

**GARVEY SCHOOL DISTRICT**  
Rosemead, California

Minutes of Regular Meeting  
June 15, 2017

The Garvey Board of Education met in regular session on June 15, 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, Ms. Maureen Chin, Mr. Henry Lo, Ms. Keilley Meng, Mr. Ronald Trabanino, and Superintendent Anita Chu.

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**

Ken Tang 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 Henry Lo, seconded by Maureen Chin, and carried by a vote of 5 to 0, the Board adjourned at 6:32 p.m. to closed session and addressed those items posted on the agenda.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Yes
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

**RECONVENE INTO PUBLIC SESSION**

The Board reconvened in public at 7:05 p.m.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

Ronald Trabanino indicated the following action taken during closed session:

On the motion of Bob Bruesch, seconded by Keilley Meng, and carried by a vote of 5 to 0, the Board voted to release one probationary classified employee, Number 0615, effective immediately.

On the motion of Bob Bruesch, seconded by Maureen Chin, and carried by a vote of 5 to 0, the Board voted to appoint Staci Ma, Director II of Learning Support Services.

members will be receiving their ballots to ratify the agreement soon.

Mr. Tang congratulated Genaro Alarcon for his upcoming retirement. He spoke of the legacy that Mr. Alarcon will leave in the District as a leader in the community. Mr. Tang indicated that he will miss the District’s computer science press conference on June 27<sup>th</sup>, as he will attending a convention in Boston, MA.

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

**REPORTS FROM DISTRICT REPRESENTATIVES**

- **Garvey Council PTA**  
Ken Tang stated he accepted the position of Membership Chair of GCPTA. He will be working on ways to increase membership to show solidarity with parents and students. Details on the cost and deadlines to enroll will be available during orientation day in the fall.
- **SELPA Community Advisory Committee (CAC):** None

**REPORT FROM HEAD START REPRESENTATIVE**

Dr. Sandra Gonzalez, Director of Head Start/State Preschool Program, updated the Board on a professional development training that was held last Friday. Staff is working on the extended-hour program (dosage program) to make sure that all classroom supplies are being ordered in time for the new classrooms for the next school year. Dr. Gonzalez indicated that the 2017-2018 Head Start/Preschool Program is already 75 percent enrolled. Currently, there is one staff vacancy and additional vacancies are expected in the new school year. Dr. Gonzalez stated that the L.A. County Office of Education (LACOE) will conduct two training sessions for staff and union representatives regarding issues with Human Resources to ensure that everyone is aware of the new requirements. LACOE also added one more training date (July 12, 4-7 p.m., at LACOE-Santa Fe Springs) as a make-up session for the mandated Board Governance training.

Dr. Gonzalez informed the Board that there were two Type A citations issued by the State’s Community Care Licensing Department. On one case (March 2017), a child wandered unsupervised and last month, another child was left behind in the classroom without adequate supervision. Both cases were reported to the State and the citations are currently under investigation. The staff is working on a corrective action plan and reviewing the procedures with the goal to ensure the safety of the children. The monitoring procedures are being revised to ensure there is appropriate support for the staff. Dr. Gonzales indicated that the District is making progress in addressing non-compliance areas; all policies and procedures were submitted to LACOE and we are awaiting their feedback.

**HEARING OF PERSONS IN THE AUDIENCE:** None

**CONSENT AGENDA**

On the motion of Bob Bruesch, seconded by Maureen Chin, and carried by a vote of 5 to 0, the Board approved the Consent Agenda as indicated below.

Vote:	Bob Bruesch	Yes
	Maureen Chin	Yes
	Henry Lo	Yes
	Keilley Meng	Yes
	Ronald Trabanino	Yes

**A. Board/Superintendent**

1. Approval of Minutes  
Regular Meeting – May 11, 2017 - Revised  
Special Meeting – May 30, 2017

Approved.

2. Conference/Convention Attendance  
It is recommended that the Board of Education approve requests for conference and convention attendance as presented. Approved.
3. Contract Amendment – Chief Business Officer  
It is recommended that the Board of Education approve the amendment to the contract for Chief Business Officer. The contract for the Chief Business Officer is effective through June 30, 2017. It is recommended that the contract be extended for a period of two years, effective July 1, 2017 through June 30, 2019. Approved.
4. Contract Renewal – Filarsky & Watt LLP (Legal Services)  
It is recommended that the Board of Education renew the contract with Filarsky & Watt LLP to provide legal services to the District effective July 1, 2017 through June 30, 2018. Approved.
5. Special Education Local Plan Area (SELPA) Administrative Unit Agreement  
It is recommended that the Board of Education approve the Administrative Unit Agreement designating Alhambra Unified School District as the Administrative Unit for the West San Gabriel Valley Special Education Local Plan Areas (SELPA) effective July 1, 2017 through June 30, 2018. Approved.
6. Budget Adjustment and Request for Advance Approvals – Head Start Expansion Start-Up Funds (Carryover Request)  
It is recommended that the Board of Education approve Budget Adjustment and Request for Advance Approvals to carry over the Head Start Expansion Start-Up funds for the completion of the classroom renovation project required for the extended-hour program in 2017-2018. Approved.
7. Contract – California Department of Education (California State Preschool Program for 2017-2018)  
It is recommended that the Board of Education approve the Contract with the California Department of Education for the California State Preschool Program for 2017-2018 for a Maximum Reimbursable Amount (MRA) of \$322,583.00. Approved.
8. Agreement – Ed Tech Team (Google Apps Bootcamp)  
It is recommended that the Board of Education enter into an agreement with Ed Tech Team, Inc. to provide a two-day professional development Bootcamp on Google Apps Suite on July 31 and August 1, 2017. Total cost of \$8,970.00 (for 33 participants) will be paid from Title II funds. Approved.
9. Contract – Thinking Maps (Write from the Beginning...and Beyond Training)  
It is recommended that the Board of Education approve the contract with Thinking Maps, Inc. to provide a ten-day Training of Trainer Institute on Write from the Beginning...and Beyond (WFBB) from July 17, 2017 through June 30, 2018. Total cost of \$22,500.00 (\$2,250 per day) will be paid from Title II funds. Approved.

## **B. Human Resources**

1. Personnel Assignment Order 16-17-13 - Revised  
It is recommended that the Board of Education approve the Personnel Assignment Report 16-17-13 as presented. Approved.
2. Agreement Renewal – Frontline Technologies Group LLC (AESOP Absence & Substitute Management System)  
It is recommended that the Board of Education approve the Agreement Renewal with Frontline

Technologies Group for AESOP (Absence & Substitute Management\_System) at a cost of \$10,017.60 to be paid from General Fund. Approved.

3. District Membership Renewal – Cooperative Organization for the Development of Employee Selection Procedures (CODESP)  
It is recommended that the Board of Education approve the Renewal of Membership with Cooperative Organization for the Development of Employee Selection Procedures (CODESP) at a cost of \$2,050, to be paid from General Fund. Approved.
4. Administrative Secretary Job Description Revisions  
It is recommended that the Board of Education approve the revisions to the Administrative Secretary Job Description. Approved.
5. Head Start Job Descriptions Revisions  
It is recommended that the Board of Education approve the revisions to the following Head Start job descriptions to ensure compliance with the Grantee and the latest regulations.
  - 1) Assistant Supervisor I, Family Engagement Services
  - 2) Assistant Supervisor I, Education Disabilities Services
  - 3) Supervisor I, Educational Services
  - 4) Early Childhood Education Specialist
 Approved.

#### C. Learning Support Services

1. Agreement – AVID Center (2017-2018)  
It is recommended that the Board of Education approve an agreement with the AVID Center to provide support and professional development for the implementation of AVID Secondary at the intermediate schools and AVID Elementary at the elementary schools for the 2017-2018 school year. The total cost, not to exceed \$34,013.00, will be paid from Title I Funds. Approved.

Bob Bruesch commented on the AVID Program and suggested that our teachers look at a similar program used in the Alhambra Unified School District and that the program may generate some savings.

#### D. Student Support Services

1. Contract – Amy Johnson dba Cornerstone Speech and Language (Speech and Language Services)  
It is recommended that the Board of Education approve the 2017-18 contract with Amy Johnson dba Cornerstone Speech and Language to provide clinic-based speech therapy services to one student who requires this service as part of the settlement agreement for the Office of Administrative Hearings (OAH) Case No. 2016080047. Total contract cost is not to exceed \$9,900.00; to be paid from Special Education funds. Approved.
2. Contract – Stacy Johnson dba Steps To Speech, Inc. (Contracted Speech Language Pathologist)  
It is recommended that the Board of Education approve the 2017-18 contract with Stacy Johnson dba Steps To Speech, Inc. to provide one licensed Speech Language Pathologist to provide school-based speech therapy services to students who require this service as written in their Individualized Education Programs during the nine days of Extended School Year in July 2017. Total contract cost is not to exceed \$3,600.00; to be paid from Special Education funds. Approved.
3. Contract – Catalyst Speech Language Pathology, Inc. (Contracted Speech Language Pathologist)  
It is recommended that the Board of Education approve the 2017-18 contract with Catalyst Speech Language Pathology, Inc. to provide one licensed Speech Language Pathologist to provide school-based speech therapy services to students who require this service as written in their Individualized Education Programs during the nine days of Extended School Year in July 2017. Total contract cost is not to exceed \$3,735.00; to be paid from Special Education funds. Approved.

4. Contract – Foothill Family (Counseling Services)  
It is recommended that the Board of Education approve the 2017-18 contract with Foothill Family to provide counseling services for high risk students in the Garvey School District at a rate of \$50.00 per hour not to exceed 761 hours. The total cost, not to exceed \$38,050.00, will be paid from Medi-Cal Billing Option funds. The contract term shall be effective July 1, 2017 through June 30, 2018. Approved.

**E. Business Services**

1. Purchase Order Report 16-17-13  
It is recommended that the Board of Education approve Purchase Order Report 16-17-13 as presented. Approved.
2. Appropriation Transfers  
It is recommended that the Board of Education approve the Appropriation Transfers as presented. Approved.
3. Resolution No.16-17-26 – Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments and Transfers  
It is recommended that the Board of Education adopt Resolution No. 16-17-26 Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments and Transfers. Approved.
4. Resolution No. 16-17-27 – Authorization for Temporary Borrowing from Los Angeles County School Pools Fund  
It is recommended that the Board of Education adopt Resolution No. 16-17-27 to authorize staff to temporary borrow from the School Pools Fund maintained by the Los Angeles County Treasurer in the 2017-18 fiscal year. Approved.
5. Resolution No. 16-17-28 – Authorization for Temporary Borrowing between Funds  
It is recommended that the Board of Education adopt Resolution No. 16-17-28to authorize staff to make temporary cash loans between funds in the 2017-18 fiscal Year. Approved.
6. Cash Transfer Authorization  
It is recommended that the Board of Education delegate the Superintendent and/or the Director of Fiscal Support Services authority to transfer expenditures and corresponding cash between funds as needed in the normal course of school business for the 2017-18 fiscal year. Approved.
7. State and Piggybackable Bids  
It is recommended that the Board of Education approve authorization to use State Bids and Piggybackable Bids for Fiscal Year 2017-2018. Approved.
8. Piggyback Bid – Dave Bang Associates, Inc.  
It is recommended that the Board of Education approve the use of a piggyback bid of Colton Joint Unified School District's Bid No. 15-04 for Dave Bang Associates, Inc. for playground equipment, safety surfacing and DSA shade shelter. Approved.
9. Piggyback Bid – Sean Khan Consulting Company (dba) SKC Company  
It is recommended that the Board of Education approve the use of a piggyback bid of Garden Grove Unified School District's Bid No. 15-12 for Sean Khan Consulting Company, Inc. (dba) SKC Company for districtwide rental and/or purchase of relocatable modular buildings. Approved.

10. Contract – Best Contracting Services (Dewey Roof Maintenance)  
It is recommended that the Board of Education approve contract with Best Contracting Services for Bid No. 06:1718 for roof maintenance at Dewey School in the amount of \$114,430; to be paid from Bond Funds. Approved.
11. Contract – Universal Asphalt (Asphalt Replacement at Willard School)  
It is recommended that the Board of Education approve contract with Universal Asphalt for Bid No 04:1718 for new asphalt at Willard School in the amount of \$292,000; to be paid from Bond Funds. Approved.
12. Contract – Wheeler Construction (Rubber Play Surface Removal)  
It is recommended that the Board of Education approve the contract with Wheeler Construction to remove and dispose of rubber play surface at Emerson and Willard\_Schools. Total cost, not to exceed \$50,110.00, to be paid from Bond Funds. Approved.
13. Contract – New Horizons Contracting, Inc. (Abatement at Rice School)  
It is recommended that the Board of Education approve contract with New Horizons Contracting Inc. for abatement at Rice School, Buildings A and B, for HVAC project at Rice School. Total cost of \$ 31,985.00 to be paid from Bond Funds. Approved.
14. Contract – Hinkley and Associates, Inc. (Ball Walls at Willard School)  
It is recommended that the Board of Education approve contract with Hinkley and Associates, Inc. for ball walls and bollards at Willard School. Total cost of \$34,582.00; to be paid from Bond Funds. Approved.
15. Contract – School Nutrition Services  
It is recommended that the Board of Education approve the Contract with School Nutrition Services from July 1, 2017 to June 30, 2018. Total cost of \$24,795.00 will be paid from Food Services Funds. Approved.
16. District Membership to School Nutrition Association  
It is recommended that the Board of Education renew district membership to School Nutrition Association (SNA) in the amount of \$112.00, to be paid from the Food Services Funds. Effective July 1, 2017 through June 30, 2018. Approved.
17. District Membership to California School Nutrition Association  
It is recommended that the Board of Education approve district membership to California School Nutrition Association in the amount of \$55.00, to be paid from the Food Services Funds. Effective July 1, 2017 through June 30, 2018. Approved.
18. Education Protection Account (EPA) Funds Use  
It is recommended that the Board of Education approve classification of EPA Fund expenses to Teacher Salary and Benefits only. Approved.
19. Organizational Membership to California Association of School Business Officials (CASBO)  
It is recommended that the Board of Education approve organizational membership to California Association of School Business Officials (CASBO) in the amount of \$2,000, to be paid from the General Fund. Effective July 1, 2017 through June 30, 2018. Approved.

## REPORTS AND INFORMATION ITEMS

### A. **Presentation on Local Control and Accountability Plan (2017-2020)**

Anita Chu began the presentation with an overview on LCAP and LCFF. She stated that the LCAP is part of the LCFF accountability system and a new LCAP template has been adopted for 2017-2018. Ms. Chu

indicated the new template is more comprehensive and extensive, including in-depth data analysis aligned to the new State evaluation rubrics and the use of all general (unrestricted and restricted) funding sources. Ms. Chu spoke of the LCFF (Local Control Funding Formula) parameters and the three targeted student populations (English learners, low income and foster students). Ms. Chu noted that LCAP funding is based on average daily attendance (ADA) and that the District has been experiencing declining enrollment. Bob Bruesch commented that this year's declined enrollment was the smallest in recent years. Ms. Chu explained that the LCAP budget also reflects the District's adopted Fiscal Stabilization Plan to address the deficit spending challenge. The LCAP budget includes expenditure transfers from Base grants to Supplemental and Concentration grants, federal programs funds, and bond funds, when such transfers are legally permissible.

Ms. Chu stated that the LCAP is a road map of actions and expenditures to increase and improve services to achieve Garvey's vision. She explained the collective inquiry process of consultations with all stakeholders, including staff, parents, students, and union representatives. Several meetings were held and an online survey was available to the community requesting input on the LCAP.

Ms. Chu discussed the six LCAP goals and the specific actions and budget for each goal and explained how input from stakeholders is used to revise and refine the actions. The plan will be submitted to LACOE by July 1, 2017. Board members asked questions about some of the comments made by parents and students.

#### **B. Presentation on 2017-2018 Budget and Multi-Year Projections**

Grace Garner and Marisela Barba made a Power Point presentation regarding the 2017-2018 budget and multi-year projections.

Ms. Barba discussed the Governor's May Revisions including the GAP Funding increase, one-time discretionary fund, increase of 2017-18 Cost of Living Adjustment (COLA), and decrease of CalPERS employer rate. Ms. Barba stated that depending on the return of investments, there is the likelihood of greater liabilities than revenue increases in future years.

Ms. Barba explained the multi-year budget assumptions. Enrollment is projected to have a 2.5 percent decrease (120 students) per year. The State Teachers Retirement System (STRS) expenses are expected to increase by 1.85 percent from 2017-18 to 2018-19, and the cost of health and welfare will also have a substantial increase of over \$550,000 in 2017-18.

Anita Chu explained that as result of the increasing personnel costs, in accordance to the District's Fiscal Stabilization Plan, the District is making expenditure transfers from the Base grants to other funding sources in order to avoid staff reduction. Ms. Barba indicated that if the downtrend continues, there may be a need to make staff reductions in future years.

Ms. Barba discussed the multi-year budget projections. She noted that the unrestricted funds show an encroachment of special education programs and routine maintenance accounts. While there is a COLA provided for LCFF, there is a decrease in enrollment, making the revenue flat for the next three years. On the other hand, the expenses are expected to increase dramatically. The multi-year projections indicate that the District has a healthy fund balance and is fiscally solvent for the next three years. After the Board's approval, the budget will be submitted to LACOE for final approval.

Bob Bruesch commented on the need to continue to review available district property to seek additional revenue in the future. He noted the need to have affordable housing that would help to address the declining enrollment. Ms. Chu indicated that she is in the process of recruiting members for the Real Property Advisory Committee and is planning to bring the recommendations at the next Board meeting.

Ms. Barba thanked Ms. Chu for her leadership in maximizing the use of fiscal resources such as the Medi-Cal Administration Activities (MAA) Program to cover some liabilities. Ms. Barba stated that the

LCAP and the Budget will be brought to the Board for approval on June 29, 2017, and these will be submitted to LACOE for final approval.

**ACTION ITEMS**

**A. Public Hearing – Local Control and Accountability Plan (2017-2020)**

A public hearing opened at 8:36 p.m., and closed at 8:37 p.m., regarding the Local Control and Accountability Plan for 2017-2020. There were no requests to speak.

**B. Public Hearing – 2017-18 Budget and Multi-Year Projections**

A public hearing opened at 8:38 p.m., and closed at 8:39 p.m., regarding the 2017-18 Budget and Multi-year Projections. There were no requests to speak.

**PUBLIC AGENDA ITEMS:** None

**OTHER ITEMS OF INTEREST TO THE BOARD**

Maureen Chin recognized the following retirees for their many years of dedicated service to the District: Genaro Alarcon, Nancy Kugler, Kim Potras and Kim Woo Zeller.

**FUTURE MEETINGS**

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
June 29, 2017 (moved from June 22)	LCAP & Budget Approval
July 20, 2017	
August 10, 2017	
September 7, 2017	


**ADJOURNMENT**

There being no additional items, the meeting was adjourned at 8:40 p.m.




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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**

Ken Tang