



Meeting Minutes

Study Session Meeting 11/18/2021 06:30 PM

6:30 P.M. - CALL TO ORDER/OPEN/PUBLIC
SESSION (ZOOM) / IN-PERSON

After the Completion of Public Comments -
CLOSED SESSION (ZOOM)

7:30 P.M. - OPEN/PUBLIC SESSION (ZOOM) /
IN- PERSON

AGENDA FOR THE **REGULAR STUDY SESSION** MEETING OF
THE BOARD OF TRUSTEES OF THE ROSEMEAD SCHOOL DISTRICT
6:30 P.M. - CALL TO ORDER/OPEN/PUBLIC SESSION (ZOOM) / IN-PERSON
After the Completion of Open Session - CLOSED
SESSION (ZOOM) Continuation of Closed Session After
the Completion of Open Session Items

This meeting will be held electronically via Zoom Meetings and in-person.

PARTICIPATION IN-PERSON: adherence to current Los Angeles County Department of Public Health,
health order face mask requirements:

Rosemead School District

District Office - Board Room

3907 Rosemead Blvd., Rosemead, CA 91770

Tel: (626) 312-2900 x212 | Email: board@rosemead.k12.ca.us

PARTICIPATION VIA TELECONFERENCE/ELECTRONIC:

Zoom Meeting ID# 896 7005 0978

Passcode: 809429



Attendees

Voting Members

Ms. Nancy Armenta, Clerk

Mrs. Diane Benitez, President

Mr. Ronald Esquivel, Trustee

Mrs. Veronica Pena, Trustee

Mr. John Quintanilla, Trustee

Non-Voting Members

Mr. Alejandro Ruvalcaba, Superintendent

Dr. Maria Rios, Assistant Superintendent, Administrative Services

Dr. Jennifer Fang, Assistant Superintendent, Educational Services

Mr. Alejandro Gaeta, Network Administrator

Mrs. Cynthia Bracamonte, Executive Assistant to the Superintendent

i. Public Comments / Speaker's Requests

ii. NOTICES

iii. Call to Order by _____ at _____ p.m.

President Benitez called the meeting to order at 6:32 p.m.

IV. Members Present _____ Members Absent _____

Audience members participated both in-person and electronically via Zoom.

v. MEETING RECORDED

President Benitez made the following statements:

Pursuant to Governor Newsom's Executive Order for the modification of public gatherings, the Rosemead School District Board of Trustees must conduct their public meetings virtually. In order to ensure the board's business is heard clearly, we would like to respectfully request for all attendees to mute their microphones unless you are requested by the Board President to address the Board.

As a result of the ongoing state of emergency and the COVID-19 pandemic and pursuant to Governor Newsom's Executive Order #N-15-21, Assembly Bill 361, and Government Code Section 54953, as amended, as local legislative body is authorized to hold public meetings via teleconferencing and make public meeting accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the local legislative body.

In accordance with the Governor's Executive Order, the Rosemead School District Board of Trustees will conduct this meeting with all participation via Zoom Meeting which is accessible to the public.

vi. APPROVAL OF AGENDA

That the Agenda, be Approved.

Motion made by: Ms. Nancy Armenta

Motion seconded by: Mrs. Veronica Pena

Voting:

Ms. Nancy Armenta - Yes

Mrs. Diane Benitez - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

Mr. John Quintanilla - Yes

The motion carried with a 5-0 vote.

vii. PUBLIC COMMENTS ON CLOSED SESSION ITEMS (3 minutes per person or 20 minutes per topic)

Mrs. Bracamonte checked the board@rosemead.k12.ca.us email account for submissions of public comment and shared that one (1) has been received for open session.

viii. RECESS TO CLOSED SESSION at _____ p.m.

President Benitez recessed the meeting to closed session at 6:36 p.m.

IX. CLOSED SESSION

- A. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION** – pursuant to Government Code Section 54956.9(d)(2) and (e)(1)
- B. **PUBLIC EMPLOYEE (APPOINTMENT, EMPLOYMENT, REASSIGNMENT, EVALUATION, AND DISCIPLINE/DISMISSAL/RELEASE)** – pursuant to Government Code Section 54957

X. ADJOURNMENT OF CLOSED SESSION at p.m.

President Benitez adjourned the meeting at 7:15 p.m.

XI. REGULAR MEETING – 7:30 p.m.

XII. RECONVENE TO OPEN SESSION at p.m.

President Benitez reconvened the meeting to open session at 7:35 p.m.

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

President Benitez reported that the Board of Trustees took no action in closed session.

XIV. PLEDGE OF ALLEGIANCE by: _____

President Benitez requested for Dr. Jennifer Fang to lead the Pledge of Allegiance.

XV. AWARDS/RECOGNITION VIRTUAL PRESENTATION(S)

- Christopher Shriner, Teacher, Encinita - 24 Years of Service
- Kenneth Johnson, Sr, Head Custodian, Savannah - 28 Years of Service
- Steven Miranda, Custodian, Muscatel - 33 Years of Service

President Benitez congratulated and thanked each of our retirees for their years of service and dedication to the Rosemead School District.

XVI. PUBLIC COMMENT ON ITEMS (3 minutes per person or 20 minutes per topic)

Mrs. Bracamonte checked the board@rosemead.k12.ca.us email account for submissions of public comment. There was one (1) public comment:

- Mr. Jonathan Smith, parent; topic: Vaccine mandate

XVII. SUPERINTENDENT'S REPORT

Superintendent Ruvalcaba shared the following:

- Congratulated all the retirees and thanked them for their services. He shared that it is always nice to share this great milestone with them. Mr. Ruvalcaba personally wished them much success and happiness in their new endeavor.
- Thanked the entire District team for their endless dedication to our students as it has been a challenging pandemic to live through, including transitioning from Distance Learning to in-person instruction. Having to work tirelessly from our teachers to our support staff who provided a wonderful learning environment for our students, he recognized and thanked their dedicated efforts.
- Lastly, he shared that he hopes that our team members will turn off their phones during the Thanksgiving Break starting on Friday after work hours and enjoy their time off to sharpen the saw with their family and friends.

XVIII. BOARD PRESIDENT'S COMMENTS

President Benitez shared the following:

- Congratulated all the retirees and wished them the best in their retirement.
- Wished everyone a Happy Thanksgiving and well deserved rest.
- Lastly, she hopes everyone stays safe and healthy.

xix BOARD ORAL COMMUNICATIONS

- Clerk Armenta shared the following:
 - Congratulated all the retirees and thanked them for their dedicated service to the District and wished them many blessings in their next chapter of life.
 - Wished the staff and families a very happy and blessed Thanksgiving and hopes that they spend their time resting with their families and friends.
- Trustee Esquivel shared the following:
 - Congratulated all the retirees and wished them enjoyment during their next chapter of life.
 - Wished everyone a blessed Thanksgiving with family and friends and asked everyone to just take time to reflect on all the positive things in our lives.
- Trustee Peña shared the following:
 - Congratulated all the retirees on their retirement.
 - Wished everyone a blessed Thanksgiving and asked everyone to enjoy their time off to relax.
- Trustee Quintanilla shared the following:
 - Congratulated each of the retirees and shared that they are the reason why we at Rosemead are a successful family, for the way they care for everyone and that they will be missed.
 - Thanked the Superintendent for accepting the generous PPE wipes donation from the Kiwanis Club.
 - Wished everyone a Happy Thanksgiving and hopes that everyone has a restful break.

xx CONSENT AGENDA

That the Consent Agenda, be Approved, as Corrected.

Motion made by: Mr. John Quintanilla

Motion seconded by: Ms. Nancy Armenta

Voting:

Ms. Nancy Armenta - Yes

Mrs. Diane Benitez - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

Mr. John Quintanilla - Yes

The motion carried with a 5-0 vote.

A CONSENT - GENERAL FUNCTIONS - Personnel Status Report-Certificated and Classified

xxi FOCUS TOPIC(S):

A Presentation on District Communication, by Superintendent Mr. Alejandro Ruvalcaba

Superintendent Ruvalcaba presented on the topic of District Communication. See presentation attached.

XXII. ACTION ITEM(S)

A ACTION - Service/ Consultant Proposals/ Bid Awards/ Memorandum of Understanding/ Contract Report

That the Service/Consultant Proposals/Bid Awards/Memorandum of Understanding/ Contract Report, be Approved.

Motion made by: Ms. Nancy Armenta

Motion seconded by: Mrs. Veronica Pena

Voting:

Ms. Nancy Armenta - Yes

Mrs. Diane Benitez - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

Mr. John Quintanilla - Yes

The motion passed with a 5-0 vote.

- 1 **ACTION - ADMINISTRATIVE SERVICES - CAL VADA Surveying, Inc. [NEW]**
- 2 **ACTION - ADMINISTRATIVE SERVICES - Vector Resources, Inc. dba VectorUSA [NEW]**
- 3 **ACTION - EDUCATIONAL SERVICES - Edgenuity, Inc. (Independent Study Program) [AMENDMENT]**
- 4 **ACTION - FISCAL SERVICES - Xerox Financial-MRC Smart Technology Solutions [AMENDMENT]**
- 5 **ACTION - HUMAN RESOURCES - ChildCare Careers, LLC dba The Education Team [NEW]**

XXIII. NEW BUSINESS

- Clerk Armenta:
 - Shared that Council member Steven Lee is on active duty in the Middle East and that there is a campaign to bring cheer to the troops requesting Christmas cards and care packages, including letters of encouragement and gratitude. Ms. Armenta inquired whether this was a project we could ask of our students and staff with a short turnaround. The project would be called "Operation Sending Love."
 - After discussion, it was the Board's consensus to move forward with the project for our troops "Operation Sending Love."
 - Superintendent Ruvalcaba shared that this was a great project and that we would work with our Principals who were in attendance via Zoom. He also shared that the project would be optional for the students and if we can make the messages/cards nondenominational to be inclusive of everyone who would like to participate.
 - The Board agreed to the adjustments of the project.
- Trustee Peña:
 - Wished everyone a Happy Thanksgiving.
- Trustee Quintanilla:
 - Wished everyone a Happy Thanksgiving.
- President Benitez:
 - Requested for future Board agendas to include the public comment detailed script in both public comment sections of the agenda, before closed session and after when the meeting is reconvened to open session for further clarity on public comments protocols.
 - Wished everyone a blessed Thanksgiving with their families.
- Superintendent Ruvalcaba:
 - Wished everyone a Happy Thanksgiving.

xxiv. **ADJOURNMENT** The meeting (be) adjourned at p.m.

That the November 18, 2021, Board of Trustees meeting, be Adjourned at 8:46 p.m.

Motion made by: Mr. Ronald Esquivel

Motion seconded by: Mr. John Quintanilla

Voting:

Ms. Nancy Armenta - Yes

Mrs. Diane Benitez - Yes

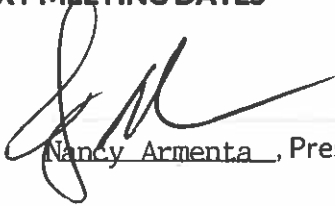
Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

Mr. John Quintanilla - Yes

The motion passed with a 5-0 vote.

xxv. **NEXT MEETING DATES**



Nancy Armenta, President



Ronald Esquivel, Clerk

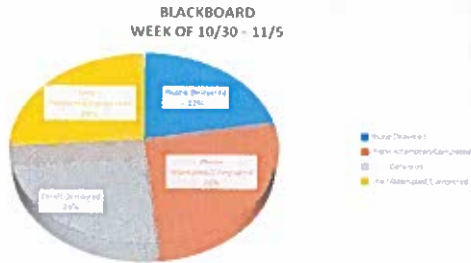
BLACKBOARD MASS NOTIFICATIONS - Weekly

Week of October 30 - November 5, 2021 Usage Data

20 MESSAGES
95% Delivery

of Messengers/Device:

Encinita - 3
Janson - 1
Muscatel - 2
Savannah - 3
Shurey - 10
District Office - 1



Communication Tools & Use Frequency by Teachers



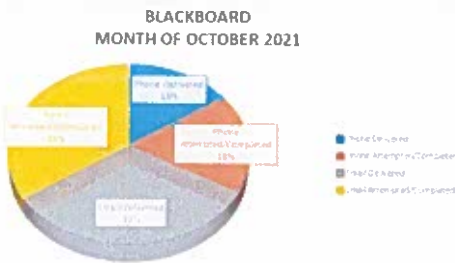
BLACKBOARD MASS NOTIFICATIONS - Monthly

Month of October 1 - 31, 2021 Usage Data

322 MESSAGES
94% Delivery

of Messengers/Device:

Encinita - 20
Janson - 6
Muscatel - 17
Savannah - 15
Shurey - 49
District Office - 15



Communication Apps Utilized - Teachers

When asked what communication apps are utilized, based on responses



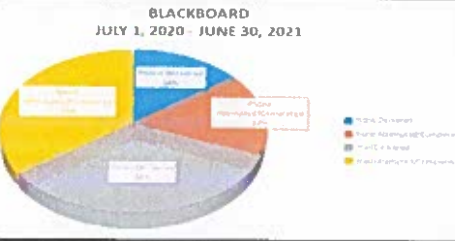
BLACKBOARD MASS NOTIFICATIONS - Annual

School Year - July 1, 2020 - June 30, 2020 Usage Data

694 MESSAGES
94% Delivery

of Messengers/Device:

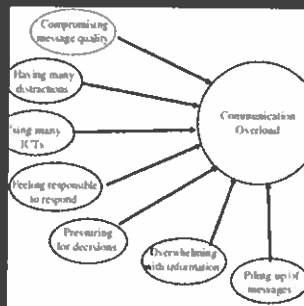
Encinita - 42
Janson - 14
Muscatel - 61
Savannah - 47
Shurey - 195
District Office - 135



Frequency of Communication - Teachers



Communication Overload



SAMPLE - District-wide Communication Schedule

DISTRICT		PRINCIPAL		TEACHERS	
MONDAY	6-7pm	MONDAY	5-6pm	MONDAY	3-5pm
TUESDAY	6-7pm	TUESDAY	5-6pm	TUESDAY	3-5pm
WEDNESDAY	6-7pm	WEDNESDAY	5-6pm	WEDNESDAY	3-5pm
THURSDAY	6-7pm	THURSDAY	5-6pm	THURSDAY	3-5pm
FRIDAY	6-7pm	FRIDAY	5-6pm	FRIDAY	3-5pm
SATURDAY		SATURDAY		SATURDAY	
SUNDAY		SUNDAY	Evening Week, 1 message	SUNDAY	

* Emergency communication will be sent on an as-needed basis at all levels.

DISTRICTWIDE:

Standardizing All Messaging to Parents



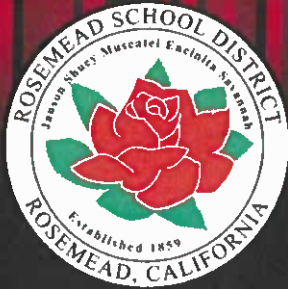
Thank You!

Questions

Carefully Identifying the Level of Urgency & Relevance of Each Communication Topic

CRITICAL	URGENT	IMPORTANT	RELEVANT	ROUTINE	WELL-KNOWN
<p>Emergency Response</p> <p>Disaster response (e.g., fire, earthquake, flood, etc.)</p> <p>Immediate action required</p>	<p>Parental Safety</p> <p>Child safety (e.g., missing child, child in danger, etc.)</p> <p>Immediate action required</p>	<p>Health & Safety</p> <p>Health & safety (e.g., illness, injury, etc.)</p> <p>Immediate action required</p>	<p>Academic Performance</p> <p>Academic performance (e.g., test scores, grades, etc.)</p> <p>Immediate action required</p>	<p>Behavioral Issues</p> <p>Behavioral issues (e.g., discipline, conduct, etc.)</p> <p>Immediate action required</p>	<p>General Information</p> <p>General information (e.g., school events, news, etc.)</p> <p>Immediate action required</p>
<p>USE CASES</p> <p>Disaster Response: Earthquake, Fire, Flood, etc.</p> <p>Parental Safety: Missing Child, Child in Danger, etc.</p> <p>Health & Safety: Illness, Injury, etc.</p> <p>Academic Performance: Test Scores, Grades, etc.</p> <p>Behavioral Issues: Discipline, Conduct, etc.</p> <p>General Information: School Events, News, etc.</p>					

2021-2022 Retirees



Mr. Steven Miranda



Custodian

33 Years of Service

Steve Miranda served the Rosemead School District for 33 years. During his time in Rosemead, Steve worked at all of our District schools. During his work day, Steve always greeted staff and students alike with a quick smile. Steve's colleagues all enjoyed working with him and Rosemead students loved Steve as well. Steve took time to get to know and interact with our students and to create relationships. We will miss Steve tremendously at Muscatel, but we wish him well as he begins his new career as full time Grandpa and Anaheim Angels Number One Fan. Congratulations, Steve!

Mr. Kenneth Johnson, Sr.



Head Custodian

26 Years of Service

Ken Johnson has served Rosemead School District for 26 years. He is dedicated and takes great pride in his work. He always looks out for others. Ken came to Savannah 3 years ago and immediately engraved himself with the Staff. He has also worked at Encinita, Jansan and Muscatel. His Muscatel family was impacted by his constant welcoming smile and laughter. He was helpful and kind with every encounter. He had that old southern hospitality in treating everyone (staff, students and parents) like family. Always very kind, polite and helpful even when things were crazy and hectic. It was always nice to catch up with Ken to see how he and his family were doing and always fun watching him joke around with the office and other staff members. Ken is a pretty funny guy. Muscatel was very sad when he left town. He is always remembered. One thing that remains on their minds is how much he loved his chorizo burritos.

We wish Kenny a happy retirement. He will be missed by his many friends throughout the District.



2021-2022 Retirees

**The Board of Trustees,
Administration, Staff, and
Students thank you for your
endless dedication to our
families and students.**

Thank you.

Mr. Christopher Shriner



Teacher

24 Years of Service

Christopher Shriner is truly a genuine and kind person. He has been a 3rd grade teacher at Encinita for 24 years. Mr. Shriner is extremely gifted at forming positive relationships with everyone, inspiring us all to be the best version of ourselves. He demonstrated a love for learning and modeled high expectations for all his students. In addition to his many talents as a teacher, Mr. Shriner is also extremely handy. We know he is enjoying his retirement in one of his many vacation homes, working on home improvement projects and relaxing with his wife, Jennifer. Our entire Encinita family wishes you a fulfilling retirement and thank you for touching so many lives here at Encinita. We will miss you!