all members present voting yes.

Board Approved Date: 10.24.24