

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

CONSENT

September 5, 2019

The Board of Trustees of the Rosemead School District met in a regular meeting on Thursday, September 5, 2019, in the District Office – Board Room at Rosemead School District, 3907 Rosemead Blvd., Rosemead, California at 6:30 p.m.

CALL TO ORDER

President Esquivel called the meeting to order at 6:33 p.m. Trustees present included: Mr. Ronald Esquivel, Mr. John Quintanilla, Ms. Nancy Armenta, Mrs. Veronica Peña, and Mrs. Diane Benitez.

Superintendent Mr. Alejandro Ruvalcaba was also present. Other *District personnel and guests* in attendance were: Jennifer Fang, Harold Sullins, Jerry McCanne, Jan Brydle, Dawn Rock, Jocelyn Wilson, Gabriel Cardenas, Ginny Ford, Linda Chang, Ruth Soto, Jerry Puente, Debbi Lawrence, Suwen Su, Alex Gaeta, and Lara Goldstone.

APPROVAL OF AGENDA

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

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

PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were none.

Board President's statement:

The Board will now recess to closed session for consideration of the items on the closed session agenda. With respect to Item 2 – Anticipated Litigation on the closed session agenda:

- *The facts and circumstances for the 1st matter relate to a complaint against an employee*
- *The facts and circumstances for the 2nd matter relate to an employees' compensation*

RECESS TO CLOSED SESSION

President Esquivel began Closed Session at 6:33 p.m.

CLOSED SESSION

1. Conference with Labor Negotiators (Government Code Section 54957.6)
 - California School Employees Association (CSEA) and its Rosemead Chapter 9
2. Anticipated Litigation (Government Code Section 54956.9(d)(2) and (e)(2))
 - Two (2) matters
3. Public Employee (Appointment, Employment, Evaluation, and Discipline/Dismissal/Release (Government Code Section 54957

4. Public Employee Performance Evaluation (Government Code Section 54957)
 - Superintendent
5. Conference with Labor Negotiator (Government Code Section 54957.6)
 - Unrepresented Employee: Superintendent
6. Conference with Labor Negotiator (Government Code Section 54957.6)
 - Unrepresented Employee: Assistant Superintendent, Administrative Services
7. Conference with Labor Negotiator (Government Code Section 54957.6)
 - Unrepresented Employee: Assistant Superintendent, Educational Services
8. Pupil Personnel (Education Code Section 48918)
 - Consideration of Recommendation to Reinstate Expelled Student No. 18-19.2

RECESS OF CLOSED SESSION

President Esquivel recessed closed session at 7:25 p.m.

RECONVENE TO OPEN SESSION

President Esquivel reconvened the meeting to open session at 7:33 p.m.

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

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

PLEDGE OF ALLEGIANCE

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

PUBLIC COMMENTS

- Linda Chang, Encinita Principal thanked the Board and Administration for their attendance and support during their Back to School Night. Mrs. Chang also shared that the community is so appreciative for the presence.
- Jan Brydle, Shuey Principal invited the Board and Administration to attend the PBIS Launch on September 27 at 8:15 a.m.
- Alex Gaeta, Rosemead Educational Foundation President invited everyone to the Run/Walk on October 26 at Janson.
- Dawn Rock, Citadel Shopping Extravaganza Rosemead Educational Foundation fundraiser on September 21, and shared that from the \$35 ticket the Foundation receives \$25.

SUPERINTENDENT'S REPORT

Superintendent Ruvalcaba provided a brief highlight on the following topics:

- Thanked everyone present for attending the Board meeting.
- Started by giving a huge kudos and congratulations to everyone for their hard work to ensure that the school year started off great and credited everyone's preparation during the summer to make sure everything was ready to go.
- Reported that administrators and staff are having conversations around data and that staff has come to agreements on how to proceed with the data and how to approach interventions to ensure all students are supported as needed. He shared that the conversations and work demonstrate the leadership of staff to make the critical decisions necessary to move forward. Thank you to all of you.

- Thanked Jerry Puente for all his help on the Rosemead Teachers' Association side to get all of this accomplished and it is really measurable, valuable, and much needed.
- Recognized all the schools for their PBIS recognition with Encinita receiving a Bronze distinction, Muscatel receiving a Bronze distinction, Janson receiving a Silver distinction, Shuey receiving a Gold distinction, and Savannah receiving a Platinum distinction. It is important that we emphasize that for Savannah, there were only 6 schools in the County that received a Platinum distinction and that only 170 schools in the state of California that received a Platinum distinction – that is a huge accomplishment by Savannah.
- He also shared that we don't recognize those who do everything behind the scenes. Alex Gaeta thank you, your dedication is appreciated and we see all the hard work you put in – preparation of Google accounts for the start of the school year. Suwen Su recognized for her and her team for their work in accounting ensuring our budget is balanced and counting those pennies. Dawn Rock recognized for having all the caseloads assigned and the dedication of her staff. Kudos to Jerry McCanne for starting the school year with every position filled. Stella Ndahura kudos for the barbeque for each of our schools.
- Shared that there is a Board meeting conflict where we have a study session scheduled during the CSBA conference in December. We will agendize this topic at a later date but wanted to bring this to the Board's attention.
- Upcoming Events and Save the Dates – Trustees, RSVP to Cynthia Bracamonte:
 - Thursday, September 19, 2019 – Board of Trustees Study Session Meeting
 - Thursday, October 3, 2019 – Board of Trustees Regular Meeting
 - Thursday, October 17, 2019 – Board of Trustees Study Session Meeting
- Review of the contents in the night folder:
 - Amendment 1 – September 5, 2019 Agenda
 - Amendment 1 – Personnel Status Report – Certificated
 - Amendment 1 – Personnel Status Report – Classified
 - Amendment 1 – June 20, 2019 Minutes
 - Action – Contract with Cognitive Solutions
 - Action – Contract with Joel Shapiro
 - Trustee Mail (if any is received after Board packet delivery)

BOARD PRESIDENT'S COMMENTS

President Esquivel shared on the following topics:

- Echoed sentiments regarding the recognitions by PBIS of our schools. He gave kudos to everyone for their hard work and great job on this positive program on our students.
- Attended Back to School Nights for Janson, Shuey, Savannah, and Encinita; and looking forward to Muscatel upcoming Back to School Night. He also shared that the use of Class Dojo by the elementary teachers is a valuable tool for parent communication.
- Welcomed everyone back to school.

BOARD ORAL COMMUNICATIONS

- Trustee Benitez attended the Back to School Nights at Shuey and Encinita which were both very nice and she was excited to see the teacher of the month and the classified employee of the month recognitions during the events. She congratulated all schools on their PBIS recognition and recognized their hard work and dedication.
- Clerk Quintanilla congratulated all the schools on their PBIS recognition. He attended the Back to School Nights and shared that it was really nice to see the students at Janson and

Savannah take charge of the program. Mr. Quintanilla thanked Principal Chang for introducing everyone by name. He gave kudos to staff and district administration for making the school district shine. He added that the Board appreciates every single one of the employees.

- Trustee Armenta welcomed everyone back to school. She shared that it was a pleasure to participate in the welcome back kickoff for all staff in August. Ms. Armenta expressed that it was wonderful to see everyone partaking in the kickoff. Attended the Shuey and Savannah Back to School Nights and observed the evident hard work, amazing décor, and presentations. She is looking forward to attending the Muscatel Back to School Night. Ms. Armenta shared some resources with the Superintendent and summarized her experienced during a training she attended last week regarding adverse childhood experience effect. She feels that it is important that we are aware of the resources that are out there and the terms that are used for behavioral problems exhibited by students to better support them by understanding the causes and triggers causing specific behaviors. She shared a flyer for a free training hosted by Pasadena Unified School District on the topic of Mental Health First Aide.
- Trustee Peña congratulated all the schools for their PBIS recognition and thanked everyone for the tremendous work they do. She shared that she was unable to attend the Back to School Nights due to her work hours with the exception of Shuey. Mrs. Peña thanked Shuey staff for the great work, felt that the environment was so inviting, and the presentations allow parents to see what steps their students will walk.

PUBLIC HEARING: None.

CONSENT AGENDA:

General Functions:

1. Personnel Status Report – Certificated and Classified *Amended*
2. Minutes of the May 2, 2019, Board of Trustees’ Meeting
3. Minutes of the May 16, 2019, Board of Trustees’ Meeting
4. Minutes of the June 6, 2019, Board of Trustees’ Meeting
5. Minutes of the June 20, 2019, Board of Trustees’ Meeting *Amended*
6. Minutes of the August 14, 2019, Board of Trustees’ Meeting
7. Meeting, Inservice, Professional Development, Conference and/or Travel Report
8. Purchase Orders as of July – August, 2019 (on file), and Warrants for budgeted expenditures
9. Fundraiser Activities Report

Superintendent Ruvalcaba recognized and thanked Deborah Lawrence for taking over the responsibilities of the before and after school programs after Ms. Carol Mahoney retired. He wanted to share that he recommended Mrs. Lawrence to be promoted from Administrative Intern to Coordinator of Child Development and Preschool to include the before and after school programs.

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

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

SPECIAL REPORTS AND PRESENTATIONS:

1. Report on the Unaudited Actuals by Assistant Superintendent of Administrative Services Mr. Harold Sullins

Assistant Superintendent Sullins presented a summary on the Unaudited Actuals. See presentation attached.

ACTION ITEM:

Facilities and Bond Program Management and Facilities Master Planning Consulting Services

Minutes: That the Facilities and Bond Program Management and Facilities Master Planning Consulting Services Recommendation to hire Dixon SmartSchoolHouse for Facilities Master Planning and Eric Hall and Associates (EH&A) for Facilities and Bond Program Management, be approved.

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

Updated New Job Description for Receptionist/Tech Support

Minutes: That the Updated New Job Description for Receptionist/Tech Support, 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. Benitez Yes		

Nomination of John Quintanilla as a Member to the Los Angeles County Committee on School District Organization (LACCSDO)

Minutes: That the Nomination of John Quintanilla as a Member to the Los Angeles County Committee on School District Organization (LACCSDO), be approved.

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

Confirm the September 19, 2019 Board of Trustees Study Session

Minutes: That the Board of Trustees **Confirm** the September 19, 2019, Board Meeting as a Study Session with a focus on Board Goals and Superintendent Evaluation, **be approved.**

Ms. Armenta rescinded her motion.
Mrs. Benitez rescinded her second.

Confirm the September 19, 2019 Board of Trustees Study Session

Minutes: That the Board of Trustees **Reschedule** the September 19, 2019 to **September 21, 2019**, Board Meeting as a Study Session with a focus on Board Goals and Superintendent Evaluation, **be approved.**

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

Unaudited Actuals Financial Report for the 2018-2019 School Year

Minutes: That the Unaudited Actuals Financial Report for the 2018-2019 School Year, **be approved.**

At the request of Trustee Quintanilla and the Board's consensus, the presentation will be provided ahead of time in place of an Executive Summary

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

2019-2020 Revisions to the Beginning Fund Balances

Minutes: That the Revisions to the 2019-2020 Beginning Fund Balances, **be approved.**

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

2019-2020 Budget Revisions (BA870-BA876)

Minutes: That the 2019-2020 Budget Revisions (BA870-BA876), **be approved.**

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

Use of Education Protection Account (EPA) for the 2018-2019 School Year

Minutes: That the Use of Education Protection Account (EPA) for the 2018-2019 School Year, **be approved.**

<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. Benitez Yes		

Resolution No. 19-20/02, for Adopting the GANN Limit

Minutes: That Resolution No. 19-20/02, for Adopting the GANN Limit, **be approved.**

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

President Esquivel dismissed Principals for the evening.

Services/Consultant Proposals/Bid Awards/Contract Report

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

HUMAN RESOURCES:

1. Cooperative Organization for the Development of Employee Selection Procedures (C.O.D.E.S.P.)

NUTRITION SERVICES:

2. Rosemead School District Nutrition Services, for California State Preschool Program and A.S.A.R.T./A.S.E.S. Food Service Agreement (all sites)

EDUCATIONAL SERVICES:

3. Houghton Mifflin Harcourt (HMH Intervention Solutions Group), Read 180 (Muscatel)
4. IXL Learning Program (Savannah)
5. Los Angeles County Arts Commission (Arts Commission)
6. PowerSchool Group, LLC (Districtwide)
7. The Music Center (Arts Commission Partnership)

, **be approved.**

Trustee Peña, with Board Consensus, requested for an end of the year performance to showcase what the students learned.

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

DISCUSSION ITEMS:

1. Review of Updated Board Bylaw No. 9124, Attorney including: Existing Policy with Minor Updates, Policy Board Approved on March 5, 2009, Other District Samples, and CSBA Sample Policy

Superintendent Ruvalcaba shared that at the direction of the Board we did a canvassing of surrounding districts existing policies and randomly selected a few samples. He summarized that every district had very similar policies and that we looked at quite a few samples. Staff also pulled the old version cited which was not much different than the one adopted. After discussion, it was the Board's Consensus to request for Legal Counsel to review the language, guidance on what would be the implications of removing the concerning paragraph regarding required annual evaluation and the possibility of moving to an RFP process, ensure Trustees are able to directly contact Legal Counsel regarding questions, and suggested language to clarify that any direction to Legal Counsel will require a Board Consensus.

2. Review of New Exhibit 5145.3, Nondiscrimination/Harassment in connection with Administrative Regulation No. 5145.3, Nondiscrimination/Harassment - Rosemead School District Annual Notification Related to AB1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities and Facilities

Superintendent Ruvalcaba shared that at the direction of the Board staff developed a new Exhibit that includes language that protects the rights of all students as it pertains to privacy, use of facilities, etc. and discovered that working with the CSBA guidance will best serve as an annual notification. He shared that the new Exhibit really focuses on a "non-protected" group and addresses the resources for them to request a modification. This would allow the flexibility to work with students, staff, and parents to afford the ability to say "I also don't feel comfortable, what about me." The information would be included in the annual notification packet that is sent to all families. He further explained that the charge of the District is to try to balance the rights of all students and that the law contains provisions that protect the students' confidentiality and ensure that all students are treated equally. He believes strongly that the Exhibit affords every student the opportunity as it is currently drafted.

3. Review Updated Administrative Regulation No. 5145.3, Nondiscrimination/Harassment to Indicate the Updated Title IX Coordinators and Compliance Officer(s) Specified in the Uniform Complaint Procedures to Comply with State and Federal Civil Rights Laws including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975

Superintendent Ruvalcaba reviewed the updates to the policy and suggested it move forward for adoption to ensure we are compliant regarding the designation of Title IX Coordinators.

NEW BUSINESS

Exhibit 1

Matrix for New Business Topics and Follow Up

- President Esquivel inquired on the protocols when dealing with an emergency at a school site such as a shooting in regards to pulling in anyone who is outside the door.
 - Superintendent Ruvalcaba explained that although the actions are very challenging, the protocol and rule is not to open the door. The teachers are instructed to not open the door and administrators conduct sweeps of the campus to ensure everyone is accounted for. He shared that this is a very different thing to do as it is against our nature, however, there is always the possibility of letting in the shooter when opening the door for a familiar face or someone you want to help get to shelter. If the person knocking on the door is an administrator, there would be no reason to unlock the door as it is assumed that the administrator should have their own keys to gain access. Mr. Ruvalcaba also shared that there are three (3) videos available each for the appropriate school level: elementary, middle, and high school which explicitly cover the protocols during shooting.
 - Trustee Peña added that the students need to follow the protocols during their trainings.
- President Esquivel shared that all the marijuana distributors withdrew their applications from El Monte possibly due to all the lawsuits. The City of El Monte accepted their requests to withdraw.

ACTION ITEMS:

Reinstatement of Expelled Student No. 18-19.2

Minutes: That the Reinstatement of Expelled Student No. 18-19.2, **be approved.**

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

Contract with Cognitive Solutions

Minutes: That the Contract with Cognitive Solutions, **be approved.**

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

Contract with Joel Shapiro

Minutes: That the Contract with Joel Shapiro, **be approved.**


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

ADJOURNMENT:

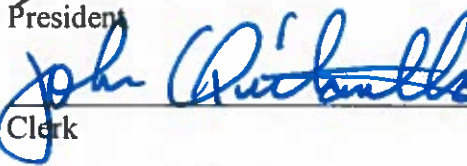
Minutes: That the September 5, 2019 Board of Trustees meeting, **be adjourned** at 10:17 p.m.

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

Signed,



President



Clerk