

**PUPIL TRANSPORTATION COOPERATIVE  
BOARD OF DIRECTORS  
May 10, 2018  
Location: Whittier Union High School District  
BOARD MEETING MINUTES**

**9:00 A.M.**

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**Roll Call - Present:**

Vice President	- Mr. Douglas McMasters, Los Nietos School District
Board Member	- 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

**Roll Call – Absent:**

Board President	- Mr. Manuel Correa, Little Lake City School District
Board Member	- Mr. Jonathan Barth, East Whittier City School District
Board Member (ALT)	- Ms. Lily Huntenburg, El Rancho Unified School District
Board Member	- Mr. Jon McNeil, Whittier City School District

**STAFF MEMBERS PRESENT:**

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

**STAFF MEMBERS ABSENT:**

None

**GUESTS**

Cheryl Plotkin -El Rancho Unified School District

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**I. CALL TO ORDER**

A. Roll Call

Mr. McMasters called the meeting to order at 9:26 a.m.

B. Mr. McMasters led the Pledge of Allegiance.

**III. ADOPTION OF AGENDAS**

A. May 10, 2018

A motion to adopt the May 10, 2018 agenda was made by Mr. Keriakous, seconded by Dr. Oviedo and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

**III. APPROVAL OF MINUTES**

A. April 12, 2018 – Regular & Closed Sessions

A motion to approve the April 12, 2018 meeting minutes was made by Mr. Keriakous seconded by Dr. Oviedo and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

B. April 27, 2018– Special Board Meeting - Regular & Closed Sessions

A motion to approve the April 27, 2018 meeting minutes was made by Dr. Oviedo seconded by Mr. Keriakous and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

C. May 4, 2018 – Special Board Meeting - Regular & Closed Sessions

A motion to approve the May 4, 2018 meeting minutes was made by Mr. Hernandez, seconded by Dr. Oviedo and unanimously approved by all present. **Motion carried all in favor 4 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.

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NONE

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 (1718-12)
  - 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 **38854** through **39016** in the amount of **\$464,637.40** for the month of **April 2018**.
3. Ratification of Approval of Warrant Register Report for warrants issued from the General Fund in the amount of **\$527,152.26** for the month of **April 2018** as presented.
4. Ratification of Approval of Payroll Register Report for the period of **April 2018** in the amount of **\$506,284.18**, as presented.

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

VI. ACTION ITEMS / ATTACHMENTS

A. Approval of Resolution No.1718-04 to uncommit Fund 15 Bus Replacement.

A motion to approve Resolution No. 1718-04 was made by Dr. Oviedo, seconded by Mr. Keriakous and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

B. Approval of Resolution No. 1718-05 to transfer Fund 15 balance to the General Fund

A motion to approve Resolution No. 1718-05 was made by Mr. Hernandez, seconded by Mr. Keriakous and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

C. Approval of the Los Angeles county Office of Education Contract for PEOPLESOFT Financial Systems FY 2018-2019 estimated total of \$2,652.50.

Ms. Gallegos stated that the contract was based on a full year; however, she will speak to LACOE regarding having the contract prorated.

A motion to approve the PEOPLESOFT Contract was made by Mr. Keriakous, seconded by Dr. Oviedo and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

D. Approval of Joanne Gallegos, Manager of Fiscal Services to serve as alternate for WALPSIA Board effective May 21, 2018

A motion to approve WALPSIA Board alternate was made by Dr. Oviedo, seconded by Mr. Hernandez, and unanimously approved by all present. **Motion carried all in favor 4 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 9:35 a.m. was made by Mr. Keriakous, seconded by Dr. Oviedo, and unanimously approved by all present. **Motion carried all in favor 4 to 0.**

**VIII. RECONVENE TO OPEN SESSION**

The Board reconvened to Open Session at 10:22 a.m.

Action taken: None

**IX. DISCUSSION ITEMS**

None

**X. DIRECTOR'S REPORT**

None

**XI. BOARD MEMBERS' REPORT**

Mr. McMasters expressed his appreciation for Ms. Carina Lazcano and all her efforts in serving PTC. He stated that she always saw the bigger picture and focused on the concept that the 'customer is always right'. He stated that he could always depend on her follow-up and her professionalism. He congratulated her on her new assignment and said that he would miss her professionally and personally. Dr. Oviedo thanked Ms. Lazcano for her professionalism and knows that she will do well on her new assignment in Fullerton. Mr. Keriakous and Mr. Hernandez also thanked and congratulated Ms. Lazcano.

**XII. CORRESPONDENCE**

None

**XIII. ADJOURNMENT**

Motion to adjourn the meeting at 10:25 a.m. to **Thursday, June 14, 2018 @ 9:00 a.m.** at South Whittier School District Board Room for the Regular and Closed Session was made by Mr. Hernandez, seconded by Dr. Oviedo and unanimously approved by all present. **Motion carried all in favor 4 to 0**

  
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Doug McMasters, Vice President

5-24-18  
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Date