

**REGULAR MEETING AGENDA  
GOVERNING BOARD  
RIVERSIDE GATEWAY TO COLLEGE EARLY COLLEGE HIGH SCHOOL  
Riverside City College  
Lovekin Complex, Room L-4  
4800 Magnolia Avenue  
Riverside, CA 92506**

**November 17, 2023  
7:30 A.M.**

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

Riverside Gateway to College Early College High School and Gateway College and Career Academy (“GCCA”) welcome your participation at the School’s Governing Board meetings. The purpose of a public meeting of the Governing Board (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

This meeting can be accessed in-person on the Riverside City College Campus, Lovekin Complex Room L-4 and by teleconference using the following virtual meeting room: <https://cccconfer.zoom.us/j/6528150021>. You may also call in using the **Zoom phone number: +1 669 900 6833 (US Toll), Meeting ID: 652 815 0021**.

“Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

Members of the public participating virtually who wish to comment during “Oral Communications” may use the “raise hand” tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting.

With regard to items that are on the agenda, you may specify that agenda item on your ivory request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.

Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can discuss, respond, and possible act upon such an item.

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

The Board shall make any writing that is a public record and that relates to an agenda item in open session which is distributed less than 72 hours in advance of the meeting, available for public inspection at Lovekin Complex L5, Riverside City College, 4800 Magnolia Avenue, Riverside, CA 92506. The writing will also be posted on the Gateway College and Career Academy website: [www.riversidegccca.org](http://www.riversidegccca.org).

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting called to order by the Board President at 7:37 A.M.

**B. ROLL CALL**

	Present	Absent
Ruth Adams	___X___	_____
Adrienne Grayson	___X___	_____
Maria Maness- Secretary	_____	___X___
Jill Marks- President*	___X___	_____

10735 Rochester Avenue  
Los Angeles, CA 90024

\*Requesting to participate virtually for “just cause circumstance” within AB 2449 regulations.

Motion:   X    
Second:   X  

Action: \_\_\_\_\_  
Vote:   X  

	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
<b>Ruth Adams</b>	X		X		
<b>Adrienne Grayson</b>			X		
<b>Maria Maness</b>					
<b>Jill Marks</b>			X		
<b>Ericka Murphy</b>					
<b>Thea Quigley</b>			X		
<b>Ozzie Villela</b>		X	X		

Ericka Murphy- Treasurer	_____	___X___
Thea Quigley	___X___	_____
Ozzie Villela- Vice President	___X___	_____

**II. COMMUNICATIONS**

A. PUBLIC COMMENTS: Non-agenda items: no individual comments shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to comments and no action can be taken. However, the Board may give direction to staff following comments.

**III. CONSENT AGENDA ITEMS**

All matters listed under the consent agenda are considered by the Board to be routine and may be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Director recommends approval of all consent agenda items.

- A. Approval of Meeting Minutes for October 2023- *pg.4-8*
- B. Approval of Claims Paid Activity Report for October 2023- *pg.9*
- C. Approval of Executive Director’s Personnel Actions:

Name	Position	Hire Date	FTE
<i>Adriana Herrera</i>	<i>Instructional Assistant</i>	<i>11/10/23</i>	<i>1.0</i>

It is recommended that the Board approve Consent Agenda Items A, B, and C. Motion:   X   Action:         
 Second:   X   Vote:   X  

	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
<b>Ruth Adams</b>	X		X		
<b>Adrienne Grayson</b>		X	X		
<b>Maria Maness</b>					
<b>Jill Marks</b>			X		
<b>Ericka Murphy</b>					
<b>Thea Quigley</b>			X		
<b>Ozzie Villela</b>			X		

*Board had discussion on legal fees and new personnel hired under the Early Middle College Expansion Grant. The members of the Board voted to approve consent agenda items A, B, and C with a vote of 5-0.*

**IV. ITEMS SCHEDULED FOR ACTION**

- A. Amendment of Section 2.3.1 of Riverside Gateway to College ECHS Bylaws- *pg.10*

It is recommended that the Board approve Agenda Item A. Motion:   X   Action:         
 Second:   X   Vote:   X  

	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
<b>Ruth Adams</b>			X		
<b>Adrienne Grayson</b>			X		
<b>Maria Maness</b>					
<b>Jill Marks</b>			X		
<b>Ericka Murphy</b>					
<b>Thea Quigley</b>		X	X		
<b>Ozzie Villela</b>	X		X		

*The amendment of section 2.3.1 will allow flexibility on board member term limits with a simple language change. In the past it has taken some time for members to really get oriented, therefore item A is being presented to remove the term limit so board members can serve for longer periods of time. In the past it was not typical for members to stay the entire term limit of 6 years. The members of the Board voted to approve motion with a 5-0 vote.*

- B. Resolution Authorizing Wire Transfer of Funds- *pg.11-12*

It is recommended that the Board approve  
Agenda Item B.

Motion:   X   Action:         
Second:   X   Vote:   X  

	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
Ruth Adams		X	X		
Adrienne Grayson	X		X		
Maria Maness					
Jill Marks			X		
Ericka Murphy					
Thea Quigley			X		
Ozzie Villela			X		

In 2014, Gateway implemented a resolution governing wire transfers, specifically for the purpose of facilitating payroll tax transfers. Recently, Riverside County Office of Education staff approached Gateway with a request to endorse a new resolution. The proposed resolution includes a monthly transfer limit set at \$35,000.

During the presentation of the resolution, members of the Board raised inquiries regarding the necessity of imposing a limit. In response to these queries, Gateway staff committed to seeking clarification on whether a transfer limit is mandated or recommended.

The resolution underwent a vote and was approved, contingent upon the possible modification of language to eliminate any prescribed limits. Gateway staff will initiate communication to obtain guidance on the necessity of such restrictions.

C. 2023-2028 RCCD/RCC Memorandum of Understanding Renewal- *pg.13-24*

It is recommended that the Board approve  
Agenda Item C.

Motion:   X   Action:         
Second:   X   Vote:   X  

	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
Ruth Adams	X		X		
Adrienne Grayson			X		
Maria Maness					
Jill Marks			X		
Ericka Murphy					
Thea Quigley		X	X		
Ozzie Villela			X		

The most recent Memorandum of Understanding (MOU) between RCCD/RCC and Gateway reached its expiration on June 30, 2023. The renewal documentation underwent review, and our staff identified and implemented minor edits and necessary changes. The legal team at Young Minney & Corr thoroughly examined the document and raised no concerns.

However, it is essential to note that there are a few dates within the document that require updating, and the signature of Board President Jill Marks is necessary before dispatching it to

RCCD/RCC.

Agenda item C, which pertains to the MOU renewal, received unanimous approval with a 5-0 vote from the Board members.

D. 2023-2024 GCCA Employee Handbook Amendment- *pg.25*

It is recommended that the Board approve  
Agenda Item D.

Motion:   X   Action:         
Second:   X   Vote:   X  

	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
Ruth Adams			X		
Adrienne Grayson	X		X		
Maria Maness					
Jill Marks			X		
Ericka Murphy					
Thea Quigley			X		
Ozzie Villela		X	X		

The proposed amendment to the handbooks aims to ensure compliance with California's Healthy Workplace Act. In alignment with this act, the sick leave entitlement for part-time staff will be augmented to 5 days or 40 hours of sick leave. Notably, the state's previous requirement mandated companies to provide only 24 hours of sick leave to their staff.

Following a vote by the Board members, agenda item D, which pertains to this amendment, received unanimous approval with a vote of 5-0.

E. Resolution Honoring Ruth Adams for Distinguished Service - *pg.26*

It is recommended that the Board approve  
Agenda Item E.

Motion:   X   Action:         
Second:   X   Vote:   X  

	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
Ruth Adams			X		
Adrienne Grayson	X		X		
Maria Maness					
Jill Marks			X		
Ericka Murphy					
Thea Quigley			X		
Ozzie Villela		X	X		

Miguel Contreras informed the Board members that this marked Ruth Adams' final meeting, concluding six years of dedicated volunteer service. Ruth's profound passion and love for the school have resonated with everyone. The Gateway staff expresses deep gratitude for the invaluable contributions she has made to the school.

In recognition of her outstanding service, Ruth Adams was presented with a plaque and a framed

resolution. The resolution, honoring Ruth Adams for her significant contributions, underwent a vote and received unanimous approval with a vote of 5-0.

## **V. ITEMS SCHEDULED FOR INFORMATION**

A. Director's Report - This is a presentation of information which has occurred since the previous Board meeting.

i. Financial Report-*pg.27-31*

*Samantha Di Salvio gave the Board an update on financials as of October 31, 2023.*

ii. Enrollment Report

*Miguel Contreras gave the Board an update on enrollment: 359 active students, 68 students on the waitlist. Staff is planning to have new enrollments in January and February. The staff has been working out how much space is available. If there is less spaces than amount of students on waitlist, Gateway will hold a lottery. Staff has been working with YMC on admissions and lottery policies.*

iii. ED Updates and News

iv. Principal's Report

*Gateway principal, Elena Bautista, gave the board an update on what has been happening around campus. Denise Mosqueda gave the Board an update on the Community Schools Annual Progress Report which was a reflection of what was happening up until June 2023.*

B. New Business Items from Members

## **VIII. ADJOURNMENT**

Board adjourned at 8:57 A.M.

The next regular Board Meeting is scheduled for Friday, December 15, 2023 at 7:30 am.