



Regular Meeting
10/03/2024 06:30 PM

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

After the Completion of Open Session - CLOSED SESSION
7:30 P.M. - OPEN/PUBLIC SESSION (ZOOM / IN-PERSON)

MEETING MINUTES

AGENDA FOR THE REGULAR 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

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

Continuation of Closed Session After the Completion of Open Session Items

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

PARTICIPATION IN-PERSON: Adherence to current Los Angeles County Department of Public Health protocols:

Rosemead School District

District Office - Board Room

3907 Rosemead Blvd., Rosemead, CA 91770

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

District Website: www.rosemead.k12.ca.us

Agenda Website: [Simbli platform](#) (click on Meetings)

PARTICIPATION VIA TELECONFERENCE/ELECTRONIC:

Zoom Call-In# (346) 248-7799

Zoom Meeting ID# 852 6455 2594

Passcode: 295574

Attendees

Voting Members

Mr. John Quintanilla, President

Mrs. Diane Benitez, Clerk

Ms. Nancy Armenta, Trustee

Mr. Ronald Esquivel, Trustee

Mrs. Veronica Pena, Trustee

Non-Voting Members

Dr. Jennifer Fang, Interim Superintendent

Dr. Maria Rios, Assistant Superintendent, Administrative Services

I. NOTICES - Public Comments / Speaker's Requests

II. NOTICES

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

President Quintanilla called the meeting to order at 6:30 p.m.

IV. Members Present _____ Members Absent _____

President Quintanilla read the following statement:

The Rosemead School District Board of Trustees will conduct their public meetings in-person along with a virtual Zoom cast. In order to ensure the board's business is heard clearly, we would like to respectfully request for all Zoom attendees to mute their microphones unless you are requested by the Board President to address the Board.

V. MEETING RECORDED

This meeting will be audio and video recorded. Trustees have received background information regarding each agenda item prior to the meeting thus ensuring a thorough review of each item.

VI. APPROVAL OF AGENDA

That the Agenda, be Approved, as Amended.

Motion made by: Ms. Nancy Armenta

Motion seconded by: Mrs. Veronica Pena

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

VII. PUBLIC COMMENT ON CLOSED SESSION ITEMS (3 minutes per person or 20 minutes per topic)

Pursuant to Board Bylaw No. 9323, we would like to encourage members of the public to present their views to the Board regarding matters listed in the agenda. At regular meetings of the Board, members of the public may address the Board on agenda items, as well as any other items of concern that fall within the subject matter jurisdiction of the Board of Trustees. If you want to address an agenda item, you have the option of speaking at this time or at the time the item is being discussed by the Board.

Individual speakers shall be allowed three (3) minutes total to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. Please state your name, make your presentation as brief as possible, and understand that the Board will not engage in a debate with visitors, but

you may be given an opportunity for further questions and answers when a specific item is presented in the agenda.

Mrs. Bracamonte shared that there were no submissions received for closed session topics.

VIII. CLOSED SESSION - 6:30 P.M.

IX. CLOSED SESSION

President Quintanilla announced that the Board of Trustees would recess the meeting to closed session to consider the following closed session items:

A. PUBLIC EMPLOYEE (APPOINTMENT, EMPLOYMENT, REASSIGNMENT, EVALUATION, AND DISCIPLINE/DISMISSAL/RELEASE) - pursuant to Government Code Section 54957

Participants: Dr. Jennifer Fang and Dr. Maria C. Rios

B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - pursuant to Government Code Section 54956.9(d)(1) - CASE NO. 21STCV02467

Participants: Dr. Jennifer Fang, Dr. Maria C. Rios, and Dennis Walsh, Esq., Legal Counsel from Walsh and Associates, APC

President Quintanilla announced that he would recuse himself from this item.

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

President Quintanilla recessed the meeting to closed session at 6:33 p.m.

XI. ADJOURNMENT OF CLOSED SESSION at _____ p.m.

President Quintanilla recessed closed session at 6:52 p.m.

XII. REGULAR MEETING - 7:30 P.M.

XIII. RECONVENE OPEN SESSION at _____ p.m.

President Quintanilla reconvened the meeting to open session at 7:30 p.m.

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

President Quintanilla announced that the Board of Trustees took no action during closed session.

XV. MEETING RECORDED

This meeting will be audio and video recorded. Trustees have received background information regarding each agenda item prior to the meeting thus ensuring a thorough review of each item.

XVI. PLEDGE OF ALLEGIANCE by: _____

President Quintanilla requested for Dr. Michael Chavez to lead the Pledge of Allegiance.

XVII. AWARDS/RECOGNITION VIRTUAL PRESENTATION(S)

President Quintanilla recognized and presented certificates to our team of Crossing Guards: Susana Holguin, Hein Le, Maria Elena Martinez, Lidia Romero, Jimmy Leung, Zhibin "Ricky" Laing, Andrew "Andy" Angelo, and Chantal Yepez.

President Quintanilla recognized and presented certificates to our maintenance and operations team: Anthony Flores, Octavio Serrato, Jackie McDonald, Raymond Miranda, Javier Pinedo, Henry Jimenez, Marcos Lucero, Jesse Mejia, Victor Lopez Pascual, Ricky Perez, Christopher Moreno, Alberto Saldana, Aaron Cantrell, Chris Herrera, Eduardo Torres, Sergio Lucero, Thomas Manzo, Kenny Arenas, and Carlos Banuelos.

President Quintanilla recessed the meeting for a brief break at 8:10 p.m.

President Quintanilla reconvened the meeting to open session at 8:19 p.m.

XVIII. PUBLIC COMMENTS (3 minutes per person or 20 minutes per topic)

Pursuant to Board Bylaw No. 9323, we would like to encourage members of the public to present their views to the Board regarding matters listed in the agenda. At regular meetings of the Board, members of the public may address the Board on agenda items, as well as any other items of concern that fall within the subject matter jurisdiction of the Board of Trustees. If you want to address an agenda item, you have the option of speaking at this time or at the time the item is being discussed by the Board.

Individual speakers shall be allowed three (3) minutes total to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. Please state your name, make your presentation as brief as possible, and understand that the Board will not engage in a debate with visitors, but you may be given an opportunity for further questions and answers when a specific item is presented in the agenda.

Mrs. Bracamonte shared that three (3) submissions were received:

- Miriam Wazirkajoyan
- Cami Case
- Shirley Conde

XIX. INTERIM SUPERINTENDENT'S REPORT

Dr. Fang shared the following:

- Thanked Cami Case for all her positivity and suggestions for the areas where we can collaborate and work together. She added that she would pass the PBIS suggestions to the principals.
- Shared that she's been going to the school sites, and it's been a lot of fun seeing all the treasures during her walks. They are wonderful nuggets of dedication. She liked watching the cafeteria ladies making food from scratch. Adding that Mr. Rivera is going to be featuring grass-fed beef and is going to schedule a taste test to which the Board will be invited to. She shared that Mr. Rivera is doing such great things in

Nutrition & Wellness and that the students are blessed to get such great meals. She wants to highlight the nutrition program more by advertising and letting our community and families know. She called Mr. Rivera, our very own Mr. Jamie Oliver.

- Shared that this week she joined the SELPA team who visited for the first time since COVID. The SELPA directors wanted to see the autism SOARR program and provided such great feedback on lessons being provided.
- Lastly, she wanted to share that we have our Health and Wellness Fitness Fair on Saturday, October 19 at Encinita, and wants to encourage all our families to attend and start registering the students.

XX. BOARD PRESIDENT'S COMMENTS

President Quintanilla shared the following:

- Shared that he attended the Muscatel Club Rush event last week and found it to be very interesting to see all the clubs represented. He felt it was a great new event.
- He visited the Muscatel cafeteria on Friday to see the lunch period and was thoroughly impressed by the cafeteria staff. Adding that both Chris Herrera and Manny Hernandez were managing the lines by sending 5 students at a time through the lines. The day he visited was Pizza Day and all the students were in line and gone in 20 minutes. He gave kudos to the cafeteria staff, Manny Hernandez, and Chris Herrera at Muscatel.
- Lastly, he gave a big shout-out to the maintenance & operations team for their recognition and hard work.

XXI. BOARD ORAL COMMUNICATIONS

Trustee Peña shared the following:

- Thanked the crossing guards, for not only ensuring our students and our community cross the street safely, but also checking in on them. She thanked them for their dedication and noted that they were present, rain or shine.
- Shared that some of the maintenance and operations team members have been in Rosemead since her children attended school. Expressing that the schools are so beautifully kept by our team. The team keeps our schools so clean and what tugs at her heart is they say good morning to the students and know them. They build relationships with our students, families, and community members. It's been long overdue to recognize them. She added that their work doesn't go unnoticed and that we notice the hard work they put into our schools.
- She also thanked Dr. Rios and Mrs. McDonald for their commitment to the team and the upkeep of our sites.
- Thanked Cami Case and appreciates when she comes to share feedback from the teachers. Adding that the furniture needs to be nice for our students and our teachers and that we want to make sure that our students have working furniture.

Clerk Benitez shared the following:

- Congratulated the crossing guards and the maintenance & operations team for everything they do for our district, noting that their work doesn't go unnoticed.
- Thanked Cami Case for always making the Board smile whenever she is present.
- Lastly, she asked everyone to continue having a great year.

Trustee Esquivel shared the following:

- Thanked the crossing guards for keeping everyone safe. Sharing that it's a thankless job, because everyone is rushing to where they want to go and rushing, not always caring for the safety of the students. He is happy that we are recognizing them for everything they do for us. Expressing that it is every one of them that makes the district work and makes it function. He gave them a big "Thank You."
- Shared that the maintenance and operations team keeps our schools looking amazing, and they treat the district like it is their own home. Mrs. McDonald makes sure we have all the supplies they need. Acknowledged that when one of our custodians is out, things don't go as smoothly. It is hard work, and we are thankful to them.
- Thanked Cami Case for sharing the feedback and comments from teachers. He appreciates how she and her predecessor present the information and how they can work with the district to meet at a middle point. Sharing that she comes with the purpose of having a good positive relationship.

Trustee Armenta shared the following:

- Thanked the Crossing Guards for their dedication to keeping our students and community safe.
- Thanked the PTA for all their decorations during the events. She thanked Ms. Desiree Martinez for her hard work and dedication. Acknowledging the PTA members for all their dedication to the schools. She thanked them for the invitation.
- Expressed thanks to the RTA President Cami Case for working with the district in a collaborative manner and hopes that the teams continue to work collaboratively. She thanked her for always bringing concerns for the teachers. Ms. Armenta asked her to tell the teachers that the Board would hear their voices.
- Thanked Dr. Rios for always working collaboratively with our union teams and for building trust among the workers. Adding that when there is trust, the employees dedicate themselves because they want to not because they need to.

Clerk Benitez shared the following:

- Attended the Muscatel dance and shared that it was nice to see that the students were singing the songs and dancing while selling food. She added that it was really great to see all the students having fun. The dance was held outside and it was great.

XXII. PUBLIC HEARING(S)

A. PUBLIC HEARING - Statement of Assurance for 2024-2025 Public Textbooks and Instructional Materials, Grade K-8, Pursuant Education Code 60119 (Corrected)

President Quintanilla opened the public hearing at 8:44 p.m.

Mrs. Bracamonte shared that there were no submissions received for the public hearing.

President Quintanilla closed the open hearing at 8:45 p.m.

XXIII. CONSENT AGENDA (AMENDED)

That the Consent Agenda, be Approved, as Amended.

Motion made by: Ms. Nancy Armenta

Motion seconded by: Mr. Ronald Esquivel

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

- A. CONSENT - Personnel Status Report - Certificated and Classified (Amended)**
- B. CONSENT - Minutes of the September 3, 2024, Board of Trustees' Meeting**
- C. CONSENT - Minutes of the September 5, 2024, Board of Trustees' Meeting**
- D. CONSENT - Donation Report**
- E. CONSENT - 1st Quarter Williams Settlement Quarterly Report to the County Superintendent, Uniform Complaints Report for 2024-2025 for the Period of July - September, 2024**
- F. CONSENT - Service/Consultant Proposals/ Bid Awards/ Memorandum of Understanding/Contract Report**
 - 1. CONSENT - BOARD OF TRUSTEES - Small School Districts' Association (SSDA) [RENEWAL] (Corrected)**
 - 2. CONSENT - EDUCATIONAL SERVICES - San Gabriel Unified School District (SGUSD) - Induction Program (Districtwide) [RENEWAL]**
 - 3. CONSENT - EDUCATIONAL SERVICES - The Music Center (Districtwide) [RENEWAL]**
 - 4. CONSENT - HUMAN RESOURCES - Los Angeles County Office of Education (LACOE) - Credential Clearance [NEW]**
 - 5. CONSENT - TECHNOLOGY - Howard Technology Solutions (Districtwide) [NEW]**
- G. CONSENT - Review Updated Policies - 2nd Reading (from 9/5/24)**

XXIV. SPECIAL REPORTS AND PRESENTATION(S)

- A. Presentation on Staffing and Enrollment, by Dr. Maria C. Rios, Assistant Superintendent, Administrative Services**

Assistant Superintendent Dr. Rios presented on the topic of Staffing and Enrollment and answered questions. The presentation is attached.

B. Presentation on the Traffic Study for Muscatel Middle School, by Dr. Maria C. Rios, Assistant Superintendent, Administrative Services

Assistant Superintendent Dr. Rios presented the Traffic Study for Muscatel Middle School and answered questions. The presentation is attached.

XXV. ACTION ITEM(S)

A. ACTION - Confirmation of Next Scheduled Study Session Board Meeting for the Month of November, 2024, as November 14, 2024

That the Board of Trustees Confirm the next Study Session Board Meeting currently Scheduled for November 14, 2024, on the topic of: Literacy Focus, be Approved.

Motion made by: Mrs. Diane Benitez

Motion seconded by: Ms. Nancy Armenta

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

B. ACTION - Resolution No. 24-25/03, State Assurance for 2024-2025 Pupil Textbooks and Instructional Materials, Grade K-8, Pursuant to Education Code 60119 (Corrected)

That Resolution No. 24-25/03, State Assurance for 2024-2025 Pupil Textbooks and Instructional Materials, Grade K-8, Pursuant to Education Code 60119, be Approved, as Corrected.

Motion made by: Ms. Nancy Armenta

Motion seconded by: Mrs. Veronica Pena

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

XXVI. DISCUSSION ITEM(S)

A. DISCUSSION - Review Updated Policies - 1st Reading

Interim Superintendent Fang presented the updated policies for a first reading. It was the Board's consensus to return this policy update batch to a future study session.

XXVII. NEW BUSINESS

A. NEW BUSINESS - Exhibit 1 - Matrix for New Business Topics and Follow Up

Interim Superintendent Fang shared the following updates to the Matrix:

- Dr. Chavez shared that Mariposa looked at their program to see if they could adjust it for Muscatel and felt that middle school students differ from their target audience. Mrs. Janet graciously introduced the team to Gerardo Salazar from Youth Education for Prevention (YEP), affiliated with Parent Anonymous. We have a meeting set to meet with Youth Education for Prevention (YEP) next week. He shared the excitement of working with them, as they were recognized for doing great work. The team is looking forward to the partnership as they focus on social-emotional support for students.
- Dr. Fang thanked Dr. Rios for sharing the follow-up to the facilities update and requested the Board's direction on the shade structure, which is DSA approval with the upcoming expiration.
 - Dr. Rios shared that it is the Muscatel shade structure DSA approval that will expire next summer.
 - It was the Board's consensus to proceed with the project.
- Dr. Rios requested board direction on the Janson relocatable and playground project. She shared that NAC Architecture spoke with DSA to inquire about splitting up the project. DSA has confirmed that the projects must be done together.
 - Dr. Rios will follow up with President Quintanilla.
- Dr. Fang shared a mock-up of a personnel status report and shared with the Board that with the transition from HRS to HCM their support to update the amount of details included in the personnel status report for extra duty assignments. Utilizing the sample mock-up showing the current detailed report with an hourly rate per person, which takes our HR staff multiple steps to find the information for the calculation. The mock-up also included a sample of utilizing a range instead that includes a minimum to a maximum hourly rate for each position.
 - Dr. Rios explained that the request is to go from showing the hourly rate per person to showing a range including the minimum, to the highest hourly rate.
 - President Quintanilla shared that the detailed hourly rate was by board's direction about a year ago.
 - It was the Board's consensus to eliminate individual hourly rates and include a range instead consisting of a minimum to maximum hourly rate for extra duty assignments.

Trustee Esquivel shared the following:

- Requested an update on the payroll status, paychecks, progress.
 - Dr. Rios and the payroll team are working with the LACOE team and working with the consultants.
 - Dr. Fang added that she has requested LACOE to present to the Board on October 17th on the new HCM system and the issues we are experiencing.
 - Mr. Esquivel shared that he wants to ensure we continue to work on the payroll issues and also communicate with the staff.
 - Dr. Rios shared that the employees that have been impacted have been communicated with and provided choices for the overpayments and, CSEA

- dues for 12-month employees have been returned in September. In regard to the payroll errors, the team ran a report today and once again there are errors which they are working with HR and LACOE to resolve. They will run another report as it takes 24 hours for the system to update and will continue making adjustments to ensure everything was resolved. The payroll will lock on Monday at 7:00 p.m. Dr. Rios shared that each time the reports are run, the errors decrease. She explained that LACOE will provide 20 hours a week via Zoom to provide support, Richard Wong and Sammy Lau are helping with accounts payable to help Guada Gentica Sanchez to support payroll. Cindy will be available starting this month to support accounts payable. Dr. Rios shared that only Darlene Reyes has access to input into the payroll system and the two LACOE consultants will be granted access to help troubleshoot the errors. Additionally, any employee who is underpaid is provided the option to receive a revolving check right away or receive a supplemental check within two days through LACOE.
- Clerk Benitez inquired about the status of the hiring of a permanent full-time and a part-time temporary employee to support.
 - Dr. Rios shared that the approved full-time permanent confidential fiscal clerk position is posted on EdJoin and closes tomorrow, with interviews being scheduled for next week. Adding that the Board approved the automatic onboarding for fingerprinting clearance with ratification at a future meeting.
 - Dr. Rios clarified that currently Darlene Reyes processes classified payroll and Dory Garcia processes certificated payroll, with no backup if both employees are out. Once the new permanent full-time employee is hired, they will cross train and also be trained by LACOE. The new employee will be onboarded immediately and will start once the district receives fingerprint clearance from the Department of Justice.

Trustee Armenta shared the following:

- Shared that once payroll is stabilized hopefully the team can research digital timesheets which communicate with HCM. She shared that the county utilizes the E-caps system which outlines everything for each employee.
 - Dr. Rios shared that Mrs. Garza has been researching vendors and located three vendors and will be verifying with LACOE if the vendors sync with HCM. She will also request referrals from LACOE. She added that when the demos are scheduled with the vendors they have requested for Mrs. Michelle Drain and Ms. Christina Price to participate in the meetings.

President Quintanilla shared the following:

- Inquired about the status of the parking lot painting.
 - Dr. Rios shared that once the painting is completed, the Board will be notified. The principal spots have been completed. The accessible parking spots vary from school to school and when the playgrounds were replaced, DSA required the addition of a 3rd spot.
- Inquired if the team can look into the cost of increasing one additional crossing guard at Rio Hondo and Marshall. He added that the city study didn't warrant adding one.

- Trustee Armenta shared that, based on the previous city survey, if the district is considering an additional crossing guard for this area, the district would bear the full cost.
- It was the Board's consensus to look into another survey and also the full cost of an additional crossing guard.
- Inquired about the status of the ASES lottery research.
 - Dr. Rios shared that it is on a 1st come, 1st serve basis and will provide additional information in a Friday update.
- Inquired about the status of the furniture replacements.
 - Dr. Rios shared that a survey was sent to all teachers to request volunteers to be on the committee with the goal of having one per school. The committee designed a survey that was sent to all teachers to gauge their needs. Each principal visited classes to identify the areas of priority and everything was purchased from VERO and Lakeshore. She added that most of the VERO order was backordered and would be delivered together. Once the furniture is installed, the class needs will be reevaluated for needs. The approach is in phases and once we figure out where we are with orders, the committee will be reconvened. Shuey received replacement chairs that did not fit with the current desks which is being addressed. Items being ordered are being aligned with similar styles of the current furniture. In the future, there may be a pilot of updated furniture.
 - Trustee Peña suggested completing the pilot in phases, by grade level and utilizing multi-funding.
 - Clerk Benitez inquired if the extra furniture could be reused or donated.
 - President Quintanilla requested options on what could be done with the extra furniture.
 - Dr. Rios shared that once the items are obsoleted, we contact companies for disposal and most request that the district pay them to haul the items away. Mr. Serrato has located a company who is willing to donate to the district for hauling the items. She will walk the campuses to identify any excess furniture.

XXVIII. ACTION ITEM(S): AMENDMENT

A. ACTION - Purchase Orders of August, 2024 - September, 2024 (on file), and Warrants for Budgeted Expenditures

That the Purchase Orders of August, 2024 - September, 2024, and Warrants for Budgeted Expenditures, be Approved.

Motion made by: Mr. Ronald Esquivel

Motion seconded by: Ms. Nancy Armenta

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

B. ACTION - CHILD DEVELOPMENT - Food Service Agreement with Rosemead School District Nutrition Services (Districtwide) [AMENDMENT]

That the Child Development Food Service Agreement with Rosemead School District Nutrition Services, be Approved.

Motion made by: Ms. Nancy Armenta

Motion seconded by: Mrs. Diane Benitez

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

C. ACTION - EDUCATIONAL SERVICES - Nearpod, LLC (Muscatel Middle School and Literacy LEADS) [RENEWAL]

That the Educational Services Contract with Nearpod, LLC for Muscatel Middle School and Literary LEADS, be Approved.

Motion made by: Ms. Nancy Armenta

Motion seconded by: Mrs. Veronica Pena

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

D. ACTION - EDUCATIONAL SERVICES - Newsela, Inc. formerly Formative (Savannah Elementary School) [RENEWAL]

That the Educational Services Contract with Newsela, Inc. formerly Formative for Savannah Elementary School, be Approved.

Motion made by: Ms. Nancy Armenta

Motion seconded by: Mr. Ronald Esquivel

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

E. ACTION - SUPERINTENDENT'S OFFICE - California School Public Relations Association (CalSPRA) [NEW]

That the Superintendent's Office Contract with California School Public Relations Association (CalSPRA), be Approved.

Motion made by: Ms. Nancy Armenta

Motion seconded by: Mrs. Diane Benitez

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

F. ACTION - Nomination of _____, as a California School Boards Association (CSBA) Vice President and President-Elect

The item died due to lack of a motion.

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

The Board of Trustees adjourned and completed the closed session agenda at 6:52 p.m. Items XXIX. Public Comments on Closed Session Items through XXXIV.

Announcement of Any Action Taken in Closed Session were not required.

XXX. RECESS TO CLOSED SESSION at ____ p.m.

XXXI. CLOSED SESSION

XXXII. ADJOURNMENT OF CLOSED SESSION at _____ p.m.

XXXIII. RECONVENE TO OPEN SESSION at _____ p.m.

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

XXXV. ADJOURNMENT The meeting (be) adjourned at _____ p.m.

President Quintanilla adjourned the October 3, 2024, Board of Trustees meeting at 10:31 p.m., be Approved.

Motion made by: Mr. Ronald Esquivel

Motion seconded by: Mrs. Diane Benitez

Voting:

Mr. John Quintanilla - Yes

Mrs. Diane Benitez - Yes

Ms. Nancy Armenta - Yes

Mr. Ronald Esquivel - Yes

Mrs. Veronica Pena - Yes

The motion passed by a 5-0 vote.

XXXVI. NEXT MEETING DATES



John Quintanilla, President



Diane Benitez, Clerk



ROSEMEAD SCHOOL DISTRICT

Traffic Safety Muscatel Middle School

October 3, 2024
Presented by Mana C. Ros, Ed D



TRAFFIC SAFETY

is a
SHARED RESPONSIBILITY
amongst our staff, students,
parents, and community

ASCIP Traffic Survey Muscatel Middle School



Purposes for Assessment:

- Student loading and unloading zones
- Practices for safe vehicle and pedestrian movement

Issues:

- Mitigate hazardous conditions or practices
- Need to consult with city, law enforcement, fire department, and others

ASCIP Traffic Survey Muscatel Middle School- AM Drop Off

In Progress

Observations:

- A formal student drop-off and pick-up policy has not been established.

Recommendations:

- Develop a formal, district-wide policy outlining the requirements for student drop-off and pick-up procedures. The policy should encourage school-based procedures that address the following:
- Establishing formal loading and unloading zone
- Developing written procedures that are regularly communicated to parents and guardians through mailings, meetings, and website resources.
- Regular observations of the process should take place to improve student and staff safety as well as improve efficiency of vehicle movements.

ASCIP Traffic Survey Muscatel Middle School

Observations:

- A vehicle was observed pulling into the staff parking lot to drop off a student, then reversing out of the parking lot into oncoming traffic to exit the lot.
- This may be a violation of the Vehicle Code and poses increased accident hazards



Figure 1. Car in Loading Zone after pulling out of driveway in reverse

In progress

Recommendations:

- Information regarding safe driving in front of the school should be passed out to caretakers to discourage actions such as reversing out of the driveway.
- Traffic aides, if and when established, should actively discourage this practice onsite during the drop-off process.

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Drivers were parking their cars in the Parking Lot and walking the students to the front gate of the school. Drivers are not allowed to use the Parking Lot.
- There was no signage at the entrance to the parking lot indicating that its use was restricted.
- Notification was sent out to remind drivers not to use the parking lot; the behavior lessened but did not completely stop.



Figure 2. Signage at entrance to parking lot

In progress

Recommendations:

- It should be stressed to drivers that the Parking Lot is not to be used for dropping students off. This information should be included in the District Traffic Management Plan.
- Consider adding signage at the entrance to the entrance of the Parking Lot detailing the restrictions, such as "Staff Parking Only" and/or "No Drop-Off/Pickup Allowed."

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Vehicles were left unattended in the Loading Zone despite signage identifying it as such.
- This practice may increase vehicle backups on her Avenue.



In progress- collaboration with the city

Recommendations:

- Vehicles should not be left unattended unless they are parked in a designated parking area.
- Discourage drivers from exiting and leaving their vehicles unattended when in the designated Loading Zone, and include this information in the District Traffic Management Plan.
- Traffic aides, if and when established, should actively discourage this practice onsite during the drop-off process.
- Consider working with the City on stenciling "Loading Zone - No Parking" on the white-painted Loading Zone areas.

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Vehicles were double parked during the drop-off process.
- This practice violates the Vehicle Code and promotes traffic back-ups as well as access to the street.
- It could also lead to cars driving into the oncoming traffic lane to get around the double-parked car, increasing the chance of an accident.



In progress

Recommendations:

- Information regarding parking should be passed out to caretakers to discourage double parking.
- Traffic aides, if and when established, should actively discourage this practice onsite during the drop-off process.

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Many U-Turns were observed in order to either pull up to or leave from the curbs in front of the school.
- This action may violate the Vehicle Code or may not be legal, and it also increases the likelihood of a vehicular collision during heavy traffic periods.



Figure 5. Vehicle performing U-turn near driveway to Parking Lot

In progress

Recommendations:

- Information regarding safe driving in front of the school should be passed out to caretakers to discourage U-turns.
- This information should be included in the District Traffic Management Plan.

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Vehicles were observed stopping early within the Loading Zone instead of pulling fully forward.
- This practice creates traffic jams throughout the Loading Zone and backing up down the street.



In progress

Recommendations:

- Information regarding safe usage of the Loading Zone should be passed out to caretakers to encourage them to pull all the way forward in the Loading Zone.
- Traffic aides, if and when established, should actively discourage this practice onsite during the drop-off process.

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Traffic aides were not present during the dropoff and/or pickup process.

Recommendations:

- Traffic aides should be available for the entire morning drop-off process.
- Traffic aides should be considered a vital part of any school's dropoff and pickup procedures. They monitor pedestrian safety, encourage safe vehicle movement, and can help direct when needed.
- The traffic aides should wear high visibility vests, whistles, and directional signage (if necessary).

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Vehicles were loading and unloading while parked in unauthorized areas.
- A curb across the street from the school was painted red; cars would pull up to this curb and either wait for the student to come or the driver would leave the car unattended to go pick up the student.



Figure 10. Vehicle stopped at red curb in front of school



Figure 11. Vehicle parked at red curb across the street

In Progress

Recommendations:

- Loading and unloading should be performed in designated areas only.
- Parking restrictions should be observed at all times.
- Traffic aides, if and when established, should actively discourage this practice onsite during the drop-off process.

ASCIP Traffic Survey Muscatel Middle School

Comment:

- There was one crossing guard stationed at the intersection of Ivar Avenue and Newby Avenue. He was wearing a yellow reflective vest and holding a Stop sign. He was attentive and actively helped many students cross the intersection safely.



Figure 12



Figure 13

Success

ASCIP Traffic Survey Muscatel Middle School

Comment:

- There were several crosswalks outside of the school. They were equipped with lights that activated when pressing the street crossing buttons.



Figure 14



Figure 15

Success

ASCIP Traffic Survey Muscatel Middle School - PM Pick up

Observations:

- A formal student drop-off and pick-up policy has not been established.

Recommendations:

- Develop a formal, district-wide policy outlining the requirements for student drop-off and pick-up procedures. The policy should encourage school-based procedures that address the following:
- Establishing a formal loading and unloading zone.
- Developing written procedures that are regularly communicated to parents and guardians through mailings, meetings, and website resources.
- Regular observations of the process should take place to improve student and staff safety as well as improve efficiency of vehicle movements.

In progress

ASCIP Traffic Survey Muscatel Middle School

Observations:

- A car was observed parked with the back end in front of a house driveway. The driveway was blocked for several minutes while the driver was waiting for their student to get out.
- This practice may violate the Vehicle Code and blocks access to the driveway for the neighborhood resident.



Figure 1: Vehicle partially blocking driveway

In progress

Recommendations:

- Information regarding parking should be passed out to parents to prevent parking or waiting in front of driveways. This information should be included in the District Traffic Management Plan.

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Vehicles were left unattended in the Loading Zone despite signage identifying it as such.
- This practice may increase vehicle backups on Ivar Avenue.



In progress

Recommendations:

- Vehicles should not be left unattended unless they are parked in a designated parking area.
- Discourage drivers from exiting and leaving their vehicles unattended when in the designated Loading Zone, and include this information in the District Traffic Management Plan.

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Vehicles were double parked on the street during the pick-up process.
- This practice violates the Vehicle Code, promotes traffic backups, and blocks full access to the street.
- It could also lead to cars driving into the oncoming traffic lane to get around the double-parked car, increasing the chance of an accident.



In progress

Recommendations:

- Information regarding parking should be passed out to caretakers to discourage double parking.
- Traffic aides, if and when established, should actively discourage this practice onsite during the pick-up process.

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Many U-turns were observed in order to either pull up to or leave from the curbs in front of the school.
- This action may violate the Vehicle Code or may not be legal, and it also increases the likelihood of a vehicular collision during heavy traffic periods.




Figure 4. Vehicle performing U-turn within traffic

Recommendations:


- Information regarding safe driving in front of the school should be passed out to caretakers to discourage U-turns.
- This information should be included in the District Traffic Management Plan.

In progress

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Vehicles were observed stopping early within the Loading Zone instead of pulling fully forward.
- This practice creates traffic jams throughout the Loading Zone and backing up down the street.



Recommendations:


- Information regarding safe usage of the Loading Zone should be passed out to caretakers to encourage them to pull all the way forward in the Loading Zone.
- Traffic aides, if and when established, should encourage drivers to move up in the Loading Zone during the pick-up process.

In progress

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Pedestrians were observed crossing the street outside of the crosswalk (jaywalking). This practice may not be legal and is not recommended.
- Crosswalks are available at the intersection of Ivar Avenue and Newby Avenue and the intersection of Ivar Avenue and Lawrence Avenue.



Recommendations:

- Pedestrians should be directed to use crosswalks when crossing the street.
- Flyers, handouts, and signage should be provided to encourage pedestrians to use the crosswalk. This information should be included in the District Traffic Management Plan.

In progress

ASCIP Traffic Survey Muscatel Middle School

Observations:

- Vehicles were loading and unloading while parked in unauthorized areas.
- A curb across the street from the school was painted red; vehicles would pull up to this curb and the drivers either wait for the students to come or the drivers would leave the car unattended to go pick up the students.




Figure 7. Vehicle on painted Red Zone




Figure 8. Vehicle parked in Red Zone when White Zone is open


Recommendations:

- Loading and unloading should be performed in designated areas only.
- Parking restrictions should be observed at all times.
- Traffic aides, if and when established, should actively discourage this practice onsite during the pick-up process.

In progress

ASCIP Traffic Survey Muscatel Middle School

Andy



Comment:

- There was one crossing guard stationed at the intersection of Ivar Avenue and Newby Avenue. He was wearing a yellow reflective vest and holding a Stop sign. He was attentive and actively helped many students cross the intersection safely.

Success

ASCIP Traffic Study

All Schools- **completed**

POMS PARENT OVERSIGHT MONITORING SYSTEM





ASAP Traffic Study



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We continue to support safe ingress and egress as follows:

- Parent education
- Parent communication
- Signage
- Collaboration with the City and Law enforcement
- Administrative visibility at arrival and dismissal
- Reduce distractions or obstructions

Create District Traffic Management Plan

QUESTIONS AND ANSWERS



DISCUSSION TIME

THANK YOU!





Enrollment and Staffing October 3, 2024

Maria C. Rios, Ed.D.
Assistant Superintendent, Administrative Services

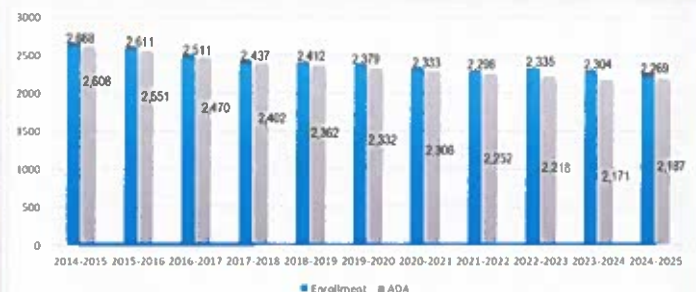
Presentation Overview

- Difference between ADA and Enrollment
- District Trends (Past, Current, Future)
- Enrollment and Staffing Overview
 - Elementary Schools
 - Middle School
 - Special Education Population

Enrollment vs. ADA

- **Enrollment**
 - Number of students enrolled in the District
 - Basis for projecting District expenditures (i.e. staffing levels)
- **Average Daily Attendance (ADA)**
 - Average number of students in attendance on a daily basis
 - Basis for projecting District revenues (LCFF, lottery, etc.)

Rosemead Historical Trends Enrollment and ADA



Elementary Enrollment & Staffing 2024-2025

As of September 13, 2024

Class Size Limits

Collective Bargaining Agreement

- Kindergarten = 33 Maximum
- 1st thru 3rd = 32 Maximum
- 4th thru 6th = 35 Maximum
- 7th and 8th = 36 Maximum

Class Size Reduction (CSR)*

- TK thru 3rd = 24 Maximum
- 4th thru 6th = Not Eligible
- 7th and 8th = Not Eligible

*To receive CSR funding, must maintain class size average (TK-3rd) of 24 or have alternatively negotiated class size

Districtwide Staffing and Enrollment

	TK	K	1	2	3	4	5	6	7	8	Total by School
Encinita	11	53	50	72	73	69	45	44			417
Janson	28	61	62	85	79	85	85	86			571
Savannah	19	46	43	55	50	48	44	64			369
Shuey	21	50	45	69	61	65	54	80			445
Muscatel									267	243	510
Total by Grade	79	210	200	281	263	267	228	274	267	243	2312
										Projected	2269

Grade	Total Students	Total Teachers	Average
TK-3rd	1002	50	20
4-6th	741	31	23.9

Grade	Total Students	Total Teachers
7	267	27
8	243	27

Enrollment & Staffing

Teacher	TK	K	1	2	3	4	5	6	Total by Class
Ellis	11								11
Vinh		16							16
Deep (English)		19							19
Lee (Mandarin)		17							17
Fang-Quint			15						15
Jane (English)			15						15
Lu (Mandarin)			16						16
Lem				25					25
Fleming (English)				22					22
Wong (Mandarin)				22					22
Lerra					26				26
Masuta (English)					21				21
Wen (Mandarin)					21				21
Deep (SDC)		1	4						5
Espinoza (SDC)				3	5				8
Figueroa						26			26
Chau-Is (English)						21			21
Wang (Mandarin)						26			26
Pham							22		22
Xu							22		22
Koon								21	21
Nguyen								21	21
Ramos (SDC)						2	1	2	5
Totals by Grades	11	53	50	72	73	69	45	44	417

Total Teachers	13	TK-3 Average	18.0
	7	4-6 Average	21.6

Dual Language Enrollment Breakdown

Teacher	TK	K	1	2	3	4	5	6	Total by Class
Ellis	11								11
Vinh		16							16
Deep (English)		19							19
Lee (Mandarin)		17							17

School of Residence

Encinita Elementary – 53
Janson Elementary – 34
Savannah Elementary – 21
Shuey Elementary – 38
Out of District – 48

Total Enrollment = 194

Total Teachers	13	TK-3 Average	18.0
	7	4-6 Average	21.6

Enrollment & Staffing

Teacher	TK	K	1	2	3	4	5	6	Total by Class
Castagneto	13								13
Lam T	15								15
Eng	20								20
Garcia-Zacarias	20								20
Flores	21								21
Gonzalez E			22						22
Huett			20						20
Lee			20						20
Camacho				23					23
Tam				22					22
Lai				20					20
Chang-Kokhu				20					20
Lam J				20					20
Kidd				18					18
Trotton				20					20
Tsan				21					21
Harris					26				26
Touhy					28				28
Villapoma					27				27
Avallano						28			28
Esquivel						26			26
Chang						27			27
Aguiar							27		27
Gonzalez							28		28
Hue							28		28
Gee (SDC)						4	4	3	11
Totals by Grades	28	61	62	85	79	85	85	86	571

Total Teachers	16	TK-3 Average	19.8
	9	4-6 Average	27.2

Enrollment & Staffing

Teacher	TK	K	1	2	3	4	5	6	Total by Class
Chen	18								18
Choi		21							21
Hong		22							22
Lee			20						20
Vege			19						19
Rios				24					24
Arce				26					26
Herrera					22				22
Rodriguez					23				23
Vanroom (SDC)	1	3	4						8
Wen (SDC)				5	5				10
Chen						25			25
Heck						23			23
Harris							21		21
Levin							23		23
Ample								22	22
Wong								21	21
Young								21	21
Totals by Grades	19	46	43	55	50	48	44	64	369

Total Teachers	9	TK-3 Average	21.6
	7	4-6 Average	22.2

Enrollment & Staffing

Teacher	TK	K	1	2	3	4	5	6	Total by Class
Yu	21								21
Matsumoto		17							17
Ngo		16							16
Phillips		17							17
Konbaf			22						22
Rice			23						23
Arevalo				23					23
Matsudori				24					24
Raid				22					22
Cese					20				20
Johnson					20				20
Lin					21				21
Garcia						19			19
Tran						21			21
Son						21			21
Bergero							25		25
Beltran							26		26
Almeraz								24	24
Petris								26	26
Shoote								25	25
Parik (SDC)						4	3	5	12
Totals by Grades	21	50	45	60	61	65	54	80	445

Total Teachers	12	TK-3 Average	20.5
	8	4-6 Average	23.3



M
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L

Enrollment

Grade Level	Total by Grade
7th	267
8th	243
Total	510



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Average Daily Attendance

Month of August 2024

Grade Level	Encinita	Janson	Savannah	Shuey	Muscatel	Average
TK	95.05%	94.76%	96.14%	95.41%		95.34%
K	97.32%	96.33%	92.74%	95.81%		95.55%
1-3	97.06%	96.60%	95.19%	97.48%		96.58%
4-6	96.69%	97.61%	96.18%	98.06%		97.14%
7					97.87%	97.87%
8					97.56%	97.56%
Total	96.53%	95.71%	95.06%	96.69%	97.72%	96.67%

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Thank you!



Questions?

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