

**GARVEY SCHOOL DISTRICT**

Rosemead, California

Minutes of Regular Meeting

January 19, 2017

The Garvey Board of Education met in regular session on January 19, 2017, at the Education Center, 2730 N. Del Mar Ave., Rosemead, California.

**CALL TO ORDER**

The meeting was called to order at 6:30 p.m., by Board President Ronald Trabanino.

**ROLL CALL**

Present at the meeting were Mr. Bob Bruesch, Mr. Henry Lo (arrived at 6:38 p.m.), Ms. Keilley Meng, Mr. Ronald Trabanino, and Superintendent Anita Chu.

Not present at the meeting was Ms. Maureen Chin.

Also in attendance were Mr. Genaro Alarcon, Ms. Grace Garner, and Ms. Maria De La Cruz.

**VISITORS PRESENT**

Present as visitors were the persons listed on the attached Register of Attendance who signed the register and whose signatures were legible and are hereby made an official part of these minutes.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Grace Garner led the recitation of the Pledge of Allegiance.

**PUBLIC COMMENT PERIOD FOR CLOSED SESSION AGENDA ITEMS: None**

**MOTION TO GO INTO CLOSED SESSION**

On the motion of Bob Bruesch, seconded by Keilley Meng, and carried by a vote of 3 to 0, the Board adjourned at 6:31 p.m. to closed session and addressed those items posted on the agenda.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Not present
	Henry Lo	Not present for the vote
	Keilley Meng	Yes
	Ronald Trabanino	Yes

**RECONVENE INTO PUBLIC SESSION**

The Board reconvened in public at 7:09 p.m.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

Ronald Trabanino indicated there was no action taken during closed session.

**COMMUNICATIONS/REPORTS FROM THE BOARD AND SUPERINTENDENT**

Anita Chu wished everyone a happy New Year. She shared the progress on the District's partnership with the East Los Angeles College (ELAC). The schedule of the ELAC courses for Spring 2017 will be released soon.

Ms. Chu indicated that two new adult education courses will be offered: Fundamentals of Robotics and Child Development. Flyers on the Spring program will be sent to parents and community.

Ms. Chu indicated that the District's honoree of the 2016-17 Golden Apple Award, by the Association of California Schools Administrators (ACSA), will be Angela Rios. Ms. Rios has been a great partner in promoting the District vision through her selfless services. She is instrumental in organizing the recent bond campaign and the First District PTA Reflections contest.

Henry Lo shared that he attended the Garvey Council PTA meeting and everyone there was excited about the New Year.

Bob Bruesch stated the Regional Kiwanis Club will be honoring Deputy Farley with the Hero Award, on March 6, 2017, for helping students as our District liaison to the L.A. County Sheriff's Department.

Ronald Trabanino wished everyone a happy and successful New Year and hopes for making the best decisions for our children in the District.

#### **REPORT FROM UNION REPRESENTATIVES**

- **Garvey Education Association (GEA)**

Michael Drange, Treasurer of Garvey Education Association, addressed the Board regarding Board Policy No. 3515 (Campus Security). He asked for the policy to be brought back for a second reading in order to give GEA an opportunity to discuss the policy before its implementation.

Mr. Drange addressed the need for a Board policy regarding parking. He talked about a recent conflict among Sanchez staff due to lack of parking and a protocol for parking signs.

Bob Bruesch stated that there have been endemic problems with parking at several schools for many years. He would like to address this matter at a future Board meeting. Henry Lo spoke in favor of a more comprehensive parking policy that would address similar concerns from parents.

- **California School Employees Association (CSEA):** None

Anita Chu stated that Olivia DeLeon, president of CSEA, is on the road to full recovery. We continue to keep Ms. DeLeon in our thoughts and prayers.

#### **REPORTS FROM DISTRICT REPRESENTATIVES**

- **Garvey Council PTA:** None

- **SELPA Community Advisory Committee (CAC):** None

#### **REPORT FROM HEAD START REPRESENTATIVE**

Anita Chu indicated that Ms. Sandra Gonzalez, Director of Head Start/State Preschool Program, gave birth to a new baby on New Year's Day.

Ms. Chu indicated that the enrollment remains strong with five vacancies that are still within the thirty-day time limit. The program just met the ten-percent disability requirement. Ms. Chu stated that on January 9, 2017, there was a grand opening reception of the new facility at Bitely School. We received the license for the new portable building after a long wait and the parents are very pleased with the new facility. Williams School is the site for the extended-hour program; an application for one million dollars was submitted to fund the renovation of four existing classrooms; the application received the first level of approval from LACOE and the Facilities staff has

been directed to proceed with the renovation projects at Williams School.

Ms. Chu stated that we have been notified that the Office of Head Start (OHS) review is scheduled for the week of February 6, 2017. The focus of the review is on child/adult interactions.

Ms. Chu noted tonight's recommendation to fill an accountant position. Other remaining vacancies include the health specialist and office assistant positions.

Veronica Borunda, Head Start Board Liaison, addressed the Board stating that parents are very pleased with the excellent facility at Bitely School which has a computer, library and toy section. Ms. Borunda talked about a safety concern for a bus parked by the entrance where children and parents cross the street coming in through a gate at Bitely School.

### **HEARING OF PERSONS IN THE AUDIENCE**

George Woo thanked the Board for their support to the arts program at Temple Intermediate School. Mr. Woo spoke about the upcoming 5<sup>th</sup> Annual Dinner and Show! on February 24, 2017. The concert and dinner benefits the student projects. Tickets are now for sale.

### **CONSENT AGENDA**

On the motion of Henry Lo, seconded by Keilley Meng, and carried by a vote of 4 to 0, the Board approved the Consent Agenda as indicated below.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Not present
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

#### **A. Board/Superintendent**

1. Approval of Minutes  
Reorganization Meeting – December 8, 2016  
Approved.
2. Conference/Convention Attendance - Revised  
It is recommended that the Board of Education approve requests for conference and convention attendance as presented. Approved.
3. Williams Quarterly Report on Uniform Complaints  
It is recommended that the Board of Education receive the District's Williams Quarterly Report on Uniform Complaints for the quarter ending December 31, 2016, to be submitted to the Los Angeles County Office of Education. Approved.
4. Memorandum of Understanding – Alhambra Unified School District  
It is recommended that the Board of Education approve the Memorandum of Understanding between the Alhambra Unified School District (AUSD) and Garvey School District to share student information and increase articulation to ensure successful student transitions into AUSD high schools.

Bob Bruesch indicated that in the first years he served on the Board, there were many efforts to improve communication between the two districts. He asked why and when this information sharing and communication with AUSD had stopped.

Anita Chu indicated she was approached by AUSD and Joyce Tamanaha-Ho (former Garvey Council PTA president) soon after she returned to the District, informing her that there had not been a smooth transition and sharing of student data in recent years. Demographic and assessment data are critical to program placement in high schools. In response to the concern, Ms. Chu met with AUSD administration and high school principals together with our intermediate school principals. The meetings were very productive, resulting in action plans that have already been implemented. The MOU with AUSD is to formalize the mutual commitment to continue the partnership in promoting a smooth transition from intermediate schools to high schools.

Mr. Bruesch stated that the discontinuation of the communication with AUSD for three years had jeopardized the children's education.

Henry Lo noted the importance of this articulation and information between our intermediate schools and AUSD. Since both districts have partnership with community colleges, he suggested to add some language on the articulation in post-secondary planning in the MOU.

On the motion of Bob Bruesch, seconded by Keilley Meng, and carried by a vote of 4 to 0, the Board tabled approval of Consent Item A.4.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Not present
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

5. Head Start Extended Hours Application Revisions  
It is recommended that the Board of Education approve the revisions to the Head Start Extended Hours Application to extend the 3.5-hour program to 6-hour program for eight classes beginning 2017-18. The revisions, made in accordance with LACOE guidance, reflect a reduction of the new 6-hour classes from twelve to eight. Approved.
6. Head Start Major Renovation Grant Application – Extended-Hours Program (Williams School)  
It is recommended that the Board of Education approve the Head Start Major Renovation Grant Application to provide funding in a total amount of \$1,000,000, for the renovation of four classrooms at Williams School to accommodate the new extended-hours program. Approved.
7. Contract – Converse Consultants (Environmental Site Assessment for Williams Head Start Facility)  
It is recommended that the Board of Education approve the contract with Converse Consultants to conduct a Phase I Environmental Site Assessment of Williams Head Start Facility to comply with the requirements of the Head Start Major Renovation Grant Application. Total cost of \$2,495.00 to be paid from Head Start funds. Approved.
8. Contract Ratification – Lakeshore Learning Materials (Head Start/State Preschool Professional Development)  
It is recommended that the Board of Education ratify the contract with Lakeshore Learning Materials to provide a half-day training to Head Start/State Preschool teaching staff on December 23, 2016. Total cost of \$2,500 (with \$1,000 in-kind contribution) to be paid from Head Start funds. Approved.

9. Resolution No. 16-17-17 – Support for Senate Bill 54 (California Values Act)

It is recommended that the Board of Education adopt Resolution No. 16-17-17 in support of Senate Bill 54 – California Values Act.

Bob Bruesch asked to change the second paragraph to read: “Whereas, the Garvey Board of Education believes our nation history supports the idea that we are a nation of immigrants.”

Henry Lo asked to change the last paragraph to read, “Be it resolved that the Garvey School Board of Education declares that ever District site is a safe place for all students and their families, and the Garvey School District shall be a sanctuary district.”

On the motion of Bob Bruesch, seconded by Keilley Meng, and carried by a vote of 4 to 0, the Board adopted the revised Resolution No. 16-17-17, Consent Item A.9.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Not present
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

10. Revised Board Policy/Administrative Regulation (BP/AR) 6142.1 Sexual Health and HIV/AIDS Prevention Instruction

First reading and possible adoption of revised BP/AR 6142.1 Sexual Health and HIV/AIDS Prevention Instruction.

Henry Lo moved, Bob Bruesch seconded, and the reconsidered motion carried to pull from the Consent Agenda and discuss Consent Item A.10.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Not present
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

Bob Bruesch asked to revise BP/AR 6142.1, pages 1, 3 and 4, by adding "gender identity" to the list of categories such as body image, gender, and sexual orientation.

On the motion of Henry Lo, seconded by Keilley Meng, and carried by a vote of 4 to 0, the Board adopted BP/AR 6142, Consent Item A.10. as amended.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Not present
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

11. Revised Board Policy/Administrative Regulation (BP/AR) 3515 Campus Security

First reading and possible adoption of revised BP/AR 3515 Campus Security.

Bob Bruesch recommended to postpone approval of BP/AR 3515 (Campus Security) and allow GEA’s discussion prior to approval. Mr. Bruesch spoke of the need to ensure that unknown strangers trying to access our classrooms are monitored not only during off hours but as they walk through hallways to protect students and parents. At the same time, the policy needs to protect the privacy of students and teachers.

Ronald Trabanino indicated that the policy needs to include steps to prevent a physical attack on students and staff. Mr. Bruesch commented that having cameras in certain areas can help resolve student conflicts.

On the motion of Henry Lo, seconded by Bob Bruesch, and carried by a vote of 4 to 0, the Board tabled approval of BP/AR 3515, Consent Item A.10.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Not present for the vote
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

**B. Human Resources**

1. Personnel Assignment Order 16-17-08 (Revised)

It is recommended that the Board of Education approve the Personnel Assignment Report 16-17-08 as presented. Approved.

**C. Learning Support Services**

1. Science Camp Overnight Trip (Dewey School)

It is recommended that the Board of Education approve the attendance of forty-two sixth-grade students and two teachers from Dewey Ave. Elementary School to attend an outdoor science education program at Irvine Ranch Outdoor Educational Center from May 22, 2017 through May 24, 2017. The estimated cost of \$9,450.00 will be paid from donations, fundraising, and General Funds. Approved.

2. Parent Involvement Academy

It is recommended that the Board of Education approve the attendance of fifty parents and staff members at the Parent Involvement Academy on March 17, 2017. Total cost not to exceed \$5,050, to be paid from Title I funds. Approved.

3. Master Contract – Alternative Support Services Providers (Tutoring Services)

It is recommended that the Board of Education approve the master contract with seven selected alternative support services providers (formerly supplemental educational services providers) to provide tutoring services to eligible students from schools identified for Program Improvement Year 2 and above (Bitely, Emerson, Garvey, Rice, and Temple), from January 20, 2017 through March 31, 2017. The total cost, not to exceed \$170,499, is to be paid from District's Title I funds. Approved.

**D. Student Support Services**

1. Contract Amendment – Catalyst Speech Language Pathology, Inc. (Contracted Speech Language Pathologists, Evaluation and Consultation Services)

It is recommended that the Board of Education amend the 2016-17 contract with Catalyst Speech Language Pathology, Inc. to include the provision of one Speech Language Pathology Assistant to provide school-based speech therapy services to students during School Year 2016-17. The amended cost to the contract will be \$27,500.00. The new total contract cost is estimated not to exceed \$647,052.00; to be paid from Special Education funding. Approved.

**E. Business Services**

1. Purchase Order Report 16-17-08

It is recommended that the Board of Education approve Purchase Order Report 16-17-08 as presented. Approved.

2. Appropriation Transfers  
It is recommended that the Board of Education approve the Appropriation Transfers as presented. Approved.
3. Contracts – Architectural Services (Bond Facility Projects)  
It is recommended that the Board of Education approve contracts with David Higginson, AIA, NAC Architects, and Ziemba-Pierto Architects to provide professional architectural services for facility projects. The cost is on a sliding scale, to be paid with Bond Funds. Approved.
4. Agreement Ratification – Schools First Federal Credit Union (457 and 403[b] Plans)  
It is recommended that the Board of Education approve ratification of the execution of the district's agreement with Schools First Federal Credit Union to become a participating employer in the National Benefit Services, LLC eligible 457 and 403(b) Prototype Plans. Approved.
5. Disposal of Obsolete Property  
It is recommended that the Board of Education approve the disposal of Obsolete Surplus Property as per the attached list. Approved.
6. IRS Mileage Rate Decrease  
It is recommended that the Board of Education approve the IRS Mileage Rate Decrease to 53.5¢ per mile for business miles driven. Approved.
7. Contract Extension – Pacific West Energy Solutions (Proposition 39 Consultation)  
It is recommended that the Board of Education extend the contract with Pacific West Energy Solutions to December 31, 2017 due to ongoing consultation for Proposition 39 Energy Expenditure Plan. Total cost of \$91,250 will be paid from Proposition 39 Funds. Approved.
8. Change Order #1 – Wheeler Construction (Bitely Head Start Building)  
It is recommended that the Board of Education amend contract with Wheeler Construction to increase the contract by \$28,617.75 due to additional changes for installation of Bitely Head Start building and playground. Total cost of \$314,840.75 will be paid from Head Start Funds. Approved.
9. Change Order #2 – Silvercreek Industries, Inc. (Bitely Head Start Building)  
It is recommended that the Board of Education amend contract with Silvercreek Industries, Inc. to increase the contract by \$1,026.68 due to additional changes for Bitely Head Start building. Total cost of \$378,708.68 will be paid from Head Start Funds. Approved.
10. Change Order – Southwest Mechanical, Inc. (New HVAC Systems at Temple Intermediate School)  
It is recommended that the Board of Education amend contract with Southwest Mechanical, Inc. to increase the contract by \$15,486.63 due to additional changes for new HVAC Systems at Temple School. Total cost of \$412,086.63 will be paid from Proposition 39 and Bond Funds. Approved.
11. Piggyback Bid – SEHI Computer Products, Inc. (Technology Equipment)  
It is recommended that the Board of Education approve the use of a piggyback bid with SEHI Computer Products Inc. (reseller of Hewlett Packard Co.) for technology equipment purchase, under the Western States Contracting Alliance (WSCA) and the National Association of State Procurement Officials (NASPO) PC Contract. Approved.

12. Piggyback Bid – Golden Star Technology (Technology Equipment)  
It is recommended that the Board of Education approve the use of a piggyback bid with Golden Star Technology (reseller of Lenovo, United States, Inc.) for technology equipment purchase, under the Western States Contracting Alliance (WSCA) and the National Association of State procurement Officials (NASPO) PC Contract. Approved.
13. Piggyback Bid – Xerox Corporation (Copying Machines)  
It is recommended that the Board of Education approve the use of a piggyback bid with Xerox Corporation, under the NASPO ValuePoint Master Agreement #3091\_(formerly WSCA-NASPO) to lease copy machines. Approved.

## REPORTS AND INFORMATION ITEMS

### A. **Presentation on District's Action Plan to address Facilities Needs**

Anita Chu, Grace Garner and Kevin Hobby made a Power Point presentation regarding the District's action plan for facility and technology needs after the approval of our Measure GA Bond. Ms. Chu provided an overview of the three important next steps after the passing of Bond Measure GA: (1) Bond Requirements, (2) Needs Assessment, Prioritization, and Budget Development, and (3) Implementation and Monitoring. She explained that in the first phase, the Board needs to adopt a few bond-related resolutions regarding the citizens bond oversight committee and bond sale. The District plans to begin the first bond sale activities in the next few months.

Ms. Chu stated that in the second phase, the District will utilize both resident experts and outside consultants to identify long-term and long-term facility needs, set priorities and develop budgets. Kevin Hobby and the District facilities team have compiled a quick-start high-priority facilities projects list. The top priority projects include HVAC, playground surfacing, roofing, and plumbing. Mr. Hobby indicated that some of these projects are continuation of the critical needs that the facilities team has started addressing since the summer months, such as the installation of new HVAC units.

Bob Bruesch asked about the need for a water sprinkler system. Mr. Hobby indicated this need is being considered in the action plan. Mr. Bruesch asked about water permeable and surfacing on the playgrounds. Mr. Hobby stated these products are made of recycled tires that will continue to be used to help us become a green District. Mr. Hobby spoke of the need for short and long term goals to ensure the Board's vision for the District, including the incorporation of technology and energy conservation plans.

In addition to the immediate projects, Grace Garner introduced Joe Dixon and Larry Ferchaw from Cooperative Strategies. LLC. to present their consulting services in developing a comprehensive long-term facilities plan.

Joe Dixon and Larry Ferchaw addressed the process for preparing a facilities master plan that would include an analysis of future enrollment trends, evaluation of facilities capacity and facilities needs, and identification of priorities.

Bob Bruesch asked if there has been a discussion with the cities that our District serves. Mr. Ferchaw indicated that conversations with city staff and local developers will begin in order to seek what types of planning projects are underway. Mr. Ferchaw spoke of various funding sources that will be identified to maximize and stretch other state matching funds, e.g., Propositions 39 and 51.

Mr. Dixon stated that the Board will be presented with priorities based on their findings along with a timeline for projects that will not disrupt the students' learning.



Mr. Bruesch spoke of delays that may occur relating to the State's approval of storm water runoff projects and current laws regarding water collection and treatment. Mr. Hobby stated that the requirements are different depending on the location of the schools (incorporated or unincorporated areas) and these factors will be considered in developing the facilities action plan. Henry Lo spoke of grants available through local water districts for water pipe upgrades and modern plumbing methods. Mr. Hobby stated the District will look at all the available resources and ensure the acquisition of the most energy efficient products available in the market. Engineers will look at the many insulation requirements and features for our schools.

Henry Lo commented on the need to explore funding sources and opportunities for these projects. He asked that our staff contact the Orange County/L.A. Construction Trade Union Council for the potential resources available.

Grace Garner stated that bidding for the projects and their architectural plans will soon begin in order to work on tight schedule during the summer months.

**B. Presentation by Moss, Levy & Hartzheim LLP on the 2015-16 Audit Report**

Hadley Hui, Moss, Levy & Hartzheim LLP presented the 2015-16 audit report. He addressed the summary page and financial statements reporting that the auditors issued an unmodified opinion, the best opinion that an outside auditor can render to the auditee, which indicates that auditors believe the financial statements, in all material respects, were prepared according to accounting principles.

Mr. Hui stated that the Federal awards selected for this year's review was the Head Start program and auditors issued an unmodified opinion with no issues of compliance. In addition, there were no findings with the State awards on attendance, instructional minutes, and the LCAP's unduplicated count report. The observations from last year included two issues and both have been implemented and resolved. These issues were mostly due to staff turnover in the Accounting and Accounts Payable Divisions. The review of financial trends and analysis indicates a reserve of about 11 million dollars to address the long term debt which has increased due to the CALSTRS and CALPERS liability for employee pension funds. Henry Lo indicated that an adjustment or elimination of this burden to local entities is being addressed by the State's Supreme Court. Mr. Hui also noted that the student attendance is decreasing.

Anita Chu thanked the Fiscal Services staff for their diligent efforts during this audit process.

**ACTION ITEMS**

**A. Agreement with Cooperative Strategies, LLC (Facilities Master Plan)**

On the motion of Bob Bruesch, seconded by Henry Lo, and carried by a vote of 4 to 0, the Board approved an agreement with Cooperative Strategies, LLC to prepare a comprehensive Facilities Master Plan (FMP), in a total amount not to exceed \$57,000 funded by Measure GA Bond.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Not present
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

**B. 2015-16 Audit Report**

On the motion of Keilley Meng, seconded by Bob Bruesch, and carried by a vote of 4 to 0, the Board

approved the 2015-16 Audit Report.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Not present
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

**OTHER ITEMS OF INTEREST TO THE BOARD**

Henry Lo requested staff to contact the Los Angeles and Orange County Construction Trade Union regarding the upcoming bond projects.

The Board held a moment of silence in memory of Travis Peterson, son of former Superintendent Virginia Peterson, who passed away earlier this month.

**PUBLIC AGENDA ITEMS:** None

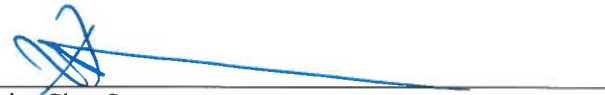
The following are future Board meetings and agenda topics. Closed session will begin at 6:30 p.m., and Public session to begin at 7:00 p.m.

Meeting Date	Agenda Topic
February 16, 2017	Hillcrest Student Presentation
March 9, 2017	
April 6, 2017	Willard Student Presentation

**ADJOURNMENT**

There being no additional items, the meeting was adjourned at 8:51 p.m., in memory of Travis Peterson.

  
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Ronald Trabanino, President

  
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Anita Chu, Secretary

**REGISTER OF ATTENDANCE AT GARVEY SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING**

Veronica Borunda  
Michael Drange  
Sergei Orloff  
George G. Woo