

**West Park Elementary School District**

**Board Meeting Minutes**

**October 12, 2020**

**I. OPENING BUSINESS**

- a. Call public Session to order by Aida Garcia at 4:33pm
- b. Roll Call : Aida Garcia-Present  
Thomas Deubert-Present  
Angelica Pineda-Present  
Kimberly Vivenzi-present  
(Open seat)
- c. Pledge of Allegiance – Led by Board President Garcia
- d. Adopt Agenda;  
Board member Pineda motions to adopt the agenda, Board member Deubert seconds the motion  
3 Yeas  
0 Noes  
1 Open Seat  
1 Absence
- e. Identify closed session topics of Discussion;
  - a. Superintendent’s Evaluation Components
- f. Allow for Public to comment on closed session topics

**II. PUBLIC COMMENT PERIOD RE; CLOSE SESSION ITEMS**

No Comments from public at this time.

**III. CLOSE SESSION:**

Board Member Deubert motions to move to closed session. Board Member Pineda Seconds the motion  
4 Yeas  
0 Noes  
1 Open Seat  
Moved to Close Session at 4.37pm

**IV. RECONVENE TO OPEN SESSION:**

No action was taken in closed session. Board Member Vivenzi motions to return to open session, Board Member Pineda seconds the motion. Reconvene to Open Session at 5:54pm.  
4 Yeas  
0 Noes  
1 Open Seat

**V. PUBLIC COMMENT PERIOD**

No Comments from the public at this time.

**VI. CONSENT CALENDAR**

- a. Board Meeting Minutes September 14, 2020;
- b. Special Board Meeting Minutes September 28, 2020;
- c. Approve Current Invoices for payment for September 30, 2020;
- d. Approve Payroll Disbursement for September 30, 2020;  
 Board member Pineda motions to approve the Consent Calendar items, Board member Vivenzi seconds the motion with provisions to adjust the September 28, 2020 Special Board Meeting minutes to record the conversation about tabling the September 14, 2020.  
 4 Yeas  
 0 Noes  
 1 Open Seat

**VII. COMMUNICATIONS (Oral Briefings)**

Superintendent/West Park Elementary, R-G Vigil;

- Migrant Ed was here to pass out food today from 12pm-2pm
- Superintendent's Meeting; many applied for the waiver but will start with small cohorts
- Starting small groups of students coming on campus for students needing extra help
- Home visits are optional, require 2 people.
- Innovation grant for staff to submit to FCOE by October 16, 2020
- Assessments for second quarter, ESGI K-2, Illuminate 3-8
- Grades due October 16, 2020
- Century Book Club kickoff October 19, 2020
- Red Ribbon week; October 26, 2020
- Recognition for Elementary Staff BBQ on October 2, 2020
- Progress report conferences with struggling students
- Lesson plans being delivered to Vigil and also zooming in to classes
- MOT needs to inspect rooms for preparation of small groups

WPECA, Ms. Robin Johnson;

- Teachers thankful for October 2, 2020 BBQ
- Association met with Mr. Vigil and Ms. Astorino, reviewed the teleworking policy and submitted a substitute proposal for K-6.
- Submitted a survey to the teachers on comfort level of bringing children back. 9/17 said no.
- Later start on packet distribution when the weather turns colder.
- Teachers know they can go to any member of the Association, so communication is going well with teachers and administration.

West Park Charter Academy, R. Elizondo;

- Mr. Elizondo presents a slideshow PowerPoint on WPCA events
- Current enrollment is 304
- Conducted a brief survey with staff; 22/30 responses. 64% have said they have adapted to the virtual learning. 36% feel comfortable and safe working from site, 32% feel ok, 32% do not feel safe. 96% agree with the safeguards at the site. 41% want to continue with FCOE training.

## **VIII. MISCELLANEOUS REPORTS AND PRESENTATIONS**

- a. Cash Flow Report and Revenue through September 30, 2020;  
Presented by Mr. Vigil, also presents enrollment.
- b. Maintenance and Operations; Presented by Roy Diaz.
- c. Cafeteria Report; R-G Vigil  
Seamless Summer got approved so we are feeding kids in our community under 18 until September of 2021. More meals are being picked up because of that fact. Board Member Vivenzi asks how the cafeteria is keeping track to make sure our students get fed. Mr. Vigil states that we are keeping track with their POS cards and those students that did not pick up meals are being contacted.
- d. Technology Report; Randy Randolph
  - Been distributing hot spots to those that have indicated they do not have internet.
  - Distributed between 60-7- devices.
  - Only 2 reports of sketchy connections at home
  - PD on Wednesday and Thursday. Hosted a training class with teachers about technology.
  - Mr. Randolph asked teachers to make a video to present to the board, he presents it in the meeting. (FlipGrid). Board Member Vivenzi is concerned that with FlipGrid we are adding something else for the parents and students to learn something new. Mr. Randolph says that google does not offer something like this as of yet.

## **IX. DISCUSSION ITEMS/INFORMATION**

- a. Portable;  
Mr Vigil presents that we will be receiving a portable to house extended services
- b. Telework;  
Mr. Vigil presents the draft of the policy to the board to vote on during Action Items. Once the Policy gets approved there will be an application to fill out. Board Member Vivenzi wants there to be clarification on the scheduled zoom meeting that it would just be the home work site, not the whole home. Board Member Vivenzi also wants to make sure there is a 24-hour notice before the zoom meeting.
- c. Board Appointment – 2-year term;  
Mr. Vigil presents the process of Board Appointment for the 2-year term. No one is running for the 2-year term seat so an appointment will be made. Mr. Vigil will put the announcement in the paper and display it in three other locations in the area.
- d. Board By-Laws;  
Request to change hiring process. Candidate will not start with the district until after the board approves the hire. A Special Board Meeting will be called if there is a need to hire immediately. Request to change staffing communication practices between Superintendent and the Board.

## **X. ACTION ITEM**

- a. APPROVAL: WPCA 2020-2021 Every Student Succeeds Act (ESSA)  
Comprehensive Support and Improvement(CSI)  
Prompts;  
Board Member Deubert motions to approve, Board Member Pineda Seconds the motion.

4 Yeas  
0 Noes  
1 Open Seat

Board Member Vivenzi mentions that a lot of people are having trouble hearing over the zoom and there are comments that they want the comments read in the chat. Mr. Randolph reads a comment from Ms. Sheppard wanting to know what the vote on Teleworking was. Board Member Vivenzi asks the public if they can currently hear, no response.

- b. APPROVAL: Discard of unused Furniture and Equipment;  
Board Member Vivenzi motions to approve, Board Member Pineda Seconds the motion.  
4 Yeas  
0 Noes  
1 Open Seat
- c. APPROVAL: Telework Policy;  
Board Member Vivenzi motions to approve with the provision that a 24-hour notice be given before inspection appointment of "home work site". Board Member Pineda Seconds the motion.  
4 Yeas  
0 Noes  
1 Open Seat  
Comment from a teacher: Will those forms be available immediately? Mr. Vigil and Mr. Elizondo said the application should be available by end of day Wednesday
- d. APPROVAL: Board By-Laws;  
Board Member Vivenzi motions to approve with additions of a work after approval for hiring and communicating staffing in a timely manner between the Superintendent and the Board. Board Member Pineda Seconds the motion  
4 Yeas  
0 Noes  
1 Open Seat

**XI. RETURN TO CLOSED SESSION (as needed)**

Close session not needed.

**XII. ADVANCED PLANNING**

Next meeting scheduled for November 9, 2020.

Mr. Vigil announces the Polling locations: 142 E CA St. cross street: Walnut and CPES Hall at 172 W Jefferson.

Mr. Randolph reads comment from teacher: to clarify, the paperwork for teleworking will be available by end of day Wednesday? How long will the applications take to be approved? Mr. Vigil and Mr. Elizondo say it will take up to a week for the applications to be approved.

Board Member Vivenzi wants some clarifications on the Consent Calendar; Accounts Payable. Who is Betty Thompson? Mr. Vigil says she works for the County and she is brought in to help with the year ending of closing of the books. Board Member Vivenzi is

going to make an appointment to come in and discuss it in depth but she wants to ask questions so the public can hear as well. The rent for the Hanford went up in October in comparison to July. Mr. Vigil said he can get that information for her. The copiers have many different areas on the accounts payable sheet. Mr. Vigil says that we just upgraded out copiers so we have to finish up a contract and start a new contract. We lease our copiers. Mr. Randolph reads a comment from Mrs. Johnson; Our new copiers are making better quality papers. Mr. Vigil states he will look into the equipment financing for the copiers. Board Member Vivenzi says if there could be more description on that. Board Member Vivenzi asks if the money we spent on the preschools iPads will be taken out of the money we transferred last meeting, Mr. Vigil explains it comes out of a different account. Board Member Vivenzi asks about the CASBO line on the accounts payable, Ms. Astorino states that is where the teachers do some of their webinars and conferences out of. Board Member Vivenzi ask if we can get the registration for the December 5, 2020 Board Member training class.

**XIII. ADJOURNMENT**

Board member Deubert motions to adjourn the meeting, Board Member Pineda seconds the motion. The board meeting was adjourned at 7:20pm.

4 Yeas

0 Noes

1 Open Seat

Submitted for Approval

\_\_\_\_\_  
Tom Deubert, Clerk  
West Park Park Elementary School District, Board of Trustees  
Fresno County, CA

\_\_\_\_\_  
Date