

**West Park Elementary School District**

MINUTES OF THE MEETING OF THE BOARD TRUSTEES

Monday July 10<sup>th</sup>, 2023, 5:30 p.m.

West Park Elementary School Computer Center

**I. OPENING BUSINESS**

- A. Call Public Session to Order. Board President Aida Garcia called the meeting to order at 5:32 p.m.
- B. Roll Call. Board Members Present: Fernando Alvarez, Aida Garcia, Araceli Lopez (Absent), Ezekiel Rodriguez and Mark Vivenzi
- C. Pledge of Allegiance. Board President Aida Garcia led the Pledge of Allegiance
- D. Adopt Agenda. The Board voted to approve the agenda.

Motion made by: Mark Vivenzi

Motion seconded by: Fernando Alvarez

Voting:

Fernando Alvarez:	Y
Aida Garcia:	Y
Araceli Lopez:	Absent
Ezekiel Rodriguez:	Y
Mark Vivenzi:	Y

**II. PUBLIC COMMENT PERIOD**

No Public Comment.

**III. CONSENT CALENDAR**

- A. The Board approved the following routine business transactions:
  - 1. Regular Board Meeting Minutes June 12, 2023
  - 2. Special Board Meeting Minutes June 28, 2023
  - 3. Warrants for June 2023
  - 4. Payroll for June 2023
  - 5. Cash Flow Report June 2023
  - 6. Revenue Report
  - 7. Budget Report
  - 8. Inter-district Transfers
    - A. Transfer # 2023-07-06

Motion made by: Ezekiel Rodriguez

Motion seconded by: Mark Vivenzi

Voting:

Fernando Alvarez: Y

Aida Garcia: Y

Araceli Lopez: Absent

Ezekiel Rodriguez: Y

Mark Vivenzi: Y

#### **IV. REPORTS AND PRESENTATIONS**

A. Board Member Reports: No Reports.

B. Superintendent Report: Thank you to the summer school teachers and staff for their hard work. Thank you Rosie Macias for tackling multiple jobs, while we have been short staffed. We are looking into hiring more food service support staff. July 11th-13th, 2023 GAMUT training for the Superintendent and Directors to update board policies. Upon completion, updated board policies will be presented for approval. Upon approval, updated current board policies will be uploaded onto the West Park District website.

C. HR Report: At certificated staff orientation on July 14th, 2023 staff will receive a binder regarding updated practices and policy procedures for West Park. We are 97% fully certificated staffed, we only have 3 more certificated positions to fill. We have been working with the county to find the remaining staff members, we have 9 days left. GAMUT training will not hinder the hiring process. Of the current certificated staff hired, they are all fully certified, which means we will have no negative findings with Calsaz. Negotiations with WPECA are complete. CSEA Chapter 843 meeting will be held on July 25th, 2023. We are looking to expedite that process to be at full staffing capacity.

D. Painting has been completed on the portable buildings, preschool and IT office. Modernization of the multi-purpose room will be delayed slightly due to A/C units being on backorder, stalling the installation process. An elevator will be coming soon, with a multi-purpose room projected completion date being September of 2023. The back wall was painted and we are seeking a local artist who can paint the West Park logo on the building. All restroom plumbing installed and inspections passed while the walls will begin receiving epoxy coating and color updating next. The floors to be finished next and the raw walls are up. The modernization project, excluding the multi-purpose room, will be completed shortly after school resumes. Temporary usage of restrooms for students will be directed towards the three sets of restrooms that were not a part of the modernization project. Painting and stucco around newly installed doors is nearly complete. Locksmith is being called to come and rekey all the door locks next week. We are utilizing the old electrical panels until the new panels arrive in November, which will be installed when students are on break to prevent any loss of classroom time. Classrooms are ready for occupancy.

E. Continuation of work load from last month: Finishing touches on state reports for CALPADs, Elementary rollover for the student information system is complete, Charter rollover will be done next week. I have attended training and meetings regarding new processes for assessment, data, CALPADs, and ELPAC. The process to work with TelData to have a new Public Announcement system installed at the elementary site has been started. Delays due to fiber line connection issues will be resolved soon. Preparing for certificated orientation day, where IT will be speaking on IT services as well as assessment information. SBAC scores will be complete and data ready to review by the end of the week.

F. I have been directing the newly awarded grant funds towards a new Point of Sales software and looking into estimates on remodeling my serving line. I am ordering shelving for our refrigerators and freezers. I am looking into shelving that is resistant to bacteria, rust and mold. A new gas oven will be getting installed this week, before students return to school. Finally I will be adding new nutritional foods, vegetables, fruits, and some new foods, orange chicken, rice bowl with teriyaki, cheese and chicken enchiladas for this coming year.

G. Business Services Report: Payroll department saw through our retroactive payments for the CSEA classified staff, summer school time sheets and deferred pay processed for July payroll. At the orientation training on Friday the Business Services department will be letting staff know our expectations and policy procedures regarding purchase order requests and approvals. We will also inform staff we are available for customer service concerns, for example payroll. LCAP 2022-2023 audit: auditing services still underway, this has been a smooth process so far, with auditors coming in person during late September/October. We will be commencing reporting regarding ESSAR reporting, comprehensive support improvement (CSI), and food services. West Park Elementary School District's website is being updated to become more user friendly and provide community members and employees with information regarding each department. We've been working really closely with FCSS, we have been on a number of meetings with them, to ensure we start the year off on a good foot and make sure we close off this year in proper fashion.

## **V. ACTION ITEMS**

### **1. APPROVAL: 2023-2024 Certificated Management Salary Schedule**

Motion made by: Ezekiel Rodriguez

Motion seconded by: Fernando Alvarez

Voting: Y 3 / N 1

Fernando Alvarez: Y

Aida Garcia: Y

Araceli Lopez: Absent

Ezekiel Rodriguez: Y

Mark Vivenzi: N

2. APPROVAL: 2023-2024 Classified Management Salary Schedule

Motion made by: Ezekiel Rodriguez

Motion seconded by: Fernando Alvarez

Voting:

Fernando Alvarez: Y

Aida Garcia: Y

Araceli Lopez: Absent

Ezekiel Rodriguez: Y

Mark Vivenzi: Y

3. APPROVAL: 2023-2024 Daily Special Services Salary Schedule

Motion made by: Mark Vivenzi

Motion seconded by: Fernando Alvarez

Voting:

Fernando Alvarez: Y

Aida Garcia: Y

Araceli Lopez: Absent

Ezekiel Rodriguez: Y

Mark Vivenzi: Y

4. APPROVAL: LINQ Titan POS (point of sale software)

Motion made by: Ezekiel Rodriguez

Motion seconded by: Mark Vivenzi

Voting:

Fernando Alvarez: Y

Aida Garcia: Y

Araceli Lopez: Absent

Ezekiel Rodriguez: Y

Mark Vivenzi: Y

**VI. PUBLIC COMMENT PERIOD RE: CLOSED SESSION ITEMS**

No comment

**VII. CLOSED SESSION**

Closed session

Motion made by: Mark Vivenzi

Motion seconded by: Ezekiel Rodriguez

Voting:

Fernando Alvarez: Y

Aida Garcia: Y

Araceli Lopez: Absent

Ezekiel Rodriguez: Y

Mark Vivenzi: Y

Closed session convened at 6:10 p.m.

### **VIII. REPORT OF ACTIONS TAKEN IN CLOSED SESSION**

Returned from closed session at 6:54 p.m.

- A. Public employee discipline/release/dismissal/resignation/ reassignment  
(Government Code Section 54957)

The Board approved the resignation of a classified employee.

Voting:

Fernando Alvarez: Y

Aida Garcia: Y

Araceli Lopez: Absent

Ezekiel Rodriguez: Y

Mark Vivenzi: Y

- B. Conference with Labor Negotiators  
(Government Code Section 54957.6)

No reportable action taken

- C. Conference with legal counsel -  
Existing Litigation (Government Code Section 54956.9(d)(1))

No reportable action taken

- D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Government Code Section 54957(b))  
Title: Superintendent

No reportable action taken

**IX. ADVANCED PLANNING**

A. Regular Board meeting: August 14, 2023

**X. ADJOURNMENT @ 6:55 p.m.**

Motion made by: Mark Vivenzi

Motion seconded by: Ezekiel Rodriguez

Voting:

Fernando Alvarez: Y

Aida Garcia: Y

Araceli Lopez: Absent

Ezekiel Rodriguez: Y

Mark Vivenzi: Y