

**GARVEY SCHOOL DISTRICT**  
Rosemead, California

Minutes of Regular Meeting  
February 10, 2011

The Garvey School District Board of Education met in regular session on February 10, 2011, at the Education Center, Rosemead, California.

**CALL TO ORDER**

The meeting was called to order at 6:02 p.m., by Board President M. Janet Chin.

**ROLL CALL**

Present at the meeting were Mr. Bob Bruesch, Ms. M. Janet Chin, Mr. Henry Lo, Mr. Tony Ramos (arrived at 7:12 p.m.), Mr. John Yuen (arrived at 6:56 p.m.), and Superintendent Dr. Sandra Johnson.

Also in attendance were Mr. Genaro Alarcon, Mr. Michael Coughlin, Ms. Dolores Preciado, 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 which is hereby made an official part of these minutes.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Olivia Sandoval 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 Bob Bruesch, and carried by a vote of 3 to 0 (Tony Ramos and John Yuen not present for the vote), the Board adjourned at 6:05 p.m. to a closed session and addressed those items posted on the agenda.

**RECONVENE INTO PUBLIC SESSION**

The Board reconvened in public at 6:34 p.m.

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

Janet Chin indicated that there was no action taken during the closed session.

**SPECIAL RECOGNITIONS**

- Dewey Lion Dance Performers and Teacher Alan Chan. Presentation postponed.

**COMMUNICATIONS/REPORTS FROM THE BOARD AND SUPERINTENDENT**

Dr. Sandra Johnson reported that Anita Chu, Assistant Superintendent of Instructional Services, is submitting her resignation to the Board. Ms. Chu sent a letter to each Board Member. Dr. Johnson thanked Ms. Chu for all her good work at the District and wishes her well at LACOE (L.A. County Office of Education). On behalf of the Board, a plaque of recognition will be sent to Ms. Chu. The staff in Instructional Services is working together to continue the mission of supporting the children in District.

Henry Lo wished everyone a happy Year of the Rabbit. He and other Board members attended various Lunar Year events in the area.

Bob Bruesch stated that the Rosemead Kiwanis Club has donated 2 sets of dictionaries to the students of Temple Intermediate School.

Janet Chin spoke of the meeting on the Coalition of Asian Pacific American on February 22, 2010, 6 p.m., at the Bruguemeyer Library in Monterey Park, where a discussion will take place regarding the 14 member commission recently elected to plan the re-districting of the State of California. It takes 9 votes out of the 14 commissioners to approve any re-districting of our ~~school~~ **legislative district** boundaries. Mr. Lo spoke of a historic re-districting effort 20 years ago that fragmented many school districts.

#### **REPORT FROM UNION REPRESENTATIVES**

- **Garvey Education Association (GEA)**

Terry Skotnes, Executive Director of GEA, addressed the Board regarding the agenda items dealing with closing of a school and combining it with another school due to what the District is facing on declining enrollment and budget reductions. Mr. Skotnes indicated that GEA wants to work together with the District to make this process as painless and constructive as possible for all those involved. Mr. Skotnes spoke of an upcoming ballot initiative on June, 2011.

Bob Bruesch commented on an Education Summit planned by LACSTA (L.A. County School Trustees Association) and CSBA (California School Boards Association) on March 12, 2011 at a local high school. Mr. Bruesch encouraged everyone to attend the Summit.

- **California School Employees Association (CSEA)**

Vickie Walker, President of CSEA, Chapter 292, addressed the Board regarding the June 2011 election. CSEA is planning a kick off event on March 2, 2011, at the CSEA Office in Santa Fe Springs, for phone banking activities in support of the tax extension. Ms. Walker stated that CSEA, Chapter 292, officers were installed on January 29, 2011. State President Alan Clark was a speaker at the installation luncheon. Ms. Walker indicated that on February 12, 2011, officer training will be taking place in Long Beach.

Ms. Walker reported that CSEA is recommending Michael Bilbrey as member of the CalPERS Board of Directors. Mr. Bilbrey has been an active member of CSEA and is currently a member of the CSEA Budget Committee and Investment Committee. In addition, CSEA will be having a regional election of directors, and 3 of the candidates have discussed their goals at a recent meeting of CSEA, Chapter 292.

Ms. Walker noted that CSEA is very concerned about the closing of Marshall and combination with Dewey School. The association realizes these actions are a symptom of the current financial situation, and is looking forward to working with the District to ameliorate any problems relating to employee lay-offs.

#### **REPORT FROM HEAD START REPRESENTATIVE**

Becky Lam addressed the Board regarding this week's Federal Review of the program. For the last 4 days, the auditors visited classrooms and conducted interviews of parents and staff. At this afternoon's exit meeting, the auditors expressed how pleased they were with what they observed. Ms. Lam thanked all the staff for providing the assistance required by the auditors.

Ms. Lam reported that the Head Start Program is fully enrolled. The program is making preparations for recruitment and enrollment of next year's program. A flyer is being distributed to different schools and banners are being placed at different schools sites, including one at the District Office. Many families are now calling and inquiring about the program.

#### REPORTS FROM DISTRICT REPRESENTATIVES

- **Garvey Council PTA**

Bob Bruesch reminded everyone of the upcoming PTA Founders' Day on Wednesday, February 23, 2011, at the Rosemead Recreation Center. Cost is \$12 payable to Marion Sumimoto or Cathie Camacho. Silent auction starts at 4:00 p.m.

- **Garvey Education Foundation**

Henry Lo addressed the Foundation mini-grant applications that were reviewed last week. A total of 12 mini-grants were awarded to an amount of approximately \$6,000. The school grant applications are due on February 28. Michael Coughlin announced the awards dinner will be on Wednesday, April 20, 2011, at Luminarias Restaurant.

#### HEARING OF PERSONS IN THE AUDIENCE

Juan Nunez addressed the Board and asked questions on the proceedings of the Board and pending lay-offs along with expenses made of new furniture that may not be necessary.

#### CONSENT AGENDA

On the motion of Bob Bruesch, seconded by Henry Lo, and carried by a vote of 3 to 0 (Tony Ramos and John Yuen not present for the vote), the Board approved the Consent Agenda as indicated below.

##### A. **Board/Superintendent**

1. Conference/Convention Attendance 1  
It is recommended that the Board of Education approve requests for conference and convention attendance as presented. Approved.
2. Accept Donation  
Accept donation to the District from Schools First Federal Credit Union in the amount of \$110 as a donation for every school employee who joined the credit union in September and October 2010. Approved.
3. Accept Donation  
Accept donation to Hillcrest School from Mr. Steve Hasegawa of various supplies including binders, folders, scissors, rulers, staplers, etc. Donation is valued at \$10,200. Approved.
4. One-Time Supplemental Funding 2  
It is recommended that the Board of Education approve the Head Start One-Time Supplemental (OTS) Funding Application for Program Year 2010-2011 for five (5) Budget Adjustment & Request for Advance Approvals (BAR/RAA) that will be submitted to Los Angeles County Office of Education, Head Start Division-GRANTEE. Approved.

**B. Human Resources**

1. Personnel Assignment Report 3  
It is recommended that the Board of Education approve Personnel Assignment Report No.10-11-10 as presented. Pupil Personnel Services Approved.

**C. Instructional Services**

1. Consolidated Application 4  
It is recommended that the Board of Education approve the submission of The 2010-2011 consolidated Application for Funding Categorical Aid Programs (Part II) for an estimated total of \$5,983,914. Approved.
2. Brandeis Bardin Outdoor Education Program 5  
It is recommended that Board of Education approve the attendance for eighty fifth and sixth grade students from Monterey Vista School at the Brandeis Bardin Camp from May 31 – June 3, 2011. Approved.

**E. Business Services**

1. Purchase Order Report 6  
It is recommended that the Board of Education approve Purchase Order Report No.10-11-09 as presented. Approved.  
  
On a question from Bob Bruesch regarding whether the cafeterias are on the same meters as schools and if the purchase of high efficient chillers (refrigerators) would save energy, Michael Coughlin responded that there would be substantial savings on energy. Mr. Bruesch asked for information on the amount of savings that would be generated by purchasing newer high efficient chillers (refrigerators).
2. Appropriation Transfers 7  
It is recommended that the Board of Education approve the Appropriation Transfers as presented. Approved.

**REPORTS AND INFORMATION ITEMS**

- A. Hadley Hui of Moss, Levy & Hartzheim presented the 2009-10 Audit Report. 8

Mr. Hui pointed out that this year, auditors issued an Unqualified (a “clean”) opinion on the District’s financial statements, the best an auditor can issue where according to standards, no material weaknesses were cited. Auditors issued an Unqualified opinion on compliance related to the District’s “major” federal awards and no “findings” related to federal funds. This year, 4 major programs were tested to determine a measure on expenses over \$3,000, e.g., Special Education, the Fiscal Stabilization Fund, and Head Start. There were no findings related to Federal funding programs. Auditors issued a Qualified opinion on a state award program with 1 finding for after-school programs. Auditors expressed an opinion on financial statements that audit procedures were designed to gain reasonable but not absolute assurance. An audit adjustment was not issued, meaning there is no disagreement with management as far as standards implementation or preparation of financial statements.

Mr. Hui indicated that during the audit there was confirmation directly made with all financial institutions and the County treasury of all cash and fund balances, that receivables and payables were

verified, and that auditors gave assistance for technical accounting and reporting matters. The three “opinions” given in the audit included an Unqualified Opinion on the financial statements, a Qualified Opinion on District compliance with requirements applicable to State award programs, and an Unqualified Opinion on District compliance applicable to major Federal award programs.

Mr. Hui indicated that the District is required by the State to maintain at least a 3 percent reserve. As of June 30, 2010, the General Fund balance shows an 11.2 percent reserve designated for uncertainties.

On a question from Bob Bruesch, Mr. Hui explained the process for reviewing internal controls. He explained that the auditors visit the District 2-3 times per year to do testing on reporting of student attendance, the basis of most of the District’s funding. Testing is conducted on financial statements, disbursement cycles, payroll and cash receipt cycles, and verifies that there is enough separation of management approvals and those approvals are done according to District policy.

Janet Chin commented that the cause of the 3 findings, most of the time, is an oversight and asked if these had been corrected. Mr. Hui stated that he has addressed these findings with Michael Coughlin and that a follow-up visit will be done in 2011 to make sure that procedures are done accurately following the review.

Mr. Hui talked about the need to implement a new study before June 30, 2011. Mr. Coughlin stated that the Board will be given an update on the study done 3 years ago. The study is required to be done every two years.

#### **ACTION ITEMS**

- A.** A public hearing opened at 7:13 p.m., and closed at 7:14 p.m., on the California School Employees Association (CSEA), Chapter 292, Interest-Based Initial Bargaining Proposal to the Garvey School District for the 2010-2011. There were no requests to speak. 9
- B.** On the motion of Henry Lo, seconded by Bob Bruesch, and carried by a vote of 5 to 0, the Board Approved the California School Employees Association (CSEA), Chapter 292, Interest-Based Bargaining Proposal to Garvey School District for 2010-2011 10
- C.** A Public hearing opened at 7:14 p.m., and closed at 7:15 p.m., on the Garvey School District’s Interest-Based Initial Bargaining Proposal to the California School Employees Association (CSEA), Chapter 292, for the 2010-2011. There were no requests to speak. 11
- D.** On the motion of Bob Bruesch, seconded by Henry Lo, and carried by a vote of 5 to 0, the Board approved the Garvey School District’s Interest–Based Bargaining Proposal to California School Employees Association (CSEA), Chapter 292, for 2010-2011. 12
- E.** Dr. Sandra Johnson addressed the second reading and possible approval of revised Board Policy 3511 Energy Conservation and adoption of Administrative Regulations. 13

Board Members discussed the revisions to the Board Policy concerning the use of appliances and the time necessary for the recommendations to be implemented, as well as, the water conservation and watering systems at all schools that need to be upgraded.

Henry Lo moved, Bob Bruesch seconded, and the motion carried by a vote of 5 to 0, to approve Action Item E: Board Policy 3511 Energy Conservation and adoption of Administrative Regulations.

- F. Michael Coughlin addressed the recommendation that the Board direct staff to evaluate energy efficient proposals utilizing the criteria as shown. 14

Mr. Coughlin indicated that the criteria would help to evaluate the contracts proposed by consultants on their energy efficiency recommendations to the Board. The criterion was developed with legal counsel review of the process to measure progress and success for the District.

Henry Lo suggested that there be clear goals for the District with a realistic range in savings and benchmarks with timeframes for the proposed energy efficient projects. Mr. Bruesch asked to find out the level of savings that can be obtained at the schools sites from introducing the energy efficiency policy before signing a contract.

Art Reynolds answered questions from Board Members regarding electrical hardware and components and complexities with tracking energy savings and energy conservation from newer electrical systems.

Mr. Coughlin explained that by approving the criteria, it is hoped that a recommendation can be given so that the energy and conservation policy that has been approved by the Board can be fully implemented.

On the motion of Henry Lo, seconded by Bob Bruesch, and carried by a vote of 5 to 0, the Board approved Action Item F, as presented.

- G. Dr. Sandra Johnson addressed the Board regarding the recommendation that the Board of Education take action to combine the Marshall and Dewey students into one school on the Dewey campus for 2011-2012. 15

Dr. Johnson stated that Dewey and Marshall are the smallest schools in the District and that both schools are currently running combination classes at almost every grade level. This leads to other problems related to teacher collaboration (PLCs). Dr. Johnson stated that the District enrollment projections for next year seem to be at 95 less students. The projection for this year was 100 less students with the actual drop of 71 students.

Dr. Johnson indicated that by combining the two schools, approximately 471 students are projected to be placed at Dewey for school year 2011-12. Another major consideration to close Marshall School was the \$1,055,000 for needed repairs at this facility, a school that is not growing in the number of students. The preliminary savings in personnel costs is estimated to be close to \$300,000. The boundaries do not have to change, but one concern addressed was the distance between the two schools. Some parents will experience a 7 tenths of a mile longer walk to Dewey School.

Bob Bruesch moved, Henry Lo seconded, to approve Action Item G, as presented.

Board Members discussed the major repair costs and problems with combined classrooms, and the need to provide the best welcoming and transitional support to the parents of students being moved to Dewey School. Genaro Alarcon talked about the concerns being discussed with the faculty of Marshall and Dewey Schools, including the various planning activities that can take place to welcome the children and families at Dewey School.

The motion carried by a vote of 5 to 0.

Bob Bruesch commended Dr. Johnson for her efforts to keep an open communication with the City of San Gabriel for the types of programs that could take place at Marshall School that would serve the community.

- H.** Michael Coughlin addressed the recommendation that that the Board of Education change the priorities for the remaining Measure Q bond funds. 16

Mr. Coughlin gave an update on the Measure Q construction projects that were completed to date. He indicated that there is approximately \$3 million left in Measure Q funds and that the priority list that was previously approved by the Board, included the increase of electrical capacity from the switchbox to individual classrooms at the newer schools of Bitely, Dewey, Hillcrest, Sanchez, Temple and Rice. Susan Trevizo from Del Terra had given an estimate to complete the contracts and various other fees, to be approximately \$2 million. Mr. Coughlin indicated that Art Reynolds and David Jung have considered if it is still necessary to proceed with this work at the schools. District staff is now of the opinion that with computers being more energy efficient, they recommend not to proceed with the additional electrical upgrades.

Dr. Sandra Johnson presented the Board with a list that re-prioritizes bond expenditures for the remaining \$3 million to cover 11 projects of painting and facility improvements at every school in the District. On a question from Bob Bruesch regarding the schools that have been retro-fitted, Mr. Coughlin indicated that Monterey Vista, Dewey, Rice, Sanchez, Temple, Willard, and Bitely are completed. All schools have had their electrical capacity upgraded at their switchbox and the schools that have not had their electrical conduits from the switchbox to the classroom are Willard, Emerson, Marshall, and Garvey. Dr. Johnson stated that most of the upgrade work needed at these schools can be done internally by District staff. Art Reynolds and David Jung answered Board Member questions regarding electrical needs and amount of money allocated for each project listed which included water irrigation at some schools and the stage lighting needs at Garvey Intermediate School.

On the motion of Bob Bruesch, seconded by Henry Lo, and carried by a vote of 5 to 0, the Board approved Action Item H, as presented.

**PUBLIC AGENDA ITEMS: None**

**FUTURE MEETINGS**

Board Members talked about continuing discussions regarding the Governor's budget proposals being addressed by the San Gabriel Valley Coalition on February 18<sup>th</sup>, as well as, ongoing research on the use of cloud computing for such things, as Google E-mail, etc., and computer hardware that is now more energy efficient. Mr. Bruesch spoke of Foundation mini-grants that are requesting programming needs which require compatible software and writing guidelines to go along the school plan.

The following are future Board meetings and agenda topics. Closed session will begin at 6:00 p.m., and public session to begin at 6:30 p.m.

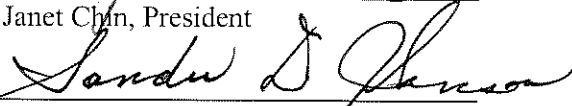
Meeting Date	Agenda Topic
March 3, 2011	Approval of Tech 2011-14 Potential Certificated Layoffs
March 24	

Meeting Date	Agenda Topic
April 14, 2011	Potential Classified Layoffs Migrant Grant Approval
May 5, 2011	
May 26, 2011	
June 16, 2011	

**ADJOURNMENT**

There being no additional items, the meeting was adjourned at 8:37 p.m.

  
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M. Janet Chan, President

  
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Dr. Sandra Johnson, Secretary



**REGISTER OF ATTENDANCE AT GARVEY SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR MEETING**

Frances Garcia  
Becky Lam  
Wang Ling  
Cecilia Losoya  
Jessica Lu  
Yolanda Rivera  
Alicia Saulino  
Ted Saulino  
Elizabeth C. Silva  
Terry Skotnes  
Ken Tang  
Vickie Walker