

MINUTES OF THE REGULAR MEETING OF THE
GOVERNING BOARD OF THE
BUENA PARK SCHOOL DISTRICT
November 28, 2016

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the meeting at
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CALL TO ORDER

The meeting was called to order at 6:00 p.m. by the President, Mrs.
Barbara Michel.

FLAG SALUTE

MEMBERS PRESENT

Mrs. Barbara Michel; Mrs. L. Carole Jensen; Mr. Brian Chambers;
Mrs. Rochelle Smith; Mr. Samuel Van Hamblen.

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

Mr. Chambers made the motion, seconded by Mr. Hamblen, to
approve the agenda.

AYES: 5; NOES: 0; ABSENT: 0.

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

Minutes, November 28, 2016 (Continued)

II. APPROVAL OF MINUTES

.01 MINUTES OF THE REGULAR MEETING OF NOVEMBER 14, 2016

Agenda Exhibit A.

Mr. Hamblen made the motion, seconded by Mrs. Smith, to approve the Minutes of the Regular Meeting of November 14, 2016.

AYES: 5; NOES: 0; ABSENT: 0.

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

III. HEARING SESSION

No comments.

IV. PROGRAMS AND REPORTS

.01 GANG REDUCTION INTERVENTION PARTNERSHIP (GRIP) REPORT

The Orange County Gang Reduction Intervention Partnership (GRIP) partners include the Orange County District Attorney's office, investigators, Buena Park police and probation officers, community partners, teachers and parents who work together to help deter at-risk students between fourth and eighth grade from joining gangs. GRIP partners with local agencies to provide families with counseling, parenting classes, after-school education and many other services. Students from Gilbert, Whitaker and Buena Park Junior High schools participated in the 2016-17 GRIP program. Principals' Bagger (BPJH), Harrison (Gilbert) and Perron (Whitaker) shared highlights of the program at their sites and discussed some of the incentive program rewards students earn for good behavior such as Soccer Camp, combined with Fullerton School District, Angels baseball game, the Ford Motor Company Design Center field trip and the turkey dinner giveaways.

.02 CERTIFICATED ABSENCE TREND REPORT

Superintendent Magnuson presented certificated employee absence comparison data for the 2014-15 vs. 2015-16 school years indicating certificated substitute days increased by 330 from 2014-15 to 2015-16. This increase was driven by District staff development, illness and other. The absence rate for 2015-16 totaled 4,923 or 24 days per teacher. 2016-17 has shown a reduction of 122 substitute days from the prior year due in part to reduced District driven absences, i.e., professional development. The trend from August through October 2016 indicates an average of 18 days absence per teacher. Mr., Magnuson also shared that the AB 2393 Enhanced Parental Leave law goes into effect January 2017 which may impact certificated absences going forward.

Minutes, November 28, 2016 (Continued)

V. ACTION CALENDARSUPERINTENDENT/HUMAN RESOURCES.01 NOMINATIONS FOR CSBA DELEGATE ASSEMBLY

Agenda Exhibit B.

Mrs. Michel made a motion to nominate Rochelle Smith for CSBA Delegate Assembly.

Mrs. Michel made the motion, seconded by Mrs. Jensen, that the Governing Board approve the Nomination for CSBA Delegate Assembly.

AYES: 5; NOES: 0; ABSENT: 0.

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

EDUCATIONAL SERVICES.02 APPROVAL OF THE 2016-19 BUENA PARK SCHOOL DISTRICT MASTER PLAN FOR ENGLISH LEARNERS

Agenda Exhibit C.

The Master Plan for English Learners provides guidance and direction to administrators, teachers, paraprofessionals, parents, and students regarding the options available to parents and the expectations the District holds for each school and classroom in the District. It offers a practical guide for all staff to ensure that consistent, coherent services are provided to every English learner in our district. The Master Plan contains all of the district's English learner programs, procedures, policies and practices in one place.

Mrs. Jensen made the motion, seconded by Mr. Chambers, that the Governing Board approve the 2016-19 Buena Park School District Master Plan for English Learners.

AYES: 5; NOES: 0; ABSENT: 0.

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

V. ACTION CALENDAR (Continued)EDUCATIONAL SERVICES (Continued).03 APPROVAL OF EARLY MIDDLE SCHOOL ACADEMIES AT BUENA PARK JUNIOR HIGH SCHOOL

Agenda Exhibit D.

Some sixth grade students are more mature and ready for the middle school environment, whereby students enrolled in a three-year middle school program benefit both academically and in non-academic programs. The EMSA at Buena Park Junior High offers sixth grade students the opportunity to attend the junior high to take advantage of Music, STEM, Fine Arts, Honors Prep, athletics, or explore a vast array of electives. 60-120 sixth grade students will be combined together into sixth grade ELA, Math, Science and Social Studies courses taught by multiple subject teachers.

Mrs. Jensen made the motion, seconded by Mrs. Smith, that the Governing Board approve the Early Middle School Academies at Buena Park Junior High School.

AYES: 5; NOES: 0; ABSENT: 0.

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

ADMINISTRATIVE SERVICES.04 AUTHORIZATION TO SOLICIT REQUEST FOR PROPOSALS/QUALIFICATIONS FOR PROPOSITION 39 HVAC BUILDING & EXTERIOR LIGHTING CONTROL SYSTEMS

Agenda Exhibit E.

The California Clean Energy (CCE) Jobs Acts was established with the passage of Proposition 39 in November 2012, allocating approximately \$550 million annually to improve energy efficiency and expand clean energy generation. The District has completed an energy audit and developed an energy expenditure plan compliant with CCE requirements and is now ready to solicit Requests for Proposals/Qualifications (RFP/Q) for the design and construction of HVAC Building and Exterior Lighting Control Systems at our seven school sites and the District Office.

V. ACTION CALENDAR (Continued)ADMINISTRATIVE SERVICES (Continued).04 AUTHORIZATION TO SOLICIT REQUEST FOR PROPOSALS/QUALIFICATIONS FOR PROPOSITION 39 HVAC BUILDING & EXTERIOR LIGHTING CONTROL SYSTEMS (Continued)

Mrs. Smith made the motion, seconded by Mr. Chambers, that the Governing Board authorize Solicit Request for Proposals/Qualifications for Proposition 39 HVAC Building & Exterior Lighting Control Systems.

AYES: 5; NOES: 0; ABSENT: 0.

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

.05 APPROVAL OF RESOLUTION #16-10: ADOPT PUBLIC AGENCY RETIREMENT SERVICES (PARS) SUPPLEMENTARY RETIREMENT PLAN FOR CERTIFICATED EMPLOYEES

Agenda Exhibit F.

The proposed retirement incentive plan will be offered to certificated non-management and certificated management staff through a tax-sheltered annuity program compliant with Internal Revenue Code Section 403(b). To be eligible, certificated employees must be either (1) age 55, with five years of District service or (2) age 50, with 30 years of District service as of June 30, 2017. Qualified employees who elect this plan are eligible to receive 70% of their final pay, payable via an annuity ranging in a term from five years to the life of the employee or his/her beneficiary.

Mr. Chambers made the motion, seconded by Mr. Hamblen, that the Governing Board approve Resolution #16-10: Adopt Public Agency Retirement Services (PARS) Supplementary Retirement Plan for Certificated Employees.

AYES: 4; NOES: 1; ABSENT: 0.

Roll Call Vote: Ayes: Chambers, Hamblen, Michel, Smith
Noes: Jensen

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

VI. DISCUSSION CALENDAR

- .01 Revised Job Descriptions (Draft)
- Accounting Technician II
 - Payroll Accounting Clerk
 - Account Clerk II: Fiscal Services

Agenda Exhibit G.

Discussion was held regarding revisions to the listed job descriptions. Noted changes will be made and the job descriptions will be included on the next Board agenda for approval.

VII. CONSENT CALENDAR

- .01 REMOVAL OF ITEMS FROM CONSENT CALENDAR
No items were removed from the consent calendar.

- .08 APPROVAL OF CONSENT CALENDAR
Mr. Chambers made the motion, seconded by Mr. Hamblen, that the Governing Board approve Consent Calendar Items .02 through .07, according to the Education Code.

AYES: 5; NOES: 0; ABSENT: 0.

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

- .02 PERSONNEL ACTION REPORT #16-17-10

Agenda Exhibit H.

CERTIFICATED PERSONNEL

- I. SEPARATION
#0800001643 - 11/14/2016
Substitute Teacher

#0800002311 - 11/29/2016
Substitute Teacher

VII. CONSENT CALENDAR (Continued).02 PERSONNEL ACTION REPORT #16-17-10 (Continued)CLASSIFIED PERSONNELI. CHANGES OF ASSIGNMENT

Alonzo, M. Irma - 09/21/2016 (Ratification)

Current Assignment(s):

Substitute Secretary
 Substitute Typist Clerk
 Substitute Bilingual Service Provider
 Substitute Playground Supervisor
 Substitute Instructional Assistant
 Substitute Instructional Assistant II
 - Bilingual

Add: Substitute Library Media Clerk

Substitute Media Print Assistant

Bryant, Jody - 11/29/2016

Current Assignment(s):

Playground Supervisor #081137J007
 Substitute Playground Supervisor
 Substitute Cafeteria Worker

Delete: Playground Supervisor #081137J007

Delara, Don - 11/29/2016

Current Assignment(s):

Substitute Computer Technician I

Add: Substitute Media Print Assistant

Felix, Brandie - 11/29/2016

Current Assignment(s):

Instructional Assistant I #081158P002
 Substitute Instructional Assistant
 Substitute Playground Supervisor
 Substitute Typist Clerk

Add: Substitute Media Print Assistant

Perez, Melinda - 11/29/2016

Current Assignment(s):

Cafeteria Worker I #081108D010
 Substitute Cafeteria Worker
 Substitute Playground Supervisor
 Substitute Typist Clerk

Add: Substitute Media Print Assistant

Rodriguez, Michelle - 11/29/2016

Current Assignment(s):

Cafeteria Worker I #081108D028
 Substitute Cafeteria Worker

Add: Substitute Playground Supervisor

Substitute Instructional Assistant

Substitute Instructional Assistant II
 - Bilingual

VII. CONSENT CALENDAR (Continued)

.02 PERSONNEL ACTION REPORT #16-17-10 (Continued)

CLASSIFIED PERSONNEL (Continued)

II. EMPLOYMENT OF SHORT-TERM CLASSIFIED EMPLOYEE

Estrada, Chantel

Instructional Assistant I (AVID Program) #081121J003

8 hours per week

Funding Source: Title I (BPJHS)

Location: Buena Park Junior High School

Anticipated Dates: November 29, 2016-May 26, 2017

Rate of Pay: \$20.21 per hour (includes benefits)

of Weeks (not to exceed): 23

Total Cost (not to exceed): \$3,719

.03 CONFERENCE/TRAVEL ACTION REPORT

Agenda Exhibit I.

December 14-18, 2016 - "Midwest Clinic 2016" - F. Penaloza

February 3-4, 2017 - "The 6th Annual ECSTEM Conference" - J. Robinson

February 7-8, 2017 - "2016-17 CAASPP Institute: A Professional Learning Opportunity" - M. Beckelheimer, K. Yuen, S. Lee, J. Beckelheimer

February 9-10, 2017 - "2016-17 CAASPP Institute: A Professional Learning Opportunity" - P. Spirtos, H. Guay, R. Harrison, B. Chang

.04 INTER-DISTRICT TRANSFERS, 2016-2017

Agenda Exhibit J.

Permits granted to date: In: 176

Out: 231

.05 BUSINESS SERVICES REPORT

Agenda Exhibit K.

a. Purchase Orders dated 11/15/16-11/28/16 were approved in the total amount of \$88,999.68.

Minutes, November 28, 2016 (Continued)

VII. CONSENT CALENDAR (Continued)

.06 CONTRACT/SERVICE AGREEMENT(S) NO. 236

Agenda Exhibit L.

Contract #: 15-59
 Contractor: BCA Architects
 Site Dept. Manager: K. Tsunozumi
 New Contract/Amendment: Amendment

Description of Services: Provide Architectural services for the Beatty and Corey modernization projects as specified by the District. Architectural services to include responsibilities related to schematic design, design development, construction documents, bidding and awarding contracts, construction monitoring, and project close-out.

Contract Period: November 29, 2016-November 30, 2016
 Funding Source: 2014 Bond Fund
 Total Expenditure: Increase Not to Exceed \$569,259
 Agreement Total
 Not to Exceed \$1,936,023

Contract #: 17-16
 Contractor: Momentum in Teaching, LLC
 Site Dept. Manager: R. Miramontes
 New Contract/Amendment: Amendment

Description of Services: Increase additional 6 days of training in the implementation of Reading Workshop and Writing Workshop.

Contract Period: December 9, 2016-December 12, 2016
 June 5-8, 2017
 Funding Source: Educator Effectiveness
 Total Expenditure: Increase Not to Exceed \$18,000
 Agreement Total
 Not to Exceed \$77,250

Contract #: 17-32
 Contractor: Discovery Education
 Site Dept. Manager: R. Miramontes
 New Contract/Amendment: Amendment

Description of Services: Increase access to digital textbook platform known as Discovery Education Science Techbook, Social Studies Techbook, and Math Techbook, including professional development.

Minutes, November 28, 2016 (Continued)

VII. CONSENT CALENDAR (Continued)

.06 CONTRACT/SERVICE AGREEMENT(S) NO. 236 (Continued)
 Contract Period: December 1, 2016 - May 31, 2017
 Funding Source: IMFRP Unrestricted
 Total Expenditure: Increase Not to Exceed \$14,300
 Amendment Total
 Not to Exceed \$46,700

Contract #: 17-48
 Contractor: The New England Academy
 Site Dept. Manager: R. Miramontes
 New Contract/Amendment: New

Description of Services: Provide alternative supports: after school intervention program to at-risk students (grades 4-6 district-wide, project excel: expanded curriculum for the enhancement of learning.

Contract Period: December 13, 2016 - June 30, 2017
 Funding Source: Title I
 Total Expenditure: Not to Exceed \$70,000

Contract #: 17-49
 Contractor: TELACU Construction Management, Inc.
 Site Dept. Manager: K. Tsunozumi
 New Contract/Amendment: New (Renewal)

Description of Services: Provide program and construction management services including program prioritizing, phasing and scheduling, program cost validation, project specifications review, conduct constructionability reviews, identification of value engineering opportunities, recommendation of delivery methods, project timeline development, monitor/ensure adherence to timelines, budgets, change order administration, lead bond oversight committee meetings, and assist in DSA project close-out.

Contract Period: December 24, 2016-December 24, 2019
 Funding Source: 2014 Bond Fund
 Total Expenditure: Increase Not to Exceed \$1,853,392
 Agreement Total
 Not to Exceed \$2,444,432

Contract #: 17-50
 Contractor: Phase II Systems dba Public Agency Retirement Services (PARS)
 Site Dept. Manager: K. Tsunozumi
 New Contract/Amendment: New

Minutes, November 28, 2016 (Continued)

VII. CONSENT CALENDAR (Continued)

.06 CONTRACT/SERVICE AGREEMENT(S) NO. 236 (Continued)

Description of Services: Establish retirement incentive program through contributions to purchase an IRC 403(b) fixed annuity contract for the benefit of the District's eligible employees and their beneficiary. PARS to provide consulting, analytical, and administrative services necessary to implement the plan.

*Note: If incentive plan is initiated, PARS will be paid via Pacific Life Insurance for 5.5% of premium or minimum of \$25,000.

Contract Period: November 29, 2016 - August 31, 2021
 Funding Source: Admin Services
 Total Expenditure: Not to Exceed \$5,000

.07 2016-2017 STUDENT TEACHING ASSIGNMENTS: CALSTATETEACH

Agenda Exhibit M.

2016-2017 Student Teaching Assignments
 CalStateTEACH

Term: January 9 - April 21, 2017

Student Teacher: Dylan Salisbury
 Master Teacher: Amy Biesiada
 Grade: 2
 School: Pendleton

VIII. BOARD COMMENTS

Mrs. Jensen attended the Beatty HSA meeting, fifth grade speech contest, and the STEM sailing training. Mrs. Jensen commented that it has been a pleasure to serve on the Governing Board for the past 16 years.

Mrs. Smith participated in the Gilbert School visitation with Mrs. Michel and Mr. Magnuson on November 17.

IX. INFORMATION/CORRESPONDENCE

.01 Information/Correspondence

.02 Major Topics for Governing Board

Agenda Exhibit N.

.03 School Site Activity Calendar

Agenda Exhibit O.

Minutes, November 28, 2016 (Continued)

X. CLOSED SESSION

At 7:14 p.m., Mr. Hamblen made the motion, seconded by Mrs. Jensen, that the Governing Board go into closed session.

AYES: 5; NOES: 0; ABSENT: 0.

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

XI. RECONVENE

At 8:20 p.m., Mrs. Jensen made the motion, seconded by Mr. Hamblen, that the Governing Board reconvene.

AYES: 5; NOES: 0; ABSENT: 0.

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

XII. REPORTING OUT OF CLOSED SESSION

.01 PUBLIC EMPLOYEE PERFORMANCE EVALUATION - SUPERINTENDENT EVALUATION

Discussion was held regarding Public Employee Performance Evaluation-Superintendent Evaluation.

XIII. ADJOURNMENT

At 8:21 p.m., Mrs. Jensen made the motion, seconded by Mr. Chambers, that the Governing Board adjourn the meeting.

AYES: 5; NOES: 0; ABSENT: 0.

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

_____President

_____Clerk

_____Member

_____Member

_____Member