

**PUPIL TRANSPORTATION COOPERATIVE
BOARD OF DIRECTORS
July 13, 2017
Location: Whittier Union High School District
BOARD MEETING MINUTES**

9:00 A.M.

Roll Call - Present:

President	- Mr. Manny Correa, Little Lake City School District
Alternate	- Ms. Lily Huntenberg, El Rancho Unified School District
Board Member	- Mr. Rick Holash, East Whittier City School District
Board Member	- Mr. Douglas McMasters, Los Nietos School District
Board Member	- Mr. Mark Keriakous, South Whittier School District
Board Member	- Mr. Jon McNeil, Whittier City School District
Board Member	- Dr. Monica Oviedo, Whittier Union High School District

Roll Call – Absent:

STAFF MEMBERS PRESENT:

Mr. Steve Bui, Executive Director
Ms. Carina Lazcano, Operations Manager
Ms. Joanne Gallegos, Manager of Fiscal Services
Ms. Dana L. Williams, Administrative Secretary

STAFF MEMBERS ABSENT:

GUESTS:

Cynthia Sanchez, President CSEA #727, Sal Holguin – AALRR, Mellissa Gallegos- AALRR, and Randall Bostic-PTC.

I. CALL TO ORDER

A. Roll Call

Mr. Correa called the meeting to order at 9:05 a.m.

B. Mr. McMasters led the Pledge of Allegiance.

II. ADOPTION OF AGENDA

A. July 13, 2017

A motion to adopt the July 13, 2017 minutes was made by Mr. Keriakous, seconded by Dr. Oviedo, and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

III. PUBLIC COMMENTS

A. None

IV. CLOSED SESSION

The Board will adjourn the meeting to Closed Session to discuss the following:

- A. Personnel: Public Employee Discipline / Dismissal / Release
- B. Public Employee Performance Evaluation – Executive Director

The Board convened into Closed Session at 9:06 a.m.

V. RECONVENE TO OPEN SESSION

The President of the Board shall reconvene the Public Session and report any actions taken in Closed Session.

The Board reconvened into Open Session at 11:35 a.m.

VI. APPROVAL OF MINUTES

A motion to approve the June 8, 2017 Regular & Closed Session meeting minutes was made by Mr. Keriakous, seconded by Mr. Holash, and unanimously approved by all present. **Motion carried all in favor 7 to 0.**

A motion to approve the June 29, 2017 Special Board Meeting minutes with one correction was made by Mr. Holash, seconded by Mr. McMasters, and unanimously approved by all present. **Motion carried all in favor 6 to 0 with one abstention.**

VII. CONSENT CALENDAR

1. Approval of Personnel Report (1718-01)
 - a. Ratification of Approval for Change of Status
 - b. Ratification of Approval for Employment
 - c. Ratification of Approval for Resignation/Termination of Employment
2. Ratification of Approval of Purchase Order numbers **37574** through **37803** in the amount of **\$461,026.30** for the month of **June 2017**.
3. Ratification of Approval of Warrant Register Report for warrants issued from the General Fund in the amount of **\$480,705.97** for the month of **June 2017** as presented.
4. Ratification of Approval of Payroll Register Report for the period of **June 2017** in the amount of **\$548,189.66**, as presented.
5. Approval of Certification of Signatures from July 1, 2017 to June 30, 2018.

A motion to approve the Consent Calendar was made by Dr. Oviedo, seconded by Mr. McNeil, and unanimously approved by all present. **Motion carried all in favor 7 to 0.**

VIII. ACTION ITEMS / ATTACHMENT

- A. **Ratification of Approval of contract agreement with VMA Communications, Inc. for communication services from July 1, 2017 through June 30, 2018. Fees are on a yearlong contract basis at \$175 per hour not to exceed \$15,000 annually.**

Mr. Bui stated that this contract was budgeted for the new fiscal year. Ms. Gallegos confirmed that this contract item was presented in the budget.

A motion to approve the VMA contract was made by Dr. Oviedo, seconded by Mr. McMasters, and unanimously approved by all present. **Motion carried all in favor 7 to 0.**

IX. DISCUSSION ITEMS

- A. Pupil & Miles

Ms. Gallegos stated that the report reflects the final year-end usage percentages. The months August, October, November, January, February, and April are not recorded months used to calculate the assessments but were added to the report. September, December, and March were the recorded months. However, Summer was weighing heavy and did not give an accurate depiction. The non-recorded months were added in to give a better assessment of the average.

X. DIRECTOR'S REPORT

- A. None

XI. BOARD MEMBERS' REPORT

Mr. McNeil stated that he would have to leave early to go to the airport.
Mr. McMasters thanked the staff for summer school plan.

XII. CORRESPONDENCE

None

XIII. RECONVENE TO CLOSED SESSION

Motion to reconvene to Closed Session at 11:40 was made by Dr. Oviedo, seconded by Mr. Holash and unanimously approved by all present. Motion carried all in favor 6 to 0.

XIV. RECONVENE TO OPEN SESSION

The Board reconvened into Open Session at 1:15 p.m.

No Action was taken.

XV. ADJOURNMENT

Mr. McNeil made a motion to adjourn the meeting at 1:16 p.m. to Wednesday, August 9, 2017 @ 9:00 a.m. at Whittier Union High School District's Board Room for the Regular and Closed Session meeting. Dr. Oviedo seconded the motion, and it was unanimously approved by all present. **Motion carried all in favor 6 to 0.**

Manny Correa, President

Date