



**BUTTONWILLOW UNION SCHOOL DISTRICT**  
**42600 Highway 58**  
**Buttonwillow, CA 93206**

## Minutes of Regular Board Meeting Held on April 13, 2020

### Members Present via Teleconference

Regina Houchin, President  
Megan Lucas  
Richard Garcia  
Maria De La Rosa  
Marie Parsons

**Administrators Present:**

Stuart Packard, Superintendent  
Hiedi Witcher, Assistant Superintendent/Principal

## 1.0 Convene Open Session

1.1 The meeting was called to order at 6:08 p.m. by President, Regina Houchin. The flag salute was led by Marie Parsons

## 2.0 Courtesy to Visitors

2.1 No visitors addressed the board.

### 3.0 Consent Items

3.2-3 Approval of Consent Items, with date corrections, by individual vote  
 Motion: De La Rosa Second: Parsons  
 AYES: 5 NOES: 0 ABSENT: 0

## 4.0 Communications

## 4.1 Calendar Events

## 5.0 Reports

- 5.1 Superintendent: Mr. Packard discussed and reported:
  - a. Smooth transition from regular schedule to virtual classroom
  - b. Cafeteria, office staff, Resource Center schedule
  - c. Food service serving 108% of normal count
- 5.2 Assistant Superintendent: Mrs. Witcher discussed
  - a. Online schedule for teachers and students
- 5.3 Maintenance and Operations: (by Mr. Packard)
  - a. Stolen vehicle
  - b. Electric vehicle
  - c. Custodial schedules modified during closure
  - d. Cafeteria repairs
- 5.4 Trustees Report:

## 6.0 Discussion/Action – All votes recorded by audible response

- 6.1 No items were pulled from the Consent Agenda.
- 6.2 Adoption of Resolution No. 20-0008 regarding Authorization for Action to Prepare and Respond Effectively to the Novel Coronavirus (COVID-19) Public Health and Related Issues.  
Motion: Lucas Second: Parsons  
AYES: 5 NOES: 0 ABSENT: 0
- 6.3 Approval of Interdistrict Attendance Agreement Request of parent of 2nd grade student to attend Rosedale Union School District for the 20-21 school year.  
Motion: Garcia Second: Parsons  
AYES: 5 NOES: 0 ABSENT: 0
- 6.4 Approval of job descriptions:  
a. Intake Clerk/Family Advocate  
Motion: Parsons Second: DeLa Rosa  
AYES: 5 NOES: 0 ABSENT: 0  
b. Data Entry Clerk/Family Service Facilitator  
Motion: Lucas Second: Parsons  
AYES: 5 NOES: 0 ABSENT: 0
- 6.5 Approval to rescind resignation of Administrative Assistant.  
Motion: DeLa Rosa Second: Lucas  
AYES: 5 NOES: 0 ABSENT: 0
- 6.6 Acknowledgement of no response from Notice of Intention to Sell Property; to be discussed at later date.

## **7.0 Adjournment**

- 7.1 Having no further business, President Houchin adjourned the meeting at 6:57 p.m.