

**ROSEMEAD SCHOOL DISTRICT
BOARD OF TRUSTEES' MEETING MINUTES**

CONSENT

September 6, 2018

The Board of Trustees of the Rosemead School District met in a regular meeting on Thursday, September 6, 2018, in the District Office – Board Room at Rosemead School District, 3907 Rosemead Blvd., Rosemead, California at 6:30 p.m.

CALL TO ORDER

President Armenta called the meeting to order at 6:34 p.m. Trustees present included: Mr. Ronald Esquivel, Mr. John Quintanilla, Mrs. Rhonda Harmon, Ms. Nancy Armenta, and Mrs. Veronica Peña.

Interim Superintendent Fang was also present. Other *District personnel and guests* in attendance who legibly signed the register were: Diane Benitez, John Benitez, Terri Totten, Ginny Ford, Alex Gaeta, Christina Price, Karen Carr, Debbi Lawrence, Katherine Monte, Dawn Rock, Krista Dixon, Ruth Soto, Diana Richardson, Jan Brydle, Lee Wang, Jerry Puente, Gabriel Cardenas, and Jessica Ancona.

PLEDGE OF ALLEGIANCE

President Armenta invited Dr. Armida Carreon to lead the Pledge of Allegiance to the Flag of the United States of America.

APPROVAL OF AGENDA

Minutes: That the Agenda, **be approved**, as amended.

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Mr. Quintanilla
<u>Votes:</u>	Ms. Armenta	Yes	Mrs. Peña
	Mr. Esquivel	Yes	Mr. Quintanilla
	Mrs. Harmon	Yes	Yes

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were none.

RECESS TO CLOSED SESSION

President Armenta began Closed Session at 6:37 p.m.

CLOSED SESSION

1. Personnel Actions – Appointment, Employment, Evaluation, and Discipline/Dismissal/Release (Government Code Section 54957)
2. Public Employment (Government Code Section 54957)
 - Interim Superintendent,
 - Interim Assistant Superintendent, Educational Services
 - Interim Principal, Encinita
 - Superintendent
3. Anticipated Litigation (Government Code Section 54956.9(d)(2) and (e)(2))
 - Significant exposure to Litigation: one matter.

RECESS OF CLOSED SESSION

President Armenta recessed closed session at 7:33 p.m.

RECONVENE TO OPEN SESSION

President Armenta reconvened the meeting to open session at 7:43 p.m.

ANNOUNCEMENT OF ANY ACTION TAKEN IN CLOSED SESSION (if any)

President Armenta reported that no action was taken in closed session and that closed session will be continued after the completion of the open session agenda.

PUBLIC COMMENTS

1. Mrs. Diane Benitez, Rosemead PTA Council President invited the Board to attend the October 9, 2018 Rosemead Council PTA will host the Ice Cream Social.
2. Mrs. Dawn Rock, Director of Special Education and Student Support Services shared that she met with Interim Assistant Superintendent, Educational Services Dr. Laurie Baccus to discuss the potential Mental Health Services program. Mrs. Rock will be researching the possibilities and shared that a licensed Masters of Social Work (MSW) graduate student from both the California State University, Long Beach and University of Southern California. She will provide additional updates as the program development continues. Mrs. Rock shared that September is Student Attendance Month and Suicide Prevention Month. Today she attended the annual suicide prevention conference in Downtown Los Angeles and briefly shared some of the information she received during the conference.
3. Ms. Jessica Ancona, Muscatel Principal invited the Board of Trustees to the Muscatel Back-to-School Night on September 19.
4. Mrs. Jan Brydle, Shuey Principal invited the Board of Trustees to the Shuey Positive Behavior Interventions and Supports (PBIS) Kick-Off September 21, 2018.

INTERIM SUPERINTENDENT'S REPORT

Interim Superintendent Fang shared that there are many exciting things happening in Rosemead and highlighted some items:

- Shuey and Muscatel's Welcome Back Fairs, great feedback and turnout.
- Welcome Back District Wide Meeting on August 20, 2018 at Muscatel with Keynote Speaker Dr. Darryl Adams spoke about Trust, Love, and Care was a huge success. Thank you to President Armenta, Clerk Esquivel, and Trustee Quintanilla who were able to take time off from work to be present.
- Back-to-School Nights - we had all the elementary schools and have Muscatel on the 19th. Exciting to see all the impressive student leaders.
- We started Principal Professional Learning Communities (PLCs) and will have weekly Monday meetings to build capacity and build our team. Every other Monday we will have a Management Team meeting where Principals have the opportunity to collaborate with the District Office Administrators to help provide additional support for our schools.
- The Arts Ed Collective Grant was received for \$21,800 + District match = \$43,600 total for Arts Professional Development & Next Generation Science Standards (NGSS) Professional Development, which we already started for our first District Professional Development Day on August 21.
- September 20 Study Session Topics scheduled include The COSCA Group (search team) and Dr. Carl Cohn to do a short presentation that will be very helpful for our Board and reinforce our District's effective Board Governance practices. Dr. Cohn's presentation will be completely free to the District and he will be accompanied by Dr. Karin Polacheck, a

professional board governance trainer and former Board President from Long Beach Unified School District.

- Title IV Block Grant - Every Student Succeeds Act (ESSA) includes a flexible block grant program with a Title IV Grant Application - \$500,000 to provide access and opportunities for a well-rounded education for all students in the areas of STEM, STEAM, including music, arts, and computer science.
 - a. Great grant opportunity - last minute, short timeline must be done mid-October
 - Will share the opportunity with principals this coming Monday
 - Seeking direction from the Board to move forward and there will be a small cost to hire a professional grant writer because this is an intense grant
- Upcoming Events and Save the Dates – Trustees, RSVP to Cynthia Bracamonte:
 - Tues., Sept. 4, Savannah Back-to-School Night
 - Thurs., Sept. 6, Board of Trustees Regular Meeting
 - Wed., Sept. 19, Muscatel Back-to-School Night
 - Thurs., Sept. 20, Board of Trustees Study Session Meeting
- Review of the contents in the night folder:
 - Agenda Amendment 1
 - Amendment – Employment Contract Laurie Baccus
 - Amendment – Employment Contract Lis Ramos Hanacek
 - Handout – School Services of California - Gann Limit
 - Handout – Los Angeles County Arts Correspondence
 - Handout – Los Angeles County Office of Education LCAP Review Correspondence
 - Handout – Shuey PBIS Kick-Off
 - Trustee Mail (if any is received after Board packet delivery)

BOARD PRESIDENT'S COMMENTS

- President Armenta shared that she had an opportunity to attend the Welcome Back meeting which was a wonderful event. She thanked the Nutrition Services ladies for the delicious burritos. She shared that the Keynote Speaker Dr. Adams was very inspiring, energetic, animated, and uplifting. She enjoyed the chants and shared that the following resonated with her, we leave no child behind, no teacher behind, and no staff behind. We need to all work collaboratively, cohesively and collectively making every component a vital one to the whole organization. We don't leave anyone behind and support each other. She shared how the Board worked together as a team and split to attend all the Back-to-School Nights which were scheduled on the same dates.
- Attended the National Association of Latino Elected and Appointed Officials (NALEO) Institute of Policy and Education Conference at the Stanford campus and participated in several different workshops including topics such as, English Learning, how to support teachers, how to have accountability & providing resources to fulfill their job duties and goals they need to achieve. She explained that they conducted a survey of teachers, where they ranked what was important to educators – the results were: 1. To prepare students to have a satisfied and productive life, 2. Help students become well rounded, 3. Prepare students for civil life, 4. Help students fulfill their potential, 5. Prepare students for college, and 6. Prepare students for the workforce. She feels that these are values that we all hold as very important and want students to use their critical skills and discover their interests. She often sees all of this in our district with all the support of the teachers and classified staff.

BOARD ORAL COMMUNICATIONS

- Clerk Esquivel welcomed back staff for another year of school and hopes everyone had a nice summer and is well rested. He shared that the great work in the District is because of all of staff and it takes everyone to support our students. He complimented the great welcome back meeting. He is looking forward in supporting the Shuey PBIS kick-off. He shared that he attended the District Office welcome back breakfast where Dr. Fang made homemade organic pancakes for staff. Mr. Esquivel shared that it is always good to show appreciation for everyone. He attended the Janson Back-to-School Night and was impressed with the students. He sees how parents are very involved which results in the students doing great.
- Trustee Quintanilla attended the Back-to-School Nights and felt that they were great. He hopes that next year date conflicts will be avoided. The welcome back fair at Muscatel was fantastic. He shared that he attended the NALEO conference and will share at a later date what he has learned with the District.

CONSENT AGENDA:

President Armenta announced that all matters listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board or the Superintendent, request specific items to be discussed and/or removed from the Consent Agenda.

General Functions:

1. Minutes of the July 30, 2018, Board of Trustees' Special Meeting
2. Minutes of the August 9, 2018, Board of Trustees' Special Meeting
3. Minutes of the August 21, 2018, Board of Trustees' Special Meeting
4. Personnel Status Report
5. Purchase Orders as of May, 2018 – August, 2018 (on file), and Warrants for budgeted expenditures
6. Use of Facilities Application: Los Angeles County Registrar-Recorder/County Clerk (Savannah, Muscatel)

Minutes: That the Consent Agenda, **be approved.**

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Ms. Armenta
<u>Votes:</u>	Ms. Armenta	Yes	Mrs. Peña
	Mr. Esquivel	Yes	Mr. Quintanilla
	Mrs. Harmon	Yes	Yes

SPECIAL REPORTS AND PRESENTATIONS:

- Facilities Update – Dr. Armida Carreon, Assistant Superintendent, Business Services
Mrs. Maria Elena Romero, Facilities Consultant and Dr. Armida Carreon, Assistant Superintendent, Business Services provided the following update:
 - Provided a presentation on the roofing projects.
 - We grouped Shuey, Janson and Muscatel roofing project. See the attached diagrams for roofing.
 - Shared the purchase order process as related to facilities projects.
 - Dr. Carreon explained how the open purchase order process is handled in the business office to assist with tracking project expenditures.

- The facilities program started in 1990.
- Mrs. Romero explained that if there is a balance on the original POs, they add a B45970 a “-1”, it rolls over the balance to a 2nd year, then a “-2”. We have a spreadsheet that is kept in Accounting to keep the balance. If change orders and how the architectures fee is calculated.
- Trustee Harmon referred to the pyramid of needs that was recently presented to the Board.
- Mrs. Romero shared that projects that started since 1990 will be 25 years and the projects may finish in 2023 or so.
- Janson fire alarm plans came out of Department of State Architecture (DSA), work will occur during evenings and weekends.
- Labeling of the buildings, we tried to get a change order, GDL can only work at Shuey. We will add the labeling to the other schools combining the small project with another project bid. There was a Board inquiry on why the maintenance department is unable to complete this project. Dr. Carreon shared that there was a concern from our Risk Manager at ASCIP. Mrs. Romero shared that the bidding process will take approximately 2 months due to the price being over \$15,000. She shared that GDL will have a change order coming to the Board as a result of the addition to the scope of work.
- Fire alarms at Janson will be installed at night and noise will be managed. Arrangements have been made to ensure that construction workers do not have direct access to students.
- School marquees are being designed.
- Designs for the Janson building H conversion to a Transitional Kindergarten (TK) classrooms are currently progressing.
- Facilities team is working on the Shuey permanent classroom modernization project. Feedback has been shared with facilities that people are happy with the patio area.
- Roofing projects are approximately 98% completed.
- Marquees will only be for schools due to the City requirements for the proposed District Office Marquee because the options were not feasible.
- Update on Janson library will come at a future meeting.

• Educational Services Updates – Dr. Laurie Baccus, Interim Assistant Superintendent, Educational Services

Dr. Baccus shared what she is enjoying about Rosemead and trying to learn the current policies and practices. She shared that employees have been super helpful. She shared that her first project was the Local Control Accountability Plan (LCAP) revisions and that was a normal procedure to prepare the revision and made sure that the District resubmitted the Local Control Accountability Plan (LCAP) with the updates requested and received feedback from the Los Angeles County Office of Education (LACOE) resulting in the LCAP approval. She has been busy preparing for the Federal Program Monitoring (FPM) where Districts are selected through a rotation process, selected by the State and Rosemead is receiving an online visit for compliance via an online review. This year, FPM will also include a review of the District and Savannah School. It's a lot of work. Dr. Baccus shared that next month she would like to give a California Alternate Assessment of Student Performance and Progress (CAASPP) report including a 3-year review and where we are going.

ACTION ITEM:

Employment Contract for Interim Superintendent, Jennifer Fang, Ph.D.

Minutes: That the Employment Contract for Interim Superintendent with Jennifer Fang, Ph.D., **be approved**.

President Armenta read the following summary before action was taken:
"Compensation in the amount of \$190,000.00 representing salary and \$10,232.10 representing benefits per fiscal year"

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Mr. Quintanilla
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Employment Contract for Interim Assistant Superintendent, Educational Services with Laurie Baccus, Ph.D.

Minutes: That the Employment Contract for Interim Assistant Superintendent, Educational Services Laurie Baccus, Ph.D., **be approved**, as corrected.

President Armenta read the following summary before action was taken:
"Compensation in the amount of \$682.78/day, not to exceed \$45,022.00, the STRS limitation for 2018-19."

<u>Motion made by:</u>	Mr. Quintanilla	<u>Seconded by:</u>	Mrs. Peña
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Employment Contract for Interim Elementary Principal for Encinita Elementary School with Lis Ramos Hanacek, Ph.D.

Minutes: That the Employment Contract for Interim Elementary Principal for Encinita Elementary School with Lis Ramos Hanacek, Ph.D., **be approved**, as corrected.

President Armenta read the following summary before action was taken:
"Compensation in the amount of \$601.98/day, not to exceed \$45,022.00, the STRS limitation for 2018-19."

<u>Motion made by:</u>	Mr. Quintanilla	<u>Seconded by:</u>	Ms. Armenta
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Unaudited Actual Financial Statements for 2017-2018

Minutes: That the Unaudited Actual Financial Statements for 2017-2018, **be approved.**

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Ms. Armenta
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

2018-19 Beginning Fund Balance Budget Adjustment Summaries BA801-BA811

Minutes: That the 2018-19 Beginning Fund Balance Budget Adjustment Summaries BA801-BA811, **be approved.**

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Ms. Armenta
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Resolution No. 18-19/01, Adopting the Gann Limit

Minutes: That Resolution No. 18-19/01, Adopting the Gann Limit, **be approved.**

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Ms. Armenta
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Use of 2017-2018 Education Protection Account (EPA) Funds

Minutes: That the Use of 2017-2018 Education Protection Account (EPA) Funds, **be approved.**

<u>Motion made by:</u>	Mr. Quintanilla	<u>Seconded by:</u>	Ms. Armenta
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Use of Developer Fees Collected for Fiscal Year 2017-2018

Minutes: That the Use of Developer Fees Collected for Fiscal Year 2017-2018, **be approved.**

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Ms. Armenta
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Service / Consultant Proposals / Bid Awards / Contract Report

Minutes: That the Service / Consultant Proposals / Bid Awards / Contract Report, including:

BOARD OF TRUSTEES:

- a. The COSCA Group – Superintendent Search

SUPERINTENDENT'S OFFICE:

- b. Los Angeles County Arts Commission, the Music Center – All Schools

COMMUNICATION CENTER:

- c. Rosemead Chamber – Advertising
- d. Rosemead Chamber – Membership

HUMAN RESOURCES:

- e. Edjoin Services

SPECIAL EDUCATION/STUDENT SUPPORT SERVICES:

- f. Purchin Consulting

, **be approved**, as corrected.

<u>Motion made by:</u>	Mr. Quintanilla	<u>Seconded by:</u>	Mr. Esquivel
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Community Advisory Committee (CAC) Representative – West San Gabriel Valley Special Education Local Plan Area (WSGV SELPA)

Minutes: That the Board of Trustees Appoint Mrs. Gloria Shull as the District's Representative to the Community Advisory Committee (CAC) – West San Gabriel Valley Special Education Local Plan Area (WSGV SELPA),
be approved.

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Mrs. Harmon
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Updated September Policy Batch

Minutes: That the Updated September Policy Batch, including:

- a. Board Policy No. 3551, Food Service Operations/Cafeteria Fund,
- b. Administrative Regulation No. 3551, Food Service Operations/Cafeteria Fund
- c. Administrative Regulation No. 5145.3, Nondiscrimination/Harassment

, **be approved**, as amended.

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Ms. Armenta
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

Nominations for the California School Boards Association (CSBA) Directors-at-Large, Asian/Pacific Islander and Hispanic Two-Year Term

Minutes: Item died due to lack of a motion.

Contract with Pawar Transportation

Minutes: That the Contract for Pawar Transportation for Special Education, **be approved**, pending verification from Legal Counsel on any necessary Amendments at the request of Mr. Quintanilla.

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Ms. Armenta
<u>Votes:</u>	Ms. Armenta Yes	Mrs. Peña	Yes
	Mr. Esquivel Yes	Mr. Quintanilla	Yes
	Mrs. Harmon Yes		

President Armenta invited Mr. Joel Shapiro, The COSCA Group to address the Board:

Thanked the Board for allowing The COSCA Group to work with the District to help find the next Superintendent. He shared that there are about 30 members in the firm and the search process has already begun. The stakeholder focus group meetings have been interesting. Some key feedback thus far includes: the sense of commitment from the staff of the District and they are committed to the District as students and now employees. Along with the word “support” that we see the amount of support. The other thing is your students, they are very articulate and great perceptions. Thank you to Mrs. Cynthia Bracamonte for the support and scheduling of meetings and also to the office staff at each site for being so welcoming. Lastly, he shared that on September 20th, the firm will review the input feedback and report with the Board of Trustees to finalize the District profile and to begin the process of opening up the application process.

NEW BUSINESS

President Armenta asked each Trustee and the Superintendent to report any new business:

- Dr. Fang requested for the Board to consider the grant that she shared for \$500,000 which will provide our entire District TK-8th grade with STEAM education. She is seeking direction to go ahead move forward with pursuing this grant. This will bring forward a small cost of a grant writer. The timeline by the end of October a STEAM team will have the grant solidified with plans and goals. The application deadline is October 14 with a Grant Writer contract coming to the Board on a future agenda.

It was the Board's Consensus to move forward with the Title IV Grant Application and a future contract with a Grant Writer.

- Trustee Quintanilla inquired whether the Board would like for him to arrange for the Sheriff's to present at a future meeting on the amount of crime in the City, inquired on whether there will be a summer camp location rotation for next year, shared that he heard at NALEO about an instrument drive and suggested that Helen Taylor at Muscatel try this,
 - Dr. Carreon shared that the summer camp is on the Encinita campus due to the close proximity of the campus to the Rosemead Park where the swimming pool is located. She shared that in previous years when the camp was moved to another campus, the participants would either have to bus or walk from campus to campus in order to go swimming. That there were many concerns with the buses not being air conditioned with high heat temperatures and also the safety concerns with walking

from one campus to another campus crossing major streets. She also shared that if the summer camp is moved to a different campus the District will need to consider a regular bus rental several times a week.

- President Armenta thanked Mrs. Rock for taking on the research for the Mental Health program and MSW Interns. She looks forward to the updates and hopes that the District will be able to provide an MSW Intern at each school site.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were none.

RECESS TO CLOSED SESSION

President Armenta recessed open session to reconvene Closed Session at 9:30 p.m.

CLOSED SESSION

3. Pupil Personnel – Consideration of recommendation to Extend Expulsion – Education Code Section 48918, Student No. 17-18.1

ADJOURN CLOSED SESSION

President Armenta adjourned closed session at 10:24 p.m.

RECONVENE TO OPEN SESSION

President Armenta reconvened the meeting to open session at 10:27 p.m.

ANNOUNCEMENT OF ANY ACTION TAKEN IN CLOSED SESSION (if any)

President Armenta reported that no action was taken in closed session.

ACTION ITEM:

Extension of Expulsion for Student No. 17-18.1

Minutes: That the Board of Trustees Extend the Expulsion for Student No. 17-18.1, **be approved.**

<u>Motion made by:</u>	Mr. Esquivel
<u>Votes:</u>	Ms. Armenta Yes
	Mr. Esquivel Yes
	Mrs. Harmon Yes


<u>Seconded by:</u>	Mrs. Peña
	Mrs. Peña Yes
	Mr. Quintanilla No

ADJOURNMENT:

Minutes: That the September 6, 2018 Board of Trustees meeting, **be adjourned** at 10:27 p.m.

<u>Motion made by:</u>	Mr. Esquivel	<u>Seconded by:</u>	Mr. Quintanilla
<u>Votes:</u>	Ms. Armenta	Mrs. Peña	Yes
	Mr. Esquivel	Mr. Quintanilla	Yes
	Mrs. Harmon		Yes

Signed,



President



Clerk