

**PUPIL TRANSPORTATION COOPERATIVE
BOARD OF DIRECTORS
July 5, 2018
Location: South Whittier School District
11200 Telechron Avenue, Whittier, CA 90605
SPECIAL BOARD MEETING MINUTES**

1:30 P.M.

Roll Call - Present:

Board President	- Mr. Douglas McMasters, Los Nietos School District
Board Vice President	- Mr. Mark Keriakous, South Whittier School District
Board Member (ALT)	- Mr. Ruben Hernandez, Whittier City School District
Board Member	- Dr. Monica Oviedo, Whittier Union High School District
Board Member	- Mr. Manuel Correa, Little Lake City School District

Roll Call – Absent:

Mr. Jonathan Barth, East Whittier City School District
Ms. Lily Huntenburg, El Rancho Unified School District

STAFF MEMBERS PRESENT:

Ms. Joanne Gallegos, Manager of Fiscal Services
Ms. Monica Rodrigues, Operations Supervisor
Ms. Nicole Morales, Cover Driver (Minutes)

STAFF MEMBERS ABSENT:

None

GUESTS: Dr. Douglas Staine –East Whittier City School District, Mr. Gregory Fromm – El Rancho Unified School District

I. CALL TO ORDER

A. Roll Call

Mr. McMasters called the meeting to order at 1:33 p.m.

B. Mr. Correa led the Pledge of Allegiance.

II. ADOPTION OF AGENDA

A. July 5, 2018

A motion to adopt the May 24, 2018 agenda was made by Mr. Keriakous seconded by Dr. Oviedo and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

III. 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 the start of the meeting in order to make a comment.

IN THE EVENT THE AGENDA IS REORDERED TO ACCOMMODATE VISITORS, ISSUES OF SUCH IMPORTANCE THAT THE DIRECTORS DESIRE TO DEAL WITH EARLY IN THE MEETING MAY BE NOTED IN THESE SPACES)

None.

IV. ACTION ITEMS

A. Approve/Confirm Member Districts' Representatives and/or Alternates to Pupil Transportation Cooperative Governing Board:

Mr. McMasters read the list of Board Members and their corresponding District that they represent he went on to say that East Whittiers', Dr. Douglas Staine and El Ranchos' Mr. Gregory Fromm would be approved officially at our next meeting. He read the current list, as follows:

- a. TBD, East Whittier City School District
- b. TBD, El Rancho Unified School District
- c. Mr. Manuel Correa, Little Lake City School District
- d. Mr. Douglas McMasters, Los Nietos School District
- e. Mr. Mark Keriakous, South Whittier School District
- f. Mr. Ruben Hernandez (ALT), Whittier City School District
- g. Dr. Monica Oviedo, Whittier Union High School District

A motion to approve the District Representatives and/or Alternate Representatives of Pupil Transportation Cooperatives Governing Board was made by Dr. Oviedo seconded by Mr. Keriakous and approved by all present. **Motion carried all in favor 5 to 0.**

B. Discuss and Approve Calendar of 2018-2019 Regular Meetings for the Pupil Transportation Cooperative.

Mr. McMasters stated that he stood parallel to the second Thursday of each month at 9:00 a.m. He went on to say that not all of the meetings may be necessary and that Mr. Keriakous extended the use of South Whittier School District as a place to hold the meetings.

A motion to approve the Calendar of 2018-2019 Regular Meetings for the Pupil Transportation Cooperative was made by Mr. Correa and seconded by Mr. Hernandez and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

C. Approve Memorandum of Understanding with the California School Employees Association and its Chapter 727, dated Jun 29, 2018, following the extension of effective layoff date from June 29, 2018 to July 20, 2018.

Mr. McMasters stated that the MOU was ratified by CSEA members with a 51-1 vote. Ms. Gallegos added that there were no concerns with the members in regards to extending the layoff an additional

twenty days. There was only some confusion as to what qualified or disqualified an employee from receiving the incentive and also the proration of the incentive. Mr. Correa added clarification regarding the dollar amount and the qualifications of the incentive.

A motion to approve the Memorandum of Understanding with the California School Employees Association and its Chapter 727, dated June 29, 2018 was made by Dr. Oviedo seconded by Mr. Correa and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

D. Approve and Ratify Second Amendment to the Lease of School Busses by Whittier Union High School District to the Pupil Transportation Cooperative.

Mr. Correa explained that the second amendment was to add one section that explains that Whittier Union High School District would insure the buses through ASCIP. This amendment also limits the liability in the area of Workers' Compensation and for any errors and omissions. Monica added that it includes the transportation of students.

A motion to approve and ratify the Second Amendment to the Lease of School Busses by Whittier Union High School District to the Pupil Transportation Cooperative was made by Mr. Keriakous seconded by Dr. Oviedo and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

E. Discuss and Approval of Amendment of Duties of Operations Supervisor to include Certain Director duties and responsibilities for management, personnel and financial matters pertaining to the operations of the Agency from July 2, 2018 through July 20, 2018.

Mr. McMasters opened the floor for discussion. He went on to explain that for the period of July 2, 2018 to July 20, 2018 in the absence of a acting Director that the Duties of the Operations Supervisor be revised to include additional duties to the current Operations Supervisor to include some of the duties of the Director. Additional duties were given in a summary list for the boards review. Dr. Oviedo thanked Ms. Rodrigues for her willingness to take on the additional duties for the period stated.

A motion to approve the Amendment of Duties of Operations Supervisor to include certain Director duties and responsibilities was made by Dr. Oviedo seconded by Mr. Keriakous and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

F. Discuss and Approve Stipend for Operations Supervisor to Perform Additional Director duties and responsibilities for management, personnel and financial matters pertaining to the operations of the Agency from July 2, 2018 through July 20, 2018.

Mr. McMasters stated that a proposed stipend of \$3000 was related to the additional duties of the Operations Supervisor as discussed.

A motion to approve the Stipend for Operations Supervisor to perform additional Director duties and responsibilities for the period of July 2, 2018 through July 20, 2018 was made by Mr. Keriakous seconded by Mr. Hernandez, and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

G. Discuss and approve creation of a Transportation Coordinator/Liaison position.

Mr. McMasters stated that some discussion had taken place already but further discussion was needed regarding the creation of a liaison position after July 20, 2018 and not having a specific ending date. This would be to help aid in the transition of the Pupil Transportation and Whittier Union High School District in a variety of areas to assist the districts and or to help coordinate with Whittier Union and with the district. He proposed a management position be created, who would work with the Board and work with the Manager of Fiscal Services. Mr. Correa asked for clarification as to approve the position or to approve the creation of a job description. Mr. McMasters stated that for the sake of time this would be to create the position and job description then at a later meeting a ratification of approval of the position could take place. Mr. Keriakous stated that it was recommended that a very simple job description be created, not a detailed summary of duties be done and that at a future board meeting the description could be changed.

A motion to approve the creation of a Transportation Coordinator/Liaison position was made by Mr. Correa seconded by Dr. Oviedo and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

V. CLOSED SESSION

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

- A. PERSONNEL: PUBLIC EMPLOYEE DISCIPLINE / DISMISSAL / RELEASE
- H. PUBLIC EMPLOYEE APPOINTMENT: TRANSPORTATION COORDINATOR/LIASON
- I. CONFERENCE WITH LABOR NEGOTIATORS: Douglas McMasters, Joanne Gallegos, and Salvador Holguin, Jr., regarding CSEA Negotiations.
- J. CONFERENCE WITH LABOR NEGOTIATORS: Douglas McMasters, Mark Keriakous and Salvador Holguin, Jr., regarding Unrepresented Management and Confidential employees; Manager of Fiscal Services and Operations Supervisors.
- K. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to subdivision (d)(2) and (e) of section 54956.9. (2 Cases)

A motion to convene into Closed Session at 1:50 p.m. was made by Mr. Keriakous seconded by Mr. Hernandez and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

VI. RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 2:52 p.m.

- A. In closed session the board took action by unanimous vote to appoint Monica Rodrigues as the Transportation Coordinator/Liaison for the Pupil Transportation Cooperative. Ms. Rodrigues thanked the Board.

- B. Dr. Oviedo made a motion to reopen item 4.7 Discussion and approval of creation of Transportation Coordinator/ Liaison for the purpose of designating a preliminary salary for that position. Mr. Correa seconded the motion and all approved. **Motion carried all in favor 5 to 0.**
- a. Dr. Oviedo stated that in the job description of the Transportation Coordinator/Liaison position, they discussed the position being very similar to that of an Operations Supervisor. She proposed that the Transportation Coordinator/Liaison positions' salary be commensurate to or not to exceed that of the Operations Supervisors' current salary. She went on to say that this would be subject to further discussion by the Board while the job description is finalized.

A motion to approve the salary for the Transportation Coordinator/Liaison was made by Dr. Oviedo seconded by Mr. Correa and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

VII. ADJOURNMENT

A Motion to adjourn the meeting at 2:52 p.m. was made by Mr. Hernandez seconded by Mr. Keriakous to **Thursday, August 9, 2018** at South Whittier High School District, and unanimously approved by all present. **Motion carried all in favor 5 to 0.**



Douglas McMasters, President

08/16/18

Date