

MINUTES OF THE REGULAR MEETING OF THE
GOVERNING BOARD OF THE
BUENA PARK SCHOOL DISTRICT
January 9, 2017

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72 hours before the meeting are available for public inspection at
6885 Orangethorpe Avenue, Buena Park, California.

The Agenda and all corresponding exhibits are available online 72 hours before
the meeting at
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CALL TO ORDER

The meeting was called to order at 6:00 p.m. by the President, Mr.
Brian Chambers.

FLAG SALUTE

MEMBERS PRESENT

Mr. Brian Chambers; Mrs. Rochelle Smith; Mrs. Barbara Michel
(absent); Mr. Samuel Van Hamblen (absent); Mrs. Irene Castaneda.

ADMINISTRATION

Mr. Gregory Magnuson, Superintendent; Mr. Kelvin Tsunozumi,
Assistant Superintendent, Administrative Services; Dr. Ramon
Miramontes, Assistant Superintendent, Educational Services; Mrs.
Carma Cordray, Executive Assistant.

I. APPROVAL OF AGENDA

Mrs. Smith made the motion, seconded by Mrs. Castaneda, to
approve the agenda.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so
recorded in the minutes.

Minutes, January 9, 2017 (Continued)

II. APPROVAL OF MINUTES

.01 MINUTES OF THE REGULAR MEETING OF DECEMBER 12, 2016

Agenda Exhibit A.

Mrs. Castaneda made the motion, seconded by Mrs. Smith, to approve the Minutes of the Regular Meeting of December 12, 2016.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so recorded in the minutes.

III. HEARING SESSION

No comments.

IV. PRESENTATION

- City of Buena Park
- Classified School Employees Association (CSEA)
- Buena Park Teachers Association (BPTA)
- BPSD Management Team
- Cabinet

In support of School Board Appreciation Month, representatives from the California School Employees Association, Buena Park Teachers Association, BPSD Management Team and Superintendent Greg Magnuson presented the Board with token gifts and words of encouragement and appreciation for their unselfish devotion of time and service to carry on the mission and business of the Buena Park School District. Buena Park Mayor Elizabeth Swift presented the Governing Board with a proclamation signed by the entire Buena Park City Council.

V. PROGRAMS AND REPORTS

.01 CARL E. GILBERT SCHOOL REPORT

Carl E. Gilbert School Principal Russell Harrison recognized eight students for exemplifying the District's core ethical values. Nathan Ruiz, Joel Soriano, Stephanie Victoria Tarelo, Ana Albizures, Isaac Guardado, Twinky Mendoza, Ashley Macario and Rabyana Iqbal received certificates of recognition from the Governing Board.

Minutes, January 9, 2017 (Continued)

V. PROGRAMS AND REPORTS (Continued)

.01 CARL E. GILBERT SCHOOL REPORT (Continued)

Principal Russell Harrison, Administrative Intern Gilbert Kim and Gilbert teachers' Romel Salvador, Heidi Higgins, and Julianne Merys shared the process by which Gilbert School is achieving literacy success with their students. Students are challenged by the rigor and pacing of the Engage NY phonics program, writing instruction is taught across grade levels, and struggling readers are provided several intervention supports including an Early Literacy TOSA. Storyworks is an online magazine with cross-genre content available on student iPads grades 3-6; students participate in Reading Workshop and Accelerated Reader, receiving t-shirts and medals of achievement as rewards; literacy is enhanced with technology through campus-wide AppleTV, iPad centers for grades K-3, one to one iPads with keyboards for grades 4-6; and the Read Naturally application. Staff also shared statistical data supporting the growth in literacy.

VI. ACTION CALENDAR

ADMINISTRATIVE SERVICES

.01 2015-16 BUENA PARK SCHOOL DISTRICT AUDIT REPORT

Agenda Exhibit B.

The annual audit of the Buena Park School District for the period of July 1, 2015 through June 30, 2016 was conducted by the firm of Christy White & Associates. The Auditor has published a favorable opinion of the District's financial statements, internal controls and compliance with certain provisions of law, regulations, contracts, grant agreements and other matters for the period of the review.

The Auditor found one reportable condition or audit exception during this review related to unduplicated Free or Reduced Price Meal Eligible (FRPM) pupil counts. One out of 120 students sampled was recorded as free or reduced when they shouldn't have. The auditors extrapolate that and, based on our student population, up to 8 students may have been improperly recorded resulting in a net revenue loss of \$6,742.00. This audit finding is a repeat finding from our 2014-15 Audit Report. While the reason for the finding differs, the end result is that we are not in compliance with requirements. Coordination meetings have been held with staff and recommendations from our external auditors have been incorporated into our protocols to rectify this issue.

Minutes, January 9, 2017 (Continued)

VI. ACTION CALENDAR (Continued)ADMINISTRATIVE SERVICES (Continued).01 2015-16 BUENA PARK SCHOOL DISTRICT AUDIT REPORT
(Continued)

A comprehensive review of the free, reduced, and full pay data field contained within the CALPADS submission file vs. Child Nutrition records was conducted for the 2016-17 submission.

District staff has implemented steps to rectify future issues related to this finding.

Mrs. Smith made the motion, seconded by Mrs. Castaneda, that the Governing Board accept the 2015-16 Buena Park School District Audit Report.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so recorded in the minutes.

.02 PERMISSION TO GO TO BID: INSTALLATION COSTS FOR SIX REPLACEMENT ROOFS AT GILBERT ELEMENTARY SCHOOL

Agenda Exhibit C.

In conjunction with the District Facilities Implementation Plan, a district-wide roofing assessment has been conducted. Six roofs at Gilbert School have been identified for priority replacement and staff is seeking permission to go to bid for installation costs for these six roofs. Roofing materials will be procured through a piggybackable CMAS contract that was Board authorized on November 14, 2016. It is anticipated that the cost of installation will exceed the minimum contract price to qualify as a Public Works project, therefore, the District will need to solicit bids for this work. Construction will commence on, or around, May 30, 2017, with a completion date prior to the start of the 2017-18 school year.

Mrs. Smith made the motion, seconded by Mrs. Castaneda, that the Governing Board approve Permission To Go To Bid: Installation Costs for Six Replacement Roofs At Gilbert Elementary School.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so recorded in the minutes.

VI. ACTION CALENDAR (Continued)ADMINISTRATIVE SERVICES (Continued).03 APPROVAL TO PURCHASE PRINTER EQUIPMENT AND SUPPLIES FROM SUPPLYMASTER, INC., VIA CMAS (CALIFORNIA MULTIPLE AWARD SCHEDULES) CONTRACT

Agenda Exhibit D.

The District has determined that the technology equipment, supplies, software and services required by the District can be provided by qualified firms that have been awarded contracts by the California Department of General Services (DGS) through the California Multiple Award Schedules (CMAS) program. In order to utilize a CMAS contract, the District must make a finding that it is in the best interest of the District to purchase such equipment, supplies, software and services through usage of a CMAS contract to ensure compliance with the competitive bid process and also ensure that the District takes advantage of the lowest negotiated costs. The District finds that it is in the best interest of the District to utilize the CMAS contracts awarded to Supplymaster, Inc. Supplymaster, Inc., has agreed to offer to the District additional savings off the CMAS pricing on their contracts.

Mrs. Smith made the motion, seconded by Mrs. Castaneda, that the Governing Board approve Purchase Printer Equipment and Supplies From Supplymaster, Inc., via CMAS (California Multiple Award Schedules) Contract.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so recorded in the minutes.

VII. DISCUSSION CALENDAR.01 Governing Board Classroom Observations

Agenda Exhibit E.

During the month of January, Governing Board members are afforded the opportunity to schedule classroom visitations to observe particular lessons and/or teachers. Board members were asked to submit their requests to the Superintendent's office for scheduling purposes.

VII. DISCUSSION CALENDAR (Continued)

- .02 Study Session: Coherence, Fullan & Quinn
Discussion was held regarding holding a work study session to review the book, Coherence by Fullan & Quinn as a Board. Board members suggested a meeting be scheduled on a Monday other than a Board meeting night.

VIII. CONSENT CALENDAR

- .01 REMOVAL OF ITEMS FROM CONSENT CALENDAR
Mr. Magnuson requested Item .02 Personnel Action Report #16-17-12 be removed from the consent calendar.
- .14 APPROVAL OF CONSENT CALENDAR
Mrs. Smith made the motion, seconded by Mrs. Castaneda, that the Governing Board approve Consent Calendar Items .03, .04, .05, .06, .07, .08, .09, .10, .11, .12, and .13, according to the Education Code.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so recorded in the minutes.

- .03 CONFERENCE/TRAVEL ACTION REPORT

Agenda Exhibit G.

January 20-21, 2017 - "Southern CA School Band & Orchestra Association Concert (SCSBOA)" - F. Penaloza
January 21, 2017 - "Quality Start OC 2017 ECE Conference" - J. Robinson
January 24, 2017 - "Comprehensive Safe School Plan Training" - M. Anderson
February 9-10, 2017 - "2016-17 CAASPP Institute: A Professional Learning Opportunity" (DATE AND ATTENDEE CHANGE ONLY) (Originally Board Approved on 11/28/2016) - M. Magboo
February 25, 2017 - "31st Annual Conference for Pre-K, TK, Kindergarten & First Grade Educators" - K. Palmer, M. Pettitt

- .04 INTER-DISTRICT TRANSFERS, 2016-2017

Agenda Exhibit H.

Permits granted to date: In: 185
Out: 233

Minutes, January 9, 2017 (Continued)

VIII. CONSENT CALENDAR (Continued)

.05 BUSINESS SERVICES REPORT

Agenda Exhibit I.

- a. Purchase Orders dated 12/13/16-01/09/17 were approved in the total amount of \$241,435.34.

.06 CONTRACT/SERVICE AGREEMENT(S) NO. 238

Agenda Exhibit J.

Contract #: 17-36
 Contractor: Pali Institute
 Site Dept. Manager: R. Miramontes
 New Contract/Amendment: Amendment

Description of Services: Increase number of students attending Outdoor Education Science for sixth grade students of District.

Contract Period: January 17, 2017 - February 24, 2017
 Funding Source: Site HSO & District
 Total Expenditure: Increase Not to Exceed \$15,725
 Agreement Total
 Not to Exceed \$144,151

Contract #: 17-51
 Contractor: Fiscal Crisis & Management Assistance Team
 Site Dept. Manager: K. Tsunozumi
 New Contract/Amendment: New

Description of Services: Conduct an operational review to examine the food service department's processes and procedures, evaluate departmental workflow and distribution of functions, review training and professional development programs for the department and provide recommendations to enhance operations and increase efficiency.

Contract Period: January 10, 2017 - June 30, 2018
 Funding Source: Cafeteria Fund
 Total Expenditure: Not to Exceed \$18,300

Contract #: 17-52
 Contractor: Christy White Associates
 Site Dept. Manager: K. Tsunozumi
 New Contract/Amendment: New (Renewal)

Minutes, January 9, 2017 (Continued)

VIII. CONSENT CALENDAR (Continued)

- .06 CONTRACT/SERVICE AGREEMENT(S) NO. 238 (Continued)
Description of Services: Annual audit of financial statements for fiscal year ending 6/30/17 and optional annual extension for fiscal years ending 6/30/18 and 6/30/19.

Contract Period: July 1, 2016 - June 30, 2019
Funding Source: General Fund
Total Expenditure: Not to Exceed \$80,640

- .07 BOARD POLICY 4030 NONDISCRIMINATION IN EMPLOYMENT

Agenda Exhibit K.

- .08 BOARD POLICY 4117.13/4217/13 EARLY RETIREMENT OPTION

Agenda Exhibit L.

- .09 BOARD POLICY 4119.11/4219.11/4319.11 SEXUAL HARASSMENT

Agenda Exhibit M.

- .10 2016-17 QUARTERLY REPORT WILLIAMS LEGISLATION UNIFORM COMPLAINTS

Agenda Exhibit N.

- .11 2016-2017 STUDENT TEACHING ASSIGNMENTS: BIOLA UNIVERSITY

Agenda Exhibit O.

2016-2017 Student Teaching Assignments:
Biola University

Term: January 10 - May 5, 2017
Stipend: \$150 per Master Teacher

Student Teacher: Sung Yoon
Master Teacher: Larry Kiefer
Grade: SDC
School: Whitaker

Minutes, January 9, 2017 (Continued)

VIII.CONSENT CALENDAR (Continued)

.12 2016-2017 STUDENT TEACHING ASSIGNMENTS: NATIONAL UNIVERSITY

Agenda Exhibit P.

2016-2017 Student Teaching Assignments:
National University

Term: January 23 - March 24, 2017
Stipend: \$250 per Master Teacher

Student Teacher: Brianne Stein
Master Teacher: Leanne Crawford
Grade: 4
School: Emery

.13 INTERDISTRICT TRANSFER REQUEST: HAILEY MARTINEZ

DISCUSSION OF ITEM REMOVED FROM CONSENT CALENDAR

.02 PERSONNEL ACTION REPORT #16-17-12

Regarding Certificated Personnel, Item II. Leave of Absence for Teacher #080109J005, Mr. Magnuson requested that the unpaid leave of absence request from 05/05/2017-05/26/2017 be suspended pending further review.

Mrs. Castaneda made a motion to approve Personnel Action Report #16-17-12 except for the Leave of Absence Request from 05/05/2017-05/26/2017 for Teacher #080109J005.

VIII.CONSENT CALENDAR (Continued)

.15 ITEM REMOVED FROM CONSENT CALENDAR

Mrs. Castaneda made the motion, seconded by Mrs. Smith, that the Governing Board approve Consent Calendar Item .02 Personnel Action Report #16-17-12, as modified, according to the Education Code.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so recorded in the minutes.

Minutes, January 9, 2017 (Continued)

VIII. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #16-17-12

Agenda Exhibit F.

CERTIFICATED PERSONNEL

I. NEW HIRES

Bolton, Lynze - 01/06/2017 (Ratification)
Substitute Teacher

Cho, Aaron - 01/10/2017
Substitute Teacher

II. LEAVE OF ABSENCE

#0800000523 - 02/01/2017 - 05/04/2017
Teacher #080109J005

Requesting a leave under the provisions of the federal Family Medical Leave Act/California Family Rights Act.

#0800000523 - 05/05/2017 - 05/26/2017
Teacher #080109J005

Requesting an unpaid leave of absence.

III. SEPARATION

#0800000433 - 02/17/2017
Teacher #080100B019

CLASSIFIED PERSONNEL

I. NEW HIRES

All new hires are contingent upon successful completion of new hire paperwork and DOJ fingerprint clearance.

Hinostroza, Andrea - 01/10/2017
Substitute Instructional Assistant
Substitute Playground Supervisor

Lee, Bokyung - 01/10/2017
Substitute Bilingual Services Provider
Substitute Instructional Assistant II
- Bilingual
Substitute Instructional Assistant
Substitute Playground Supervisor

Minutes, January 9, 2017 (Continued)

VIII. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #16-17-12

CLASSIFIED PERSONNEL (Continued)

I. NEW HIRES (Continued)

Pou, Rofiah - 01/10/2017
 Substitute Instructional Assistant
 Substitute Playground Supervisor

II. CHANGES OF ASSIGNMENT

Denton-West, Jessica - 01/10/2017
Current Assignment:
 Library Media Clerk #081129J002
 Substitute Library Media Clerk
 Substitute Playground Supervisor
Add: Substitute Instructional Assistant

III. LEAVE OF ABSENCE

#0800002167 - 01/10/2017 - 05/04/2017
 Bilingual Services Provider #081105E001

Requesting an unpaid leave of absence.

#0800002008 - 01/23/2017 - 05/26/2017
 Library Media Clerk #081129W001

Requesting an unpaid leave of absence.

IV. EMPLOYMENT OF SHORT-TERM CLASSIFIED EMPLOYEE:

Al Farah, Rawan
 Playground Supervisor #081137G004
 0.5 hour per day
 Funding Source: General Fund
 Location: Gilbert School
 Anticipated Dates: January 10 through May 26, 2017
 Rate of Pay: \$12.97 per hour (includes benefits)
 # of Days (not to exceed): 93
 Total Cost (not to exceed): \$604

Cox, Yolanda
 Playground Supervisor #081137G006
 0.25 hour per day
 Funding Source: General Fund
 Location: Gilbert School
 Anticipated Dates: January 10 through May 26, 2017
 Rate of Pay: \$12.97 per hour (includes benefits)

of Days (not to exceed): 93
Total Cost (not to exceed): \$302

Minutes, January 9, 2017 (Continued)

VIII. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #16-17-12

CLASSIFIED PERSONNEL (Continued)

IV. EMPLOYMENT OF SHORT-TERM CLASSIFIED EMPLOYEE:

(Continued)

Rios, Maria

Instructional Assistant II

- Special Education #081124B008

1 hour per day

Funding Source: Special Education

Location: Beatty School

Anticipated Dates: January 10 through May 26, 2017

Rate of Pay: \$24.53 per hour (includes benefits)

of Days (not to exceed): 93

Total Cost (not to exceed): \$2,282

IX. BOARD COMMENTS

Mrs. Smith wished everyone a Happy New Year.

Mrs. Castaneda attended Buena Park Junior High Schools's Pilot Middle School Academy Night.

Mr. Chambers visited Whitaker School and attended the District Spelling Bee held on January 5.

Mr. Magnuson reminded Board members of the STEM Sailing Academy Field Trip to the Long Beach Yacht Club scheduled for January 11.

X. INFORMATION/CORRESPONDENCE

.01 Information/Correspondence

The Orange County School Boards Association will conduct a Fiscal Seminar on January 25 at the Orange County Department of Education (OCDE) for an informative discussion with Jeff Frost, Lobbyist for the OCDE. Board members wishing to attend should RSVP to the Superintendent's office.

.02 Major Topics for the Governing Board

Agenda Exhibit Q.

Mr. Chambers requested a report on the maintenance work order process be calendared on an upcoming Board agenda.

Minutes, January 9, 2017 (Continued)

XI. CLOSED SESSION

At 7:21 p.m., Mrs. Castaneda made the motion, seconded by Mrs. Smith, that the Governing Board go into closed session.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so recorded in the minutes.

XII. RECONVENE

At 7:45 p.m., Mrs. Smith made the motion, seconded by Mrs. Castaneda, that the Governing Board reconvene.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so recorded in the minutes.

XIII. REPORTING OUT OF CLOSED SESSION

.01 LABOR RELATIONS: CONFERENCE WITH GREG MAGNUSON, NEGOTIATOR WITH THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #569 (GOVERNMENT CODE #54957.6)
Discussion was held regarding Labor Relations: Conference with Greg Magnuson, Negotiator with the California School Employees Association, Chapter #569 (Government Code #54957.6).

.02 LABOR RELATIONS: CONFERENCE WITH GREG MAGNUSON, NEGOTIATOR WITH THE BUENA PARK TEACHERS ASSOCIATION (GOVERNMENT CODE #54957.6)
Discussion was held regarding Labor Relations: Conference with Greg Magnuson, Negotiator with the Buena Park Teachers Association (Government Code #54957.6).

XIV. ADJOURNMENT

At 7:46 p.m., Mrs. Smith made the motion, seconded by Mrs. Castaneda, that the Governing Board adjourn the meeting.

AYES: 3; NOES: 0; ABSENT: 2.

The president declared the motion carried, and ordered it so recorded in the minutes.

_____ President

_____ Clerk

_____ Member

_____ Member

