

ALTA LOMA SCHOOL DISTRICT  
Special Meeting of the Board of Trustees  
Wednesday, January 19, 2022  
12:00 PM

Alta Loma School District Support Center  
9390 Base Line Road  
Alta Loma, California

The Board Meeting will take place in person on the date, time and location noted above.

**In person attendance requirements:** All persons attending the meeting in person are required to wear a face covering for the entire Board Meeting and review the health screening questions prior to entering the meeting location.

For those wishing to make a public comment, we ask that you complete the public comment form and provide to the Superintendent's Administrative Assistant, Adriana Mohler, in the Board room. **Forms will be accepted up until the beginning of public comment, and will not be accepted once public comment has begun.**

Motion  
1st 2nd App

**A. OPEN SESSION**

**B. CALL TO ORDER AND ROLL CALL**

**C. PUBLIC COMMENT ANNOUNCEMENT**

The Board of Trustees welcomes comments from visitors, employees, employee groups, parent organizations and students. Prior to addressing the Board please complete the comment form located at the west entrance and give it to the Superintendent's Administrative Assistant.

The Board has set aside 45 minutes for the Public Comment, allowing a maximum of 5 minutes per individual.

The Public comment period is the opportunity for the public to address the Board on (1) items on the public session agenda; (2) items on the closed session agenda; and (3) other topics within the jurisdiction of the Board.

In accordance with the Brown Act, the Board will limit any responses to public comment to brief statements, referral to staff or referral to a future Board agenda.

**PLEASE NOTE:** There will not be a separate opportunity to comment at the time each agenda item is addressed by the Board, unless the item specifically involves an agenda item public hearing. All public comment will be heard during the agenda item public comment section.

Action

**D. ADOPTION OF AGENDA**

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation in order to participate in a meeting, including auxiliary aids or services, may request such modification or accommodation from Adriana Mohler at (909) 484-5151, Extension 102003, by FAX (909) 484-5155 or email at [amohler@alsd.org](mailto:amohler@alsd.org). Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

Documents supporting agenda items are available for public inspection at the Alta Loma School District Support Center, 9390 Base Line Road and on the district website at [www.alsd.k12.ca.us](http://www.alsd.k12.ca.us).

**E. PUBLIC COMMENT**

Consistent with the Public Comment Announcement above, members of the public are provided an opportunity to directly address the Board concerning the item specified in the notice for this Special Meeting of the Board of Trustees.

**F. GENERAL FUNCTIONS**

- |                  |                                                                                                                                                                    |       |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Information Only | 1. Letter of Retirement from Board Member Caryn Payzant, effective January 14, 2022. (p. 1)                                                                        |       |
| Information Only | 2. Board Vacancy Timeline for Trustee Appointment. (p. 2)                                                                                                          |       |
| Action           | 3. Recommend the Board select the option to fill the Board vacancy created by the retirement of Caryn Payzant by appointment, utilizing the timeline as presented. | _____ |

**G. ANNOUNCEMENTS**

1. Members of the Board of Trustees and Executive Cabinet may attend the San Bernardino County School Boards Association (SBCSBA) Annual Meeting in San Bernardino on January 31, 2022. No action will be taken by the Board.
2. The date of the next regular meeting of the Board of Trustees is Wednesday, February 2, 2022, 6:00 PM at the Alta Loma School District Support Center, 9390 Base Line Road.

**H. CLOSED SESSION**

Adjourn to Closed Session for the purpose of discussing matters expressly authorized by Government Code §3549.1, 54956.9, 54956.9(d), 54957, and 54957.6.

- 1. Public Employee Performance Evaluation/Employment – Superintendent.

**I. OPEN SESSION**

1. Required announcements (if any) regarding closed session action.

**J. ADJOURNMENT**

January 14, 2022

To: Ted Alejandre

San Bernardino County Superintendent of Schools

From: Caryn Payzant

Trustee, Alta Loma School District

Regarding: Retirement from Board of Trustees

Mr. Alejandre,

It is with mixed emotions that I submit to you my retirement from the Alta Loma School District Board of Trustees, effective January 14, 2022. I am moving to Utah to join my children and grandchildren and therefore will no longer be able to carry out the duties of my position.

It has been my extreme pleasure to serve the Alta Loma community in this capacity since 1993. During that time, I have tried my best to make decisions that supported families, staff, and constituents as the Board worked to provide exceptional education opportunities for all the students in my District. I have enjoyed participating in twice monthly Board meetings and other Board Activities, visiting classrooms, attending school events, presiding over promotions, having two School Bonds passed, and especially being invited to read in classrooms.

It has also been my privilege to represent the District at the County and State levels. I appreciated the opportunity to serve at various times on the San Bernardino County School Board Association and SANDABS Executive Boards, working with other outstanding educational leaders. It was also an honor to represent our County with the California School Board Association, serving as a member of the Delegate Assembly of Area 16B for 22 years, as Chair of the Association's Annual Education Conference, and on other committees including Governance Standards and Legislation.

When I began my tenure, I was told by another local board member that serving on the school board, "was the best decision" that school board member had ever made. As I close out my service, I join with that observation; that my decision to participate in the education system as a policy and change maker, has been a highlight of my life that will be forever cherished.

Respectfully submitted with gratitude for 28 years of dedicated service,

Caryn Payzant



## Board Vacancy Timeline for Trustee Appointment

<b>January 14, 2022</b>	Trustee tenders their resignation
<b>January 19, 2022</b>	Special Board Meeting to formally vote on use of provisional appointment process.
<b>January 24, 2022</b>	Public notice of Trustee vacancy and advertisement in local newspaper and on District website, that the Trustee application is available.
<b>February 2, 2022</b>	The Board of Trustees appoint no more than two Trustees to serve on Application Review Committee to review the applications received to ensure applicants are eligible for Board membership. Only qualified applicants will be granted an interview.
<b>February 8, 2022</b>	Application period closes at the end of District Business day (4:30 p.m.).
<b>February 9, 2022</b>	Names and addresses of applicants sent to registrar of voters for confirmation the address is located within Trustee Area.
<b>February 11, 2022</b>	The two Trustees on the Application Review Committee will review all applications received to ensure applicants are eligible for Board membership. The announcement of the eligible candidates to be interviewed at a public meeting.
<b>February 15, 2022</b>	Post Special Board Meeting agenda with candidate names to be interviewed.
<b>February 16, 2022</b>	At the Special Board Meeting the Trustees shall, in compliance with the Brown Act: <ol style="list-style-type: none"> <li>1. Interview eligible candidates individually during this public meeting.</li> <li>2. Accept public comment/input.</li> <li>3. Discuss candidates in open session.</li> </ol>
<b>February 17, 2022</b> Time to be determined	<ol style="list-style-type: none"> <li>1. Select a provisional appointee by a majority vote.</li> <li>2. Newly appointed Trustee takes the oath of office and immediately assumes all powers and duties as a Trustee.</li> <li>3. New Trustee seated at Special Board Meeting.</li> <li>4. Appointee holds office until term expires due to a regularly scheduled election of Board of Trustees.</li> <li>5. Within 10 days after the appointment is made, the Trustees shall post notice in local newspaper and in at least three public places in the District. <ol style="list-style-type: none"> <li>a) The date of the occurrence of the vacancy or date of the filing of the effective date of the resignation.</li> <li>b) The full name of the appointee.</li> <li>c) The date of the appointment.</li> <li>d) A statement notifying voters the appointment is effective, unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment.</li> </ol> </li> </ol>
<b>March 2, 2022</b>	New Trustee attends first Regular Board Meeting, where a ceremonial oath of office is taken in front of family and friends.
<b>March 15, 2022</b>	Sixty-day (60) deadline to fill vacancy.