

# EPAC Meeting Minutes

Thursday, October 22, 2015

DSC Meeting Rooms C & D

4:30 p.m.

The meeting was called to order at approximately 4:30 p.m.

## Members Present:

Christopher Portillo	Luz Irene Apodaca	George Moran	Sandra Jasso
Catalina Barcenas	Lee Ann Troncoso	Selene Davila	Cynthia Reyes
Alicia O'Quinn	Luis Salinas	Maria Washington	Lisa Gomez Leslie Nava
Elizabeth Mullins	Daisy Newport	Gabriela Barraza	Jesus Malanche
Jesus Tapia	Krystal Lozano	Erica Armijo	Theresa Kyle
Luis Miranda	Elena Burdan	Rosa I. Rojas	Ana Garcia
Kelley Akins	Jennifer De La Riva	Mary Esther Smith	Melissa Smith
Monika Hayes	Martha Ortega	Lizette Castro	Earl Sanchez
Frenda Serda-Gerardo	Brenda Torres	Sylvia Gomez	Lorraine Vidales
Issidoro Lopez	Madahi Alderete	Kim Padilla	Lorena Cartagena
Ruben Ochoa	Jackie Beltran	Ernesto Espinoza	
Salvador Chavez	Jessica Chavez	Rosa Solorzano	

**Cabinet/Staff:** Alisa Zapata Farmer, *Chief Academic Officer – Academic Services*; Marivel N. Macias, *Assistant Superintendent - Administrative Services*; Hector Reyna, *Chief Technology Officer - Technology Services*; Tony Reza, *Chief Financial Officer - Financial Services*; Jennifer Avila, *Director - Bilingual/ESL Education*; Cory Craft, *Academic Compliance Officer – Academic Services*; Dr. Holly Fields, *School Improvement Officer - Instructional Support*; Tammi Mackeben, *Director - Guidance and Counseling*; Susan Olson, *Director of Budget – Financial Services*; Richard Ortega, *Director - Special Education*; Jeanette Williams, *Director - State and Federal Programs*; Fernie Vasquez, *Assistant Director - State and Federal Programs*; Oscar Leza, *Title I Specialist - State and Federal Programs*; Valerie Sanchez, *Data Assessment Specialist - Research and Evaluation*

## I. Welcome - Mr. Earl Sanchez and Ms. Alisa Zapata Farmer

Mr. Sanchez opened the meeting, welcomed members, and handed the meeting over to Ms. Zapata Farmer, who thanked members for attending. She noted how quickly the school year is going by and lauded members and campuses for their efforts to teach and take care of students. Before turning the meeting back over to Mr. Sanchez, she reminded members that the 1<sup>st</sup> Annual Car Show would take place on October 31, 2015 at the Student Activities Center. Mr. Craft stated that the proceeds from the car show would go towards scholarships for At-Risk students who might not ordinarily qualify. He commented that the car show is a family event and entry is free of charge. Money will be raised via the selling of food by food trucks that are participating.

## II. District Budgeting – Ms. Susan Olson

Via a PowerPoint presentation, Ms. Olson went over how the district uses its funding and how things are based on the 5 strategic directions. She asked for feedback from members for examples of how funding is used and also spoke about a new mobile phone app that can be used to get more information. Ms. Olson also spoke about how funding is distributed in an equitable manner and noted how the largest expense



is on payroll for employees. Estimations of enrollment, as well as other formulas, are used to come up with budgets for campuses. She spoke about the notions of “reasonable and necessary” and how auditors use various pieces of documentation when reviewing expenditures. She emphasized the importance of the School Improvement Team at each campus to help decide on budget use.

### **III. Consider Approval of EPAC Minutes for 9-17-15 - Mr. Earl Sanchez**

Mr. Sanchez asked members for a motion to approve the minutes from the meeting held on September 17, 2015. A motion was made and seconded, and the minutes were approved without opposition.

### **IV. School Improvement Team Issues – Mr. Earl Sanchez**

Mr. Sanchez asked members to share any SIT issues for deliberation at EPAC and reminded members that shared issues should come, communally, from SIT committees and not from the individual concerns of members.

The member from Eastlake High School shared about difficulties with the air conditioning, problems with locks in the locker room, and concerns over lunch portions for high school kids. Ms. Macias stated that she would relay the information to Mr. Eyeington. She asked for clarification from the member on the locker room issue and stated that Ms. Shelley Chenausky from Child Nutrition Services would be consulted about the food question.

The member from Myrtle Cooper asked about Spanish translation for assessments, specifically about whether Instructional Officers or Instructional Specialists would be able to provide help with them. Dr. Fields stated that the 3, 6, and 9 weeks checkpoints are not district requirements and are thus optional for campuses. There has been discussion at the district level about translation and an inquiry will be made about the cost for translation services. Ms. Avila added that specialists, while supportive of campuses as best as possible in this regard, cannot undertake dedicated translation since it is a task unto itself. The member commented that teachers at the campus experience difficulty since it is time consuming. Ms. Avila advised that assessments should be reflective of instruction, so assessments in Spanish should only occur if actual instruction is occurring in Spanish. She mentioned that other methods to help remedy translation challenges for campuses are being explored.

The member from Escontrias asked about help with road paving since it affects safety, particularly after rain. Mr. Eyeington will be consulted for this.

The member from Mission Ridge asked about Bilingual Education and Special Education teacher stipends. Ms. Avila provided some background about stipend pay and about how the situations in question are being examined, stating that efforts will be made to ensure a fair and equitable distribution of pay all around. Several things are being looked at, particularly with the numbers of students being served. Mr. Ortega reiterated this, stating that criteria and numbers are being looked at and that a system will be created to ensure equitable pay.

### **V. Closure – Mr. Earl Sanchez**

Mr. Sanchez thanked members and reminded them that the next EPAC meeting will occur on November 19, 2015. Mr. Leza reminded members to please give professional development surveys to Dr. Fields. Mr. Ortega stated that questions about Special Education modifications were discussed and that a training will be held on November 4, 2015 (one in the morning and one in the afternoon). He asked members to please tell their campuses about this. Other trainings will be set up as well on Special Education grading and the modification process. The meeting was ended at approximately 5:00 p.m.

