

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

**CONSENT**

October 3, 2019

The Board of Trustees of the Rosemead School District met in a regular meeting on Thursday, October 3, 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 6:30 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, Ruth Soto, Gabriel Cardenas, Jan Brydle, Suwen Su, Katherine Monte, Dawn Rock, Terri Totten, Alex Gaeta, Linda Chang, Jonnie Matsdorf, Debbi Lawrence, and Stella Ndahura.

**APPROVAL OF AGENDA**

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

<u>Motion made by:</u>	Mrs. Benitez	<u>Seconded by:</u>	Ms. Armenta	
<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 the closed session agenda, Item 2 - Anticipated Litigation pursuant to Government Code Section 54956.9(d)(2) and (e)(1) on the closed session agenda:*

- the facts and circumstances for the 1st case relate to an employees' compensation*
- the facts and circumstances for the 2nd case relate to the West San Gabriel Valley Special Education Local Plan Area*

**RECESS TO CLOSED SESSION**

President Esquivel began Closed Session at 6:31 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. Conference with Legal Counsel - Anticipated Litigation (Government Code Section 54956.9(d)(2) and (e)(1))
  - Two (2) cases
3. Public Employee (Appointment, Employment, Evaluation, and Discipline/Dismissal/Release (Government Code Section 54957

**RECESS OF CLOSED SESSION**

President Esquivel recessed closed session at 7:23 p.m.

**RECONVENE TO OPEN SESSION**

President Esquivel reconvened the meeting to open session at 7:31 p.m.

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

President Esquivel reported the following:

The Board of Trustees took the following action in closed session:

1. With respect to the closed session agenda, Item 2 - Anticipated Litigation pursuant to Government Code Section 54956.9(d)(2) and (e)(1), 1st case:

The Board of Trustees received a briefing and approved the settlement agreement with Employee No. 2795, in the amount of \$2,880.69, by the following vote:

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

**PLEDGE OF ALLEGIANCE**

President Esquivel requested for Alex Gaeta to lead the Pledge of Allegiance.

**PUBLIC COMMENTS**

- Jonnie Matsdorf, Teacher, shared a flyer asking for everyone to support the PBIS Store
- Jan Brydle, Shuey Principal, invited the Board to attend the Shuey Leadership Day on November 14, 2019
- Debbi Lawrence, Coordinator of Child Development/Preschool, provided an update on the Dual Immersion parent survey completed by 715 families and provided an informational handout. She also invited the Board to attend the ASES Carnival on October 24, 2019, at 3:15 p.m. at Muscatel Middle School

**SUPERINTENDENT'S REPORT**

Superintendent Ruvalcaba provided a brief highlight on the following topics:

- On September 21, 2019, a couple Saturdays ago consultant Mr. Joel Shapiro led a workshop with the Board and Superintendent on the topic of Superintendent-Board Goals and Evaluation. The governance team together developed the Board goals which were shared with our staff. The goals will be in the evaluation process for the Superintendent, Cabinet, and Administrators. He further shared that he is very impressed with the Principals who included the very rigorous goals in their evaluation planning meetings and he looks forward to helping them reach their goals.

- Professional Development was held on Monday which included sessions for both Classified and Certificated employees ensuring that all sessions provided targeted job specific responsibilities.
- Shared that over the last 3 weeks District Administrators have visited all schools which is his favorite thing to do. Visiting the schools reminds him of his “why” and helps him put into perspective the hard work everyone puts in. The Superintendent thanked the site administrators, teachers, and staff for hosting him.
- Explained that the District Administrators are starting to visit the afterschool program at each site to see what the program is doing, how it is aligned to the instructional day, to evaluate whether there is a need to find a better alignment to the programs and curriculum. He expressed that he witnessed a high level of engagement and great behavior by students.
- Shared that he hopes that everyone is following the District’s twitter feed and is seeing the great experiences that our Nutrition & Wellness department is bringing to our middle school students. The department is focusing on catering to the culture and demographics of our students and invited the ramen truck amongst others. He added that you recognize that the food is good when you have every staff member lining up for a plate after the students were served.
- Expressed that he had the pleasure of helping cover for Principals on October 2, as District Administrators provided coverage for Principals to have their first PLC where they collaborate with each other. The District is committed to building the Principals’ capacity through their own collaboration time. District Administrators will provide Principals release time to meet together offsite from 10:00 a.m. – 12:00 noon once a month during a late start and ensure that during their PLC time they won’t have to worry about running back to campus for emergencies. Their collaboration time will include topics such as instruction, priorities, sharing best practices, etc. Every district administrator has committed to provide coverage during PLCs four times during the school year.
- Encouraged everyone to participate in the Muscatel Jersey Mike’s fundraiser tomorrow to help raise funds.
- Upcoming Events and Save the Dates – Trustees, RSVP to Cynthia Bracamonte:
  - Thursday, October 17, 2019 – Board of Trustees Study Session Meeting
  - Thursday, November 7, 2019 – Board of Trustees Regular Meeting
  - Thursday, November 14, 2019 – Board of Trustees Study Session Meeting
  - Thursday, December 5, 2019 – Board of Trustees Study Session Meeting
  - Thursday, December 12, 2019 – Board of Trustees Regular Meeting
- Review of the contents in the night folder:
  - Amendment 1 – October 3, 2019 Agenda
  - Amendment 1 – Personnel Status Report – Certificated
  - Amendment 1 – Personnel Status Report – Classified
  - Amendment 1 – Purchase Order Report
  - Trustee Mail (if any is received after Board packet delivery)

#### BOARD PRESIDENT’S COMMENTS

President Esquivel shared on the following topics:

- Shared that he liked the new Nutrition & Wellness menus in full color and felt they were very interesting and positive

- Attended the Muscatel Middle School Back-to-School Night and had a great experience
- Attended the Shuey PBIS Launch and studied all year on how to be bad. He feels that it is a great practice to have in place where the students demonstrate how to be good role models and demonstrate good behavior by following the rules. Lastly, he shared that guests during the event included administrators from Alhambra School District.

#### BOARD ORAL COMMUNICATIONS

- Clerk Quintanilla shared that he attended the Muscatel Middle School Back to School Night and experienced a great impressive program. He gave kudos to the District for utilizing the Catapult system with the recent activity in the City and felt the system is very helpful.
- Trustee Armenta congratulated all the schools on their Back to School Nights and complimented everyone on the great job. Expressed that she is impressed how Superintendent Ruvalcaba is working on the model to help everyone collaborate, and helping manage and organize everyone. She further shared that it is great to see how the District is investing in our Principals by investing their time to support their sites during the PLC dates and looks forward to seeing this practice continue.
- Trustee Peña congratulated Trustee Armenta for receiving the Award “Unsung Hero” for everything does for the community. Shared that she attended the Muscatel Middle School Back to School Night and thanked Ms. Monte for all the hard work she puts into the library at Muscatel.

#### PUBLIC HEARINGS:

1. Statement of Assurance for Fiscal Year 2019-2020, Instructional Materials, Grades K-8, as per Education Code Section 60119

There were no comments.

2. California School Employees’ Association (CSEA) and its Rosemead Chapter 9, Initial Contract Proposal to the Rosemead School District, for the 2018-2019 School Year

There were no comments.

#### CONSENT AGENDA:

##### General Functions:

1. Personnel Status Report – Certificated and Classified *Amended*
2. Minutes of the May 2, 2019, Board of Trustees’ Meeting
3. Purchase Orders as of July – August, 2019 (on file), *Amended* and Warrants for budgeted expenditures
4. Donation Report
5. Use of Facilities Application: Migrant Education Program (Savannah)
6. Use of Facilities Application: Boy Scouts of America (Shuey)

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

<u>Motion made by:</u>	Ms. Armenta	<u>Seconded by:</u>	Mr. Quintanilla	
<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 Attendance and Enrollment, by Harold Sullins, Assistant Superintendent, Administrative Services

Assistant Superintendent Sullins presented a report on attendance and enrollment. See presentation attached.

2. Report on Facilities, by Harold Sullins, Assistant Superintendent, Administrative Services

Assistant Superintendent Sullins shared the following report:

- Facilities projects started in the summer include:
  - Roofing for the Shuey portables and main buildings in Savannah
  - Small punchlist items, once the list is completed, the District will file a notice of completion for Board approval. After Board approval, the contractor will receive the retention funds purposefully withheld which helps us ensure that they do a good job and protects the District from a contractor lien related to the project.
  - Shared that he was dually impressed with the contractor who is very efficient, fast, and ahead of the HVAC contractors. The District is satisfied with their workmanship.
  - HVAC units project – over the summer completed 3 of the 4 school sites which include Janson, Shuey, and Savannah.
  - Muscatel HVAC project was delayed by the contractor who couldn't meet the timeline; therefore, the District decided to postpone the project at the contractors cost. The plan is for the contractor to work on the “non-classroom” units over weekends during the month of October, by replacing two units at a time and ensure that everything is cleared by the time the students/staff return on Mondays.
- Rooftop units – Muscatel and Encinita will be completed over the Fall and Winter Breaks which require craning and definitely need to do this work when students and staff are not present.
- Paint Project – Going out to bid for a paint project for Encinita and Muscatel to include paint and wood repair of portables and main structures. This project will also be in preparation for the Dual Immersion program that will expand at Encinita beginning in the 2020-21 school year. The District wants to ensure that the campus is prepared and welcoming for the new program by displaying signs in Mandarin including the classroom numbers, breezeways, etc. This will ensure the program is rolled out appropriately and support the curriculum on the facility side. This program also ties to the enrollment piece and why we offer these

distinctive programs at schools we want to ensure that we roll out the programs well.

- Shared that he will host a facilities kick off meeting with CLC (Corrine Loskot Consulting), NAC Architects, DIXON SmartSchoolHouse, LLC, and Eric Hall & Associates with all the facilities consultants in the room to clarify roles and responsibilities, plan and coordinate the next steps, preparation for the facilities master plan, and clarify expectations with the entire team. He shared that the facilities master plan will set the facilities work for the years to come.

#### ACTION ITEMS:

#### California School Employees' Association (CSEA) and its Rosemead Chapter 9, Initial Proposal to the Rosemead School District, for the 2018-2019 School Year

Minutes: That the California School Employees' Association (CSEA) and its Rosemead Chapter 9, Initial Proposal to the Rosemead School District, for the 2018-2019 School Year, **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		

#### Confirm the October 17, 2019 Board of Trustees Study Session

Minutes: That the Board of Trustees **confirm** the October 17, 2019, Board Meeting as a Study Session, **be approved.**

#### *Proposed topics:*

- *Educational Services presentation on the performance data*
- *Facilities Master Plan Timeline, by DIXON SmartSchoolHouse, LLC*

<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		

#### 1<sup>st</sup> Quarter Williams Settlement Quarterly Report to the County Superintendent, Uniform Complaints Report for 2019-2020 for the period of July – September, 2019

Minutes: That the 1<sup>st</sup> Quarter Williams Settlement Quarterly Report to the County Superintendent, Uniform Complaints Report for 2019-2020 for the period of July – September, 2019, **be approved.**

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

Resolution No. 19-20/03, Statement of Assurance for 2019-2020 Pupil Textbook and Instructional Materials, Grades K-8

Minutes: That Resolution No. 19-20/03, Statement of Assurance for 2019-2020 Pupil Textbook and Instructional Materials, Grades K-8, **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		

Use of Developer Fees Collected for Fiscal Year 2018-2019

Minutes: That the Use of Developer Fees Collected for Fiscal Year 2018-2019, **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		

Services/Consultant Proposals/Bid Awards/Contract Report

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

**EDUCATIONAL SERVICES:**

1. Curriculum and Associates – I-Ready (Districtwide)
2. Illuminate Education – previously School City (Districtwide)
3. Los Angeles County Office of Education – Outdoor Science Camp (Savannah)
4. Los Angeles County Office of Education – SPORT2 (Districtwide)
5. San Gabriel Unified School District – San Gabriel Valley Consortium Induction Program (Districtwide)
6. Santa Barbara Transportation Corporation (Districtwide)
7. Youth Science Center – Afterschool Program (Janson)

**SPECIAL EDUCATION & STUDENT SUPPORT SERVICES:**

8. Los Angeles County Office of Education – Positive Behavior Interventions and Supports – PBIS (Districtwide)
9. McKinley Children’s Center-Canyon View School (Districtwide)
10. University of Oregon, College of Education – Educational & Community Supports – PBIS Apps/SWIS (Districtwide)

**SUPERINTENDENT’S OFFICE:**

11. Rosemead Chamber of Commerce (Membership)

**ADMINISTRATIVE SERVICES:**

12. School Employers Association of California (SEAC) (Membership)

**, be approved.**

*Clerk Quintanilla requested for a report or study session on the topic of PBIS effectiveness. It was the Board's consensus to proceed.*

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

## NEW BUSINESS

### Exhibit 1 Matrix for New Business Topics and Follow Up

Cabinet Members provided the following updates:

- Marketing program – The Superintendent explained that this is one of our Board goals, a part of the deep conversations occurring, and a part of every piece that we do.
- Presentation on Agenda Preparation – working on scheduling a study session for the agenda preparation, it is vitally important that everyone understands what goes into preparing an agenda from start to finish, the legal deadlines associated with agendas, and in addition we are looking at going to an online system only.
- Reception – invited everyone to tour the upstairs area, shared that on Tuesday the Management Team are taking photos, and furniture has been ordered – it is coming together.
- Digital Boards – we have quotes and feel that we have to finish the reception area first in order to move forward.
- Security cameras – in 2017 an assessment was done and scheduling a walkthrough next week to identify camera locations in order to build the scope of the project. Alex Gaeta was recently made aware of a digital wireless system called Ricota, he has requested a demo of the equipment which uses hybrid cloud and is installed with little to no effort.
  - Clerk Quintanilla inquired whether the District is working with the Sherriff's or ASCIP on the security cameras.
  - Assistant Superintendent Sullins confirmed that they are working with ASCIP on the placement of cameras.
  - Clerk Quintanilla followed up regarding working with the Sherriff's.
  - Assistant Superintendent Sullins confirmed that the District will work with them to ensure they have the resources to access if needed to respond to emergencies.
- Family Engagement Meetings – Assistant Superintendent Fang shared that the District is now a part of the Consortium and joined in August. Assistant Superintendent Fang shared that she introduced the Consortium to Lara Goldstone. She shared that as soon as the meetings start occurring they will provide an update to the Board. Explained that the District has started parent involvement meetings at schools last week. She gave kudos to Muscatel staff for recruiting additional parents with 39 in attendance. We are reaching out to our EL, Title I, and Special Education parents to increase their participation. Those conversations will include recognizing those parents at a Board meeting. They will be elected members of the committee DELAC/DAC. This year we are starting our new 3 year LCAP plan.



- Superintendent Ruvalcaba requested for the Board to be invited to the DELAC/DAC meetings via Cynthia Bracamonte – and requested for Educational Services to send the meeting schedule.
- Special Education Parent Meetings – parent survey was sent out to families in order to gather input regarding topics for parent workshops. The parent survey resulted in an interest in the following topics: 1. behavior support in the classroom and at home, 2. help for the students in school, 3. build partnerships and relationships with the school and with their child, 4. interested in the brain and how it develops and functions, 5. Understanding the languages of their child, and 6. health and nutrition. The first Special Education Engagement workshop is scheduled for October 21 at Shuey from 8:00 – 9:00 a.m.
- Declining Enrollment – Superintendent Ruvalcaba shared that a great deal and combination of what we are doing to keep students engaged and continuing in our district, which also helps with the marketing of our district, includes the introduction of the new Dual Immersion program at Encinita in Mandarin. The District has started piloting the program in Preschool and we are looking to start a future program in Spanish at another site.
- Kiwanis Membership – Superintendent Ruvalcaba shared that currently we have a lot on everyone’s plate and want to ensure that if the District joins any organization as a member, that the participation and contributions will be meaningful. He shared that we think we can participate in some of their activities, however, not as a partner at this time. We will reevaluate the commitment next year.
- Security Guards Cost – Assistant Superintendent Sullins shared that the District has received three proposals, has evaluated them, and has requested additional information in terms of clarification of their pricing. Currently looking at the top two proposals which are very similar, robust, experienced in school settings, and invest in their staff.
  - Clerk Quintanilla inquired whether staff addressed the flashing of the vehicle lights during the evening hours.
  - Assistant Superintendent Sullins confirmed that the concern was addressed when it was raised and will follow up.
- Little Libraries – Assistant Superintendent Fang revisited the Encinita Little Library and shared that it was completed by a student who was working on their Eagle Scout badge. Another student wanted to do a project that would benefit all children and she authored and illustrated a book she spent months working on. She asked for donations to print her book and presented it to the ASES Summer Camp students as part of her Girl Scouts project including gifted copies of the book. She would like to encourage more students to create projects of this sort. Dr. Fang would like to try to partner with local organizations to kick off this project.
- Research on Rescheduling the Board of Trustees Election – Superintendent Ruvalcaba shared that staff previously provided the Board with information from the Los Angeles County Registrar-Recorder/County Clerk’s Office and requested direction.
  - It was the Board’s consensus to postpone moving forward at this time and revisit as additional information is made available.
- Flow Charts – Superintendent Ruvalcaba shared that the Organizational Chart has been posted on the website. He also shared that Mrs. Bracamonte prepared a functional organizational chart which includes full names, titles, phone numbers, extensions, emails, and responsibilities which has been presented to the Board. The functional organizational chart will be also posted on the District website and shared with staff.

- School Reception Areas – Superintendent Ruvalcaba shared that the District office will provide the school sites with the portraits and hopes that they will display them in their front offices.
- Reception Area – Superintendent Ruvalcaba shared that they have identified a centrally located large room which will serve as the future reception area. It is upstairs and the room identified will be in the area where Alex Gaeta and Alessandra Settecase offices are located. This area is perfect as it already contains a large empty space, it is near the server room, the primary role other than receptionist responsibilities will include assisting with tech support, and lastly the use of this area is highly cost friendly with most of the minimal prep work being done in house.
- Trustee Armenta requested for the meeting to be adjourned in the memory of her colleague who worked hard and fought for the rights of children and kept children safe Mr. Randy Harris.
- Clerk Quintanilla invited everyone to attend the next Los Angeles County School Trustees Association (LACSTA) meeting on Tuesday, October 29, 2019, focusing on the topic of “Understand Your District’s Fiscal Health” by Michael Fine, Chief Executive Officer of FCMAT and Vibiana Andrade, General Counsel of Los Angeles County Office of Education (LACOE).

**ACTION ITEMS:**

**Meeting, Inservice, Professional Development, Conference and/or Travel Report**

**Minutes:** That the Meeting, Inservice, Professional Development, Conference and/or Travel Report, **be approved.**

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

**Contract with the Los Angeles County Office of Education (LACOE) for the Grant: TEAL Project**

**Minutes:** That the Contract with the Los Angeles County Office of Education (LACOE) for the Grant: TEAL Project, **be approved.**


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

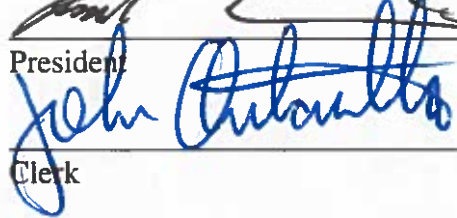
ADJOURNMENT:

Minutes: That the October 3, 2019 Board of Trustees meeting, be **adjourned** at 9:00 p.m. in memory of Randy Harris.

<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