

**WEST SIDE EDUCATION AUTHORITY  
BOARD OF DIRECTORS  
SPECIAL MEETING**

**September 16, 2022**

**Minutes**

Friday, September 16, 2022  
Zoom

via

The meeting was called to order at 1:04 PM by Chris Jew.

| <b>Attendee Name</b> | <b>Title</b> | <b>Status</b>   | <b>Arrived</b> |
|----------------------|--------------|-----------------|----------------|
| Graham Clark         | FUHSD        | Present, Remote |                |
| Chris Jew            | CUSD         | Present, Remote |                |
| Leslie Mains         | CUSD         | Present, Remote |                |
| Christine Mallery    | FUHSD        | Present, Remote |                |
| Jeremy Nishihara     | SSD          | Present, Remote |                |
| Lori van Gogh        | SSD          | Absent          |                |

**1. Adoption of Agenda**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Graham Clark, FUHSD  
**SECONDER:** Jeremy Nishihara, SSD  
**AYES:** Clark, Jew, Mains, Mallery, Nishihara

**2. Approval of June 24, 2022 Meeting Minutes**

**RESULT:** APPROVED  
**MOVER:** Christine Mallery, FUHSD  
**SECONDER:** Jeremy Nishihara, SSD  
**AYES:** Clark, Jew, Mallery, Nishihara  
**ABSTENTION:** Leslie Mains, CUSD

Note – The date of the meeting minutes was incorrectly stated on the agenda as June 10. The actual date was June 24.

**3. Public Comments on Item(s) on the Agenda**

No comments.

**4. Information/Discussion Items**

**A) Update on Conflict of Interest Code**

Christine Mallery reported that at the last JPA meeting, the revised Conflict of Interest Code was approved. After review by County council, she received it back and it went to the County Board who stamped and approved it on June 28, 2022.

Form 700 It is posted on the County FPCC website. Board members should receive within the next two weeks.

**B) Update on Insurance Coverage**

Christine Mallery reported that she received the invoice from Keenan for the insurance. The budgeted amount was \$2000, but with the added fees the invoice was \$2952.94. The invoice has been processed.

**C) Update on Costs of New Authority Website**

Christine Mallery stated that at the last meeting, the consensus of the members was to use the least expensive option to create a WSEA website, possibly cloning one of the districts' websites. CUSD has been working on creating the website, and CUSD Administrative Secretary Tina Bernal shared the draft version of the website with the members. The JPA Bylaws will be added to the website.

**D) Update from Member Districts on Workforce Housing Initiative**

Chris Jew reported that a subcommittee of the three-member districts worked on the draft survey.

After a thorough discussion, it was the consensus of the members that each district send out the same survey to its own members by Monday, October 3. After the data is collected by each district, the results will be sorted in an Excel spreadsheet or Google Sheets and merged with the results from the other districts. Jeremy Nishihara offered to crunch the data. The survey will be accessible for two weeks--the first two weeks in October. The subcommittee, Graham, Jeremy and Leslie, will review the raw data, and then it will be shared at

the next meeting.

## **E) Review JPA Roles & Responsibilities**

CUSD and FUHSD will work together to prepare the agendas.

(Graham Clark left the meeting at 1:32 pm.)

The discussion took place regarding how the meetings will be conducted going forward, i.e., virtual, hybrid or in-person. This will be on the next agenda. At the last meeting, Chris Jew volunteered CUSD to manage the website. Everyone was in agreement with that.

The frequency of the meetings was discussed. Originally the JPA Board members decided to meet quarterly, around statutory deadlines. The next meeting will be held on December 9. The following two meetings will be held on March 3 and June 9, 2023.

## **5. Action Items**

No action items.

## **6. Upcoming Agenda Items**

1. Approval of dates of upcoming meetings – December 9, 2022 and March 3 and June 9, 2023.
2. Discussion regarding the method of holding meetings – Zoom, hybrid or in-person.

## **7. Public Comments on Non-Agenda Items**

No comments.

## **8. Adjournment**

The meeting was adjourned at 1:45 p.m.

