

# WESTMINSTER SCHOOL DISTRICT BOARD OF TRUSTEES

## Special Board Meeting September 18, 2020 6:30 P.M.

### NOTICE OF SPECIAL BOARD MEETING VIA TELECONFERENCE

A special meeting of the Board of Trustees of the Westminster School District will be conducted via:

### Teleconference WSD Public Board Meeting (Zoom Meeting)

The meeting can be accessed via Zoom Meetings: <https://zoom.us/j/95318710869>

on the date and at the location set forth above. On occasion, the meeting may be preceded/followed by a Closed Session. The special business meeting, which is open to the public, will begin promptly at **7:00 PM**.

As authorized by Executive Order N-29-20, issued on March 18, 2020, WSD Board meetings will be conducted via audio conference/telecommute until further notice. Public comment may be submitted prior to the meeting via electronic submissions no later than September 18, 2020 by 3:00 p.m. **If you are interested in making a Public Comment, please see sections 1.1 and 4.1 below.** The form can be accessed via the following link:

### WSD Public [Comment Form](#)

Staff will read the comments during the board meeting. Public comments will be subject to time limit maximum of 3 minutes per comment/20 minutes per topic.

Enclosures are identified on the Agenda by “(Enc. C)” for those designated as Confidential and “(Enc. P)” for those designated as Public. Public enclosures are available at [wstk8.us](http://wstk8.us).

There are four (4) categories of items on the regular Agenda explained below:

Category of Items	Explanation
CONSENT	Routine items approved in one action
INFORMATION	Presentations to the Board
INFORMATION/DISCUSSION	Items for information and/or discussion
DISCUSSION/ACTION	Items for discussion and/or action

***In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations to participate in the public meetings of the District’s governing board, please contact the Superintendent’s Office at (714) 894-7311, extension 1000, seventy-two hours prior to the meeting to enable the district to make reasonable arrangements to assure accessibility to this meeting.***

**AGENDA**

**ORAL REPORT  
ASSIGNED TO:**

**1.0 CALL TO ORDER: 6:30 PM**

Frances Nguyen

**1.1 Public Comments (Comments not to exceed 2 minutes)**

Any person wishing to address the Board on Closed Session agenda items have submitted their comments electronically. Presentations may not exceed two (2) minutes per comment and may be shortened at the Board’s discretion in order to accommodate the number of speakers who have presented requests to address the Board, and also allow the Board to consider its agenda in a reasonable amount of time. The number of public comments will also be limited to twenty minutes per topic, unless increased by the Board. AT THIS TIME PUBLIC COMMENTS THAT HAVE BEEN SUBMITTED ELECTRONICALLY WILL BE READ BY STAFF.

**2.0 CLOSED SESSION: 6:30 PM**

**2.1 Public Employee Discipline/Dismissal/Release  
- Government Code §54957**

**PUBLIC SESSION: 7:00 PM**

**3.0 CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**3.1 Report of action taken in Closed Session, if any.**

Frances Nguyen

**4.0 ORAL PRESENTATIONS**

**4.1 Public Comments (Comments not to exceed 3 minutes)**

Frances Nguyen

Any person wishing to address the Board on an item on the notice of special meeting shall submit their comments electronically. Comments will be limited to items on the notice of special meeting. Presentations may not exceed three (3) minutes per person and may be shortened at the Board’s discretion in order to accommodate the number of comments that were requested to address the Board, and to allow the Board to consider its agenda in a reasonable amount of time. The number of presentations will also be limited to twenty minutes per topic, unless increased by the Board. AT THIS TIME PUBLIC COMMENTS THAT HAVE BEEN SUBMITTED ELECTRONICALLY WILL BE READ BY STAFF.

**5.0 GENERAL FUNCTIONS**

**5.1 DISCUSSION/ ACTION Response to inquiry regarding a board member’s residency.**

Jimenez

**5.2 DISCUSSION/ ACTION Return to in-person instructional model presentation.**

Paik

**6.0 CONSENT AGENDA**

Frances Nguyen

Items listed under Consent Agenda are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Board, discussed, and acted upon separately. The Superintendent and staff recommend approval of all Consent Agenda Items.

- 6.1 Approve/ratify **Certificated Human Resources Report** on recommended position status/action. (Enc. P) Jimenez
- 6.2 Approve/ratify **Classified Human Resources Report** on recommended position status/action. (Enc. P) Jimenez
- 6.3 Ratify district **Contracts**. (Enc. P) Crafton
- 6.4 Approve **amendment to construction contract** to PCN3, Inc., for Helen Stacey Middle School Central Kitchen Renovation Construction Phase – Bid #19-20/02. (Enc. P) Crafton

**7.0 EDUCATIONAL SERVICES**

- 7.1 DISCUSSION/ ACTION Adopt the **2020 Learning Continuity Plan (LCP)**. Mathenia (Enc. P)

**8.0 HUMAN RESOURCES**

- 8.1 DISCUSSION/ ACTION Adopt **Resolution #20-21-03** – Declaring October 11-17, 2020 “Week of the School Administrator”. (Enc. P) Crafton

**9.0 REPORTS/COMMENTS**

- 9.1 INFORMATION **Board Member Comments** Frances Nguyen  
Short reports of visitations, conference/meeting attendance, and commendations to staff.
- 9.2 INFORMATION **Staff Comments** Frances Nguyen  
Short reports/announcements on programs and activities, curriculum, conference/meeting attendance, facilities improvements and commendations to staff.

**10.0 OPEN ITEMS**

- 10.1 INFORMATION Schedule of **regular Board Meetings** for 2020-2021: Frances Nguyen

**October 8, 2020**  
**November 12, 2020**  
**December 10, 2020 (Organizational Meeting)**  
*The following dates will be board approved at the Dec. 10 Org. Meeting*  
**January 14, 2021**  
**February 11, 2021**  
**March 11, 2021**

*April 15, 2021*  
*May 13, 2021*  
*June 10, 2021*  
*June 24, 2021*  
*July 8, 2021*  
*August 12, 2021*  
*September 9, 2021*  
*October 14, 2021*  
*November 18, 2021*  
*December 9, 2021*

**11.0 CLOSED SESSION**

(Continuation of Item 2.0 Closed Session Agenda, if needed)

Frances Nguyen

**12.0 ADJOURNMENT**

Frances Nguyen

Cyndi Paik, Ed.D.  
Superintendent

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# **CONSENT AGENDA**

**WESTMINSTER SCHOOL DISTRICT**  
Human Resources

DATE: September 18, 2020

TO: Cyndi Paik, Ed.D., Superintendent

FROM: Art Jimenez, Assistant Superintendent, Human Resources  
Jason Kunczewicki, Director, Human Resources

SUBJECT: **APPROVE/RATIFY THE CERTIFICATED HUMAN RESOURCES REPORT**

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The Certificated Human Resources actions listed below are recommended for approval:

- 1.0 Approve/Ratify employment for certificated employees for the 2020-2021 school year.**  
*(See Attachment "A")*
  
- 2.0 Approve/Ratify additional days of employment for certificated employees.**  
*(See Attachment "B")*

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**SUPERINTENDENT'S RECOMMENDATION:**  
Approve/Ratify the Certificated Human Resources Report

**NEW EMPLOYEES**  
**Certificated Human Resources**  
 September 18, 2020

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>School</u></b>	<b><u>Position</u></b>	<b><u>Contract Status</u></b>	<b><u>Effective Date</u></b>
Ackerman	Chelsea	DeMille	Intervention Teacher	Temporary	9/15/2020
Capulong	Neriann	Land	Speech and Language Pathologist	Temporary	9/14/2020
Gaschen	Kelsey	Finley	Intervention Teacher	Temporary	9/17/2020
Kato	Christopher	Meairs	Intervention Teacher	Temporary	9/15/2020
Milius	Brittany	Sequoia	Intervention Teacher	Temporary	9/15/2020
Ostadaghei	Tannaz	Warner	RSP Teacher	Temporary	9/11/2020
Owens	Jennifer	Schroeder	Intervention Teacher	Temporary	9/16/2020
Potter	Kristine	Webber	Intervention Teacher	Temporary	9/15/2020
Su	Eunice	Willmore	Intervention Teacher	Temporary	9/22/2020
Yi	Anna	Land	Speech and Language Pathologist	Temporary	9/16/2020



**WESTMINSTER SCHOOL DISTRICT**  
Human Resources

DATE: September 18, 2020

TO: Cyndi Paik, Ed.D., Superintendent

FROM: Art Jimenez, Assistant Superintendent, Human Resources  
Jason Kunczewicki, Director, Human Resources

SUBJECT: **APPROVE/RATIFY THE CLASSIFIED HUMAN RESOURCES REPORT**

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The Classified Human Resources actions listed below are recommended for approval:

- 1.0 Approve/Ratify new classified employees**  
*(See Attachment "A")*
- 2.0 Approve/Ratify change of status for classified employees**  
*(See Attachment "B")*
- 3.0 Approve/Ratify resignations/retirements/terminations for classified employees**  
*(See Attachment "C")*
- 4.0 Approve/Ratify Limited Term Assignment**  
*(See Attachment "D")*
- 5.0 Approve/Ratify Unpaid Leaves of Absence**  
*(See Attachment "E")*

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**SUPERINTENDENT'S RECOMMENDATION:**  
Approve/Ratify the Classified Human Resources Report

**NEW EMPLOYEES**  
**Classified Human Resources**  
**Regular**  
**September 18, 2020**

<b>Name</b>	<b>Assignment</b>	<b>Effective Date</b>
Anton Tran	Instructional Technology Assistant, Sequoia School, 19.5 hours per week, 10 months per year	09/14/2020

**CHANGE OF STATUS**  
**Classified Human Resources**  
**Regular to Substitute**  
**September 18, 2020**

<b>Name</b>	<b>From</b>	<b>To</b>	<b>Effective Date</b>
Gloria Campos	Family Enrollment Specialist, Land School, 40 hours per week, 12 months per year	Substitute Family Enrollment Specialist	10/30/2020

**RESIGNATIONS**  
**Classified Human Resources**  
**September 18, 2020**

<b>Name</b>	<b>Assignment</b>	<b>Effective Date</b>
Nina Baldwin	Noontime Supervisor, Warner School, 7.5 hours per week, 10 months per year	09/08/2020
Kathleen Courtemanche	Substitute Extended School Program Facilitator	09/01/2020
Jasmine De Luna	Extended School Program Lead Facilitator, Schroeder School, 18.5 hours per week, 10 months per year	08/17/2020
Nikki Derleth	Paraeducator Instructional Support, Webber School, 29.5 hours per week, 10 month per year	09/10/2020
Franco Hernandez Moreno	Paraeducator Instructional Support, Fryberger School, 29.5 hours per week, 10 months per year	09/01/2020
Isabel Koceja	Health Services Assistant, Schmitt School, 17.5 hours per week, 10 months per year	01/05/2021
Norma Quintana	Food Service Worker, Anderson School, 1 hour per week, 10 months per year Food Service Worker, Schmitt School, 11.25 hours per week, 10 months per year	09/01/2020
Janine White	Paraeducator Specialized Health, Anderson School, 29.5 hours per week, 10 months per year	08/24/2020

**RETIREMENT**  
**Classified Human Resources**  
**September 18, 2020**

<b>Name</b>	<b>Assignment</b>	<b>Years of Service</b>	<b>Effective Date</b>
Hanh Nguyen	Extended School Program Lead Facilitator, Willmore School, 27.5 hours per week, 10 months per year	17	09/01/2020
Gloria Ortega	Community Liaison Worker, Land School, 40 hours per week, 12 months per year	29	10/31/2020

**LIMITED TERM ASSIGNMENTS**

**Human Resources-Classified**

**September 18, 2020**

**Educational Technology:**

Employee:	Vivian Armstrong	An Bui	Chase Calkins
	Thao Duong	Jessica Guzman	Art Hidrogo
	Ron Javier	Grace Lim	Kevin Luu
	Junia Martinson	Blainne Robair	Donald Rodriguez
	Sandra Rosas	Jordan Williams	Jinney Yi

**Purpose:** **To assist in repair and prepare Chromebooks for the refresh and sustainability plan at District wide.**

**Dates/Hours:** September 1, 2020 through June 30, 2021; not to exceed 10 hours per week, per employee.

**Funding:** Chromebook Insurance

**Hayden:**

**Employee:** Giang Thanh V Ngo

**Purpose:** **Provide assistance with Vietnamese verbal translation for parents and students.**

**Dates/Hours:** September 2, 2020 through June 18, 2021; not to exceed 9 hours per week.

**Funding:** Title I Instructional

**Schmitt:**

**Employee:** Donald Rodriguez

**Purpose:** **Provide in person technology support to students and parents before and after virtual school.**

**Dates/Hours:** September 2, 2020 through September 30, 2020; not to exceed a total of 20 hours per employee.

**Funding:** Title I Parent Involvement

**Unpaid Leave of Absence**  
**Human Resources-Classified**  
**September 18, 2020**

Name	Assignment	Location	Dates
Imani Ambeau	Noontime Supervisor	Schroeder	09/02/2020-03/02/2021
Suzanne Crisci	Noontime Supervisor	Schroeder	09/02/2020-03/02/2021
Sean Escalante	Paraeducator Instructional Support	Warner	09/14/2020-12/31/2020
Valarie Harvey	Noontime Supervisor	Stacey/Webber	09/08/2020-03/08/2021

**Contracts for Ratification**

September 18, 2020

**CONSENT**

CONTRACT	ORIGINATOR	NEW RENEWAL	START DATE	END DATE	PURPOSE	BUDGET / PROGRAM	CONTRACTED AMOUNT
Rapid COVID Labs	Keith Crafton Business Services	N	10/01/20	06/30/21	COVID-19 testing for employees district-wide	Learning Loss Mitigation Funds	\$414,000.00

**WESTMINSTER SCHOOL DISTRICT**  
Business Services

DATE: September 18, 2020

TO: Cyndi Paik, Ed.D., Superintendent

FROM: Keith D. Crafton, Assistant Superintendent, Business Services  
Brian Johnson, Executive Director of Facilities Planning & MOT

SUBJECT: **APPROVE AMENDMENT TO THE CONSTRUCTION CONTRACT TO PCN3, INC. FOR HELEN STACEY MIDDLE SCHOOL CENTRAL KITCHEN RENOVATION CONSTRUCTION PHASE- BID#19/20-02**

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**BACKGROUND INFORMATION:**

The Westminster School District awarded Bid #19/20-02 for the construction portion of the Helen Stacey Middle School Central Kitchen Renovation totaling \$990,000.00 at the April 9, 2020 board meeting. In addition, the Board pursuant to Education Code 17604 authorizes the Superintendent or to appoint a designee to enter into a contract and to approve changes or additions to the project in accordance with the contract and Public Contract Code section 20118.4, subject to Board ratification.

**CURRENT CONSIDERATIONS:**

After the contract was awarded and construction began, unforeseen conditions arose that could not be anticipated at the time bidding occurred necessitating the need for an amendment to the contract.

<b>Helen Stacey COR Change Order #1</b>		
<b>COR#</b>	<b>Description</b>	<b>General Fund</b>
COR001	RFI #1: Floor Demolition in Cold Prep Area 178 SF	\$ 1,848.93
COR002	RFI #3 &4 : Removal /dispose of Storage Rooms light fixtures	\$ 2,014.60
COR003	RFI#8 Relocation of existing access router	\$ 2,014.60
COR004	RFI#9 Removal Speaker & phone	\$ 455.26
COR005	RFI#10 Removal dispose & cap of existing heater	\$ 2,658.53
COR006	RFI#33: Relocated ADA hand sink in Ware Washing room.	\$ 1,873.84
COR007	RFI#32: Installing sleeve around existing pipes in Prep area's wall footing	\$ 3,627.57
COR008	RFI#36: Scarify and compact the sub grade of the slab of walk in freezer, cooler to 90%	\$ 3,533.64
COR009	RFI#29: Demo & dispose existing shelves and Hood located on north wall in POT Washing room	\$ 1,383.76
COR010	RFI#15: Demo & dispose Roll up door located in SW Serving Room	\$ 5,386.23
COR012	RFI#15: Demo & dispose Roll up door located in SW Serving Room	\$ 9,171.73
COR013	RFI#54: Additional Floor Brass clean-out cover for floor sink located in Prep Area (536 SF)	\$ 1,992.13

<b>Helen Stacey COR Change Order #1 (Continued)</b>		
<b>COR#</b>	<b>Description</b>	<b>General Fund</b>
COR014	RFI #53: Installing new Trap Primers for new floor sinks and Trench Drain	\$ 5,842.95
COR015	RFI #47: Cutting the RP6 Washer on the steel posts was sticking out of HSS post and beams	\$ 2,429.56
COR016	RFI#49: Additional saw cut & removal /dispose of concrete slab to change location of Floor sink in Ware Washing room	\$ 2,656.09
COR017	RFI#19: Changing surface mount steel Plate of 5x5 HSS posts at door 102 to recessed installation	\$ 4,835.72
COR018	RFI#12: Cut & cap under slab the Existing Trap Primer in wall between the office and W/I cooler	\$ 1,053.73
COR019	RFI#14: Relocating Existing Strobe light located on the wall between Bathroom and lockers room.	\$ 1,574.12
COR020	RFI#16: Demo dispose Existing unforeseen CMU Beam / overhead Wall at cold prep. area	\$ 2,995.94
COR021	RFI#18: Moving HSS post at door 102 to meet ADA clearance requirement at push side	\$ 1,114.35
COR022	RFI#25: Demo & cap the Sewer & water of existing floor sink in Cold Prep room in center of the kitchen	\$ 3,314.57
COR023	RFI#43: Remove & install unforeseen drywall above the walk in cooler	\$ 1,597.81
COR024	RFI#44: Remove & install new unforeseen drywall above new shear wall in PREP area (570 SF)	\$ 1,404.27
COR026	Installing new drag beam per DSA approved CCD#1	\$ 6,883.07
COR028	Replacing existing ceiling tiles per bulletin #1	\$ 16,238.68
COR029	RFI#46: 3 Reroute existing Pipes to inside new wall in the restroom	\$ 3,942.38
COR030	RFI#48: Reroute existing Vent Pipe located in middle of new refrigeration platform	\$ 1,992.13
COR032	RFI#59: Reroute existing duct work at restroom	\$ 898.07
COR033	RFI #65: Existing restroom lavatory relocation to meet ADA requirement	\$ 1,838.65
	Revised Contract	\$ 96,572.91
	Net Change	<b>\$1,086,572.91</b>

**FINANCIAL IMPLICATIONS:**

The total cost for amending the contract with PCN3 Bid #19/20-02 for the above listed changes is \$96,572.91 to be paid from Routine Restricted Maintenance. The total bid construction contract value is now \$1,086,572.91 to be paid from Fund 13 (\$430,600) and Routine Restricted Maintenance (\$655,972.91). The current change orders are within the budgeted contingency for the construction of the Helen Stacey Middle School Central Kitchen Renovation.

**SUPERINTENDENT'S RECOMMENDATION:**

Approve amendment to the construction contract to PCN3, Inc. for Helen Stacey Middle School Central Kitchen Renovation construction phase- Bid #19/20-02

# **EDUCATIONAL SERVICES**

**7.0**

**WESTMINSTER SCHOOL DISTRICT**  
Educational Services

**DATE:** September 18, 2020

**TO:** Cyndi Paik, Ed.D., Superintendent

**FROM:** Beverlee Mathenia, Senior Executive Director, Educational Services  
Lori Hernandez, Executive Director, Office of Teaching and Learning

**SUBJECT: ADOPT THE 2020 LEARNING CONTINUITY PLAN (LCP)**

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**BACKGROUND INFORMATION:**

The Learning Continuity Plan (also known as the Learning Continuity and Attendance Plan) is intended to address how student-learning continuity will be addressed during the COVID-19 pandemic in the 2020–21 school year. The plan requirements were approved at the state level in June 2020 as part of SB 98 and can be found in *EC* Section 43509. The Learning Continuity Plan replaces the LCAP (Local Control and Accountability Plan) for the 2020–21 school year.

The Learning Continuity Plan memorializes the planning process underway in WSD for the 2020–21 school year. Some of the required topics include addressing learning gaps, engaging stakeholders, addressing the needs of unduplicated pupils, providing access to necessary devices and connectivity, providing resources for student and staff mental health and social emotional well-being, and providing school meals for students.

Similar to the LCAP process, districts must consider stakeholder feedback while developing the Learning Continuity Plan. WSD held Reopening Task Force meetings throughout the summer to cover reopening plans, which included many of the LCP topics, on the following dates: 6/23, 6/30, 7/14, 7/21, 7/28, and 8/4. The WSD District English Learner Advisory Committee/District Advisory Committee (DELAC/DAC) was also part of the required input process and a meeting was held virtually with this group on 9/1. Statute requires that an LEA also hold a public hearing for review and comment for the Learning Continuity Plan before board approval.

**CURRENT CONSIDERATIONS:**

On September 10, 2020 a public hearing was held for public review and comment of the proposed 2020 LCP. The final copy of the LCP will be posted on the district website after Board adoption. The adopted LCP will then be submitted to the Orange County Department of Education for final approval with the district budget.

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

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**SUPERINTENDENT’S RECOMMENDATION:**

Adopt the 2020 Learning Continuity Plan (LCP)

# **HUMAN RESOURCES**



14121 Cedarwood Avenue  
Westminster, CA 92683  
(714) 894-7311

*Cyndi Paik, Ed.D., Superintendent*

BOARD OF TRUSTEES

Jeremy Khalaf  
Frances Nguyen  
Khanh Nguyen  
Jamison Power

**RESOLUTION #20-21-03  
WEEK OF THE SCHOOL ADMINISTRATOR**

**September 18, 2020**

**WHEREAS**, the Westminster School District is fortunate to have the services of our talented and dedicated school and district administrators; and

**WHEREAS**, Westminster School District administrators provide staff and students with the keys to success – education, encouragement, inspiration and the love of learning; and

**WHEREAS**, in addition to successful achievement, Westminster School District administrators serve as role models, nurturers, cheerleaders and advocates for staff and students of all backgrounds; and

**WHEREAS**, “Week of the School Administrator” offers the Westminster School Board of Trustees an annual opportunity to publicly thank our school and district administrators for their ongoing work and invaluable contributions to families, our community and society at large;

**WHEREAS**, the State of California, Department of Education recognizes the week of October 11 – October 17, 2020 as the “Week of the School Administrator”, under California Education Code Section 44015.1;

**NOW, THEREFORE, BE IT RESOLVED**, that the Westminster School District Board of Trustees hereby recognizes the efforts and dedication of Westminster School District administrators and hereby declares October 11 – 17, 2020, as the “Week of the School Administrator.”

**ADOPTED**, this 18<sup>th</sup> day of September 2020, by the Governing Board of Westminster School District of Orange County, California.

\_\_\_\_\_  
Cyndi Paik, Ed.D., Superintendent

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Frances Nguyen, President

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Jeremy Khalaf, Vice President

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Khanh Nguyen, Clerk

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Jamison Power, Member

***Vision Statement:***

*Building tomorrow’s leaders today.*

***Mission Statement:***

*Prepare all students to be responsible, resilient, resourceful, and productive world citizens in a changing and diverse society.*