

**PUPIL TRANSPORTATION COOPERATIVE  
BOARD OF DIRECTORS  
September 14, 2017  
Location: South Whittier School District  
BOARD MEETING MINUTES**

**9:00 A.M.**

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**Roll Call - Present:**

Vice-President	- Mr. Manoj Roychowdhury, 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:**

President	- Mr. Manny Correa, Little Lake City School District
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**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:**

Sal Holquin, AALRR, Cynthia Sanchez-President of CSEA Chapter 727, Beatrice Ruelas, Isabel Ramirez, Erica Ortiz, Minerva Nunez, Margie Gonzalez, Glory LaVorin, Andrea Mitchell, Bill Cooper, Monica Rodrigues, Raquel Esparza, Nicole Morales, Beatrice Contreras, Brian McCormick, Michael McCormick, Mary Rodriguez, Yolanda Cooper

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**I. CALL TO ORDER**

**A. Roll Call**

Mr. Roychowdhury called the meeting to order at 9:00 a.m.

**B. Dr. Oviedo led the Pledge of Allegiance.**

**II. ADOPTION OF AGENDA**

**A. September 14, 2017**

A motion to adopt the September 14, 2017 agenda was made by Mr. Holash, seconded by Dr. Oviedo, and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

Thursday, September 14, 2017

**III. APPROVAL OF MINUTES**

**A. August 9, 2017**

A motion to approve the August 9, 2017 minutes was made by Mr. McMasters, seconded by Mr. Holash, and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

A motion to approve the August 10, 2017 was tabled due to lack of a quorum from the previous meeting.

**IV. PUBLIC COMMENTS**

Any person who wishes to address an item on the agenda may do so at this time. Comments or suggestions from visitors are restricted to items appearing on the agenda and are limited to three (3) minutes. A public comment card/Speaker Slip must be completed by the Board Secretary and received prior to the start of the meeting in order to make a comment.

Ms. Beatrice Ruelas, Bus Driver stated that there were good changes happening at the Agency. Although not all changes can happen overnight, she was happy and grateful and that the staff is working with the employees. She concluded recognizing that not everyone is going to be happy with the changes.

Mr. Cooper, Heavy Duty Mechanic stated that there was inequity of discipline/reprimanding with the drivers and staff. He stated that the letter for Orientation to return from the summer was for all drivers and mechanics to report at 7:00 a.m. However, because the Orientation did not start until 7:30 a.m., the employees were not paid until 7:30 a.m. It was ultimately corrected but should not have happened. He concluded by stating that the employees are worried about the possibility of Whittier Union pulling out and that management needs to change.

Ms. Yolanda Cooper stated that nothing has changed. Assignment of trips is not equal. Staff covers for friends, and we are not a family. She stated that reprimands are not equal for the same offense. She concluded by stating that the Board, especially those who have been here for years, should have done their homework and should have listened.

Ms. Glory LaVorin, Dispatcher stated that fear is generating hostility and negative feelings. We are public servants, and she see our jobs as a duty. Everyone will not be able to be satisfied. The negativity has to stop. Resistance and negativity doesn't make for a good environment.

Ms. Monica Rodrigues, Operations Supervisor gave an emotional statement regarding her view of the Agency. She stated everyone cares about their jobs and are passionate—even Bill and Yolanda Cooper. We are all here for the kids. We are all giving 100% of accountability and discipline as requested by Mr. Steve Bui.

Ms. Raquel Esparza, Bus Driver for over 28 years. She shared that she was separated for 6 days and recently lost her seniority position due to that separation. She emotionally shared that she loves and is protective of her kids. There are mountains and bumps and we all have to get over it. She expressed that management is doing the best job with what has been given to them.

Mr. Roychowdhury stated that all comments, whether positive or negative, are important for the Board to hear. He stated that he has seen Ms. Cooper when she was transporting and interacting with students at his District. He concluded by stating that she always was professional.

## V. CONSENT CALENDAR

These consent calendar items are expected to be routine and non-controversial. They will be acted upon by the Board as one item without discussion. If any Board Member requests an item be removed from the Consent Calendar, it will be taken up in order indicated on the agenda.

1. Approval of Personnel Report (1718-03)
  - 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 **37931** through **38025** in the amount of **\$194,691.99** for the month of **August 2017**.
3. Ratification of Approval of Warrant Register Report for warrants issued from the General Fund in the amount of **\$592,014.76** for the month of **August 2017** as presented.
4. Ratification of Approval of Payroll Register Report for the period of **August 2017** in the amount of **\$261,315.25**, as presented.

A motion to approve the Consent Calendar was made by Dr. Oviedo, seconded by Mr. Holash, and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

## VI. ACTION ITEMS / ATTACHMENTS

- A. **Approval of Resolution No. 1718-01; A Resolution of The Board of Directors of the Pupil Transportation Cooperative approving October 16, 2017 through October 20, 2017 as National School Bus Safety Awareness Week”.**

A motion to approve the Resolution 1718-01 was made by Mr. McNeil, seconded by Dr. Oviedo, and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

- B. **Approval of 2016-2017 SACS Unaudited Actuals (Under Separate cover)**

A motion to approve the 2016-2017 Unaudited Actuals was made by Mr. Keriakous, seconded by Mr. McMasters, and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

Ms. Gallegos gave an overview of the report and distributed the 2016-2017 Refund Analysis.

- C. **Approval of Agreement for fueling services for the 2017-2018 School Year between Pupil Transportation Cooperative and the following:**
1. Universal Waste Systems, Inc.

A motion to approve the Universal Waste Systems, Inc. Agreement was made by Dr. Oviedo, seconded by Mr. Keriakous, and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

**VII. DISCUSSION ITEMS**

**A. CNG Report (June)**

Mr. Bui stated that the information previously provided was an estimate. The report now includes the actual reported number. Ms. Gallegos stated that the balance of \$56,092 was transferred to Fund 15.0 at year-end closing.

**VIII. DIRECTOR'S REPORT**

**A. Safe Ride Practice (SRP) Reminder**

Mr. Bui reported that the staff is contacting the schools regarding the K thru 8 aged students preparing for the evacuation plan. The Drivers will work with grades 9-12 regarding the SRP. Board members would like to be advised of the SRP schedules.

**IX. BOARD MEMBERS' REPORT**

Mr. McNeil thanked the drivers for being present and for their high level of service. He stated that Whittier City has been in the newspaper lately and is very active in rebutting comments.

No reports from Dr. Oviedo or Mr. Keriakous.

Mr. Holash thanked the drivers for their comments. He thanked the Board for the years of working together and announced his resignation from the Board due to a new assignment with another agency. He submitted his exiting Form 700.

Mr. McMasters thanked the Agency, staff, and drivers for their patience. He concluded by stating that no news was good news and thanked the drivers for keeping the students safe.

Mr. Roychowdhury stated that there is a lot of experience in the Agency. He thanked everyone for their dedication. He stated that the accident was unfortunate but that we will survive. He concluded by thanking Mr. Holash for his years of service. The Board comments ended by giving Mr. Holash a standing ovation.

**X. CORRESPONDENCE**

None

Thursday, September 14, 2017

XI. CLOSED SESSION

- A. Personnel: Public Employee Discipline / Dismissal / Release
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION ((Subdivisions (c) and (d)(1) of section 54956.9) *Pupil Transportation Cooperative v. Whittier Union High School District*, Case No. BC 671716

A motion to convene into Closed Session was made by Mr. McMasters. and seconded by Mr. McNeil, and unanimously approved by all present. **Motion carried all in favor 6 to 0.**


XII. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 10:29 a.m.

No Action taken.

XIII. ADJOURNMENT

Motion adjourn the meeting at 10:30 a.m. to Thursday, October 12, 2017 @ 9:00 a.m. at Whittier Union High School District's Board Room for the Regular and Closed Session. **Motion carried all in favor 6 to 0.**



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Manny Correa, President

Date 10/12/17