

**PUPIL TRANSPORTATION COOPERATIVE  
BOARD OF DIRECTORS  
June 14, 2018  
Location: South Whittier School District  
BOARD MEETING MINUTES**

**9:00 A.M.**

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**Roll Call - Present:**

President	- Mr. Manuel Correa, Little Lake City School District
Vice President	- Mr. Douglas McMasters, Los Nietos School District
Board Member	- Mr. Jonathan Barth, East Whittier City School District
Board Member	- Mr. Jon McNeil, Whittier City School District
Board Member (ALT)	- Mr. Robert Whittenburg, Whittier Union High School District

**Roll Call – Absent:**

Board Member (ALT)	- Ms. Lily Huntensburg, El Rancho Unified School District
Board Member	- Mr. Mark Keriakous, South Whittier School District

**STAFF MEMBERS PRESENT:**

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

**STAFF MEMBERS ABSENT:**

None

**GUESTS**

None

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**I. CALL TO ORDER**

**A. Roll Call**

Mr. Correa called the meeting to order at 9:11 a.m.

**B. Mr. Barth led the Pledge of Allegiance.**

**C. Election of Officers**

**1. Election of Board President**

A motion to nominate Mr. Douglas McMasters as PTC Board President was made by Mr. Correa and seconded by Mr. Whittenburg. **Motion carried all in favor 4 to 0.**

**2. Election of Board Vice-President**

A motion to nominate Mr. Mark Keriakous as PTC Board Vice-President was made by Mr. Whittenburg and seconded by Mr. McMasters. **Motion carried all in favor 4 to 0.**

III. ADOPTION OF AGENDAS

A. June 14, 2018

A motion to adopt the June 14, 2018 agenda was made by Mr. McMasters, seconded by Mr. Whittenburg and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

III. APPROVAL OF MINUTES

A. May 10, 2018 – Regular & Closed Sessions

A motion to approve the May 10, 2018 was tabled due to lack of a quorum from the previous meeting.

B. May 24, 2018 – Special Board Meeting - Regular & Closed Sessions

A motion to approve the May 24, 2018 meeting minutes was made by Mr. McMasters seconded by Mr. Keriakous and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

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

Mr. Bill Cooper, Heavy Duty Mechanic stated that there was only eleven working days left. He spoke regarding summer school and his concerns of absenteeism. Mr. Cooper thanked the Board and extended his appreciation on behalf of the chapter for everything.

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 (1718-13)
  - 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 39017 through 39169 in the amount of **\$258,983.02** for the month of **May 2018**.
3. Ratification of Approval of Warrant Register Report for warrants issued from the General Fund in the amount of **\$479,774.60** for the month of **May 2018** as presented.
4. Ratification of Approval of Payroll Register Report for the period of **May 2018** in the amount of **\$532,278.40**, as presented.

A motion to approve the Consent Calendar was made by Mr. Whittenburg, seconded by Mr. McMasters, and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

**VI. ACTION ITEMS / ATTACHMENTS**

**A. Approval to adopt the 2018/2019 SACS Fiscal Budget. (Under Separate Cover)**

Ms. Gallegos presented the Fiscal Budget under separate cover. After a brief presentation of the budget, a motion was made.

A motion to approve the 2018/2019 SACS Budget as presented was made by Mr. McMasters, seconded by Mr. Barth and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

**B. Approval of Ratification of Bill of Sale conveying all vehicles owned by Pupil Transportation Cooperative to Whittier Union High School District, effective June 1, 2018.**

A motion to approve the Ratification, was made by Mr. McMasters, seconded by Mr. Whittenburg and unanimously approved by all present. **Motion carried all in favor 4 to 0.**  
At this time Mr. McNeil entered the meeting.

**C. Approval of the Lease of School Buses by Whittier Union High School District to Pupil Transportation Cooperative, commencing on June 1, 2018 and ending on June 30, 2018.**

A motion to approve the Lease of School Buses was made by Mr. McMasters, seconded by Mr. Whittenburg and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

**D. Approval of the Agreement of Transfer of Compressed Natural Gas Facility from Pupil Transportation Cooperative to Whittier Union High School District, effective June 30, 2018. And authorize the President to execute the Agreement.**

A motion to approve the Transfer of Compressed Natural Gas Facility was made by Mr. McNeil, seconded by Mr. McMasters, and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

**E. Approval of Year End Appropriation Transfers**

A motion to approve the Year End Appropriation Transfers by Los Angeles County Office of Education, was made by Mr. McMasters, seconded by Mr. Whittenburg, and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

**F. Approval of Certification of Signatures**

A motion to approve the Certification of Signatures was made by Mr. McMasters, seconded by Mr. McNeil, and unanimously approved by all present. **Motion carried all in favor 5 to 0.**

**G. Approval of Disposal of Non-Capital Assets**

A motion to approve the Disposal of Non-Capital Assets was made by Mr. McNeil, seconded by Mr. Barth, and unanimously approved by all present. **Motion carried all in favor 5 to 0.**  
At this time Mr. Keriakous entered the meeting.

**H. Approval of Disposal of Capital Assets**

A motion to approve the Disposal of Capital Assets was made by Mr. Keriakous, seconded by Mr. McMasters, and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

**G. Approval of Vacation Pay Out for Director of Pupil Transportation Cooperative**

A motion to approve the Vacation Pay Out for the Director of Pupil Transportation Cooperative was made by Mr. McNeil, seconded by Mr. McMasters, and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

**VII. CLOSED SESSION**

- A. Personnel: Public Employee Discipline / Dismissal / Release
- B. CONFERENCE WITH LABOR NEGOTIATORS: Steve Bui, Carina Lazcano, and Salvador Holguin, Jr., regarding CSEA Negotiations.
- C. CONFERENCE WITH LABOR NEGOTIATORS: Manuel Correa, Douglas McMasters, and Salvador Holguin, Jr., regarding Unrepresented Management and Confidential employees: Administrative Secretary; Director; Driver Instructor Supervisor, Manager of Fiscal Services; Operations Manager; Operations Supervisors; and Vehicle Maintenance Manager.
- D. 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 9:28 a.m. was made by Mr. Whittenburg, seconded by Mr. McMasters, and unanimously approved by all present. **Motion carried all in favor 6 to 0.**

**VIII. RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 10:37 a.m.

Action taken: None

**IX. DISCUSSION ITEMS**

**A. Update on Pupil & Miles for the month of May, 2018.**

Ms. Gallegos reported that there were no significant changes to the Pupil & Miles. She went on to say that the only significant change to report was Los Nietos school districts percentage had decreased due to two Non-Public students going to Riverside not being included in the May report. She reported that these were the final percentages for the 2017-2018 year.

**X. DIRECTOR'S REPORT**

Mr. Bui thanked the Board for the opportunity that they gave him to serve as the Director.

**XI. BOARD MEMBERS' REPORT**

Mr. Barth had nothing to report.

Mr. McNeil thanked Mr. Bui and the entire staff. He went on to say that he was proud of his association with Pupil Transportation and enjoyed serving with this Board.

Mr. Keriakous wished everyone well and thanked Mr. Bui and the staff.

Mr. Whittenburg thanked Mr. Bui and the team. He wished everyone the best of luck and reported that he had accepted a position in Placerville and would be leaving Whittier Union High School District.

Mr. McMasters thanked Mr. McNeil and expressed his appreciation for all of his efforts. He thanked the PTC administrative staff as well. He stated that He was born here in 1991 when he worked for PTC. He went on to say that he appreciated working with everyone. He informed the board that Joanne Gallegos would continue working and that he and his staff welcomed her to Los Nietos School District. He thanked Dana, Staff, and Drivers. He stated that future Board meetings had not been scheduled yet and that the Board would need to approve dates. He said that he and Joanne would reach out to the Board regarding possible dates for 18-19.

Mr. Correa thanked Dana, Steve and Joanne. He said that it was amazing to see the professionalism. He thanked Doug for his involvement and for being a good sounding board. He went on to say that he had great confidence in Mr. McMasters.

**XII. CORRESPONDENCE**

Letter to Mr. Manuel Correa, President of the Board of Directors, from Mr. Vo Chan, Business Services Consultant at the Los Angeles County Office of Education, regarding Assembly Bill (AB) 1200 Public Disclosure of Collective Bargaining Agreement.

**XIII. ADJOURNMENT**

Motion to adjourn the meeting at 10:40 a.m. to **Thursday, July 12, 2018** at South Whittier School District Board Room for the Regular and Closed Session was made by Mr. McNeil, seconded by Mr. Whittenburg and unanimously approved by all present. **Motion carried all in favor 6 to 0.**



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Doug McMasters, Vice President

08/16/18

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Date