

U N A D O P T E D M I N U T E S

of the Board of Trustees
Regular Board Meeting
July 23, 2013

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CALL TO ORDER

The meeting was called to order by Trustee Stys at 6:07 p.m.

Governing Board of Trustees present: Sharon Stys, Jan Baird, Sylvia Macias, Layla Avila, Jorge Hernandez.

Others present: Dr. Erich Kwek, Superintendent
Cecilia Laidemitt, Associate Superintendent of Administrative
Services and Personnel Services
Gail Baxter, Associate Superintendent of Educational Services
Michael Krause, Associate Superintendent of Business Services

FLAG SALUTE

The flag salute was led by Trustee Jan Baird.

PUBLIC COMMENTS

There were no public comments.

COMMENTS BY TRUSTEES

Trustee Baird was thanked by fellow Board members for attending the Team Science Summer Camp held at Pioneer High School. Mrs. Baird said the teaching was incredible and an excellent event. Trustee Macias extended her condolence to the family of retired teacher, Louise Griffith. Mrs. Macias attended Mrs. Griffith's memorial service. Trustee Avila attended a Common Core Curriculum discussion in Seattle. The discussion centered around the challenges of teacher evaluation alignment, writing rigorous materials and the amount of procedures still to be written.

REPORTS

Superintendent, Erich Kwek introduced the newest member of the Leadership Team, Dr. Marti Ayala. Ms. Ayala is the new principal of Los Altos School. She is an experienced and knowledgeable administrator.

Dr. Kwek and a South Whittier School District team attended a Local Control Funding Formula (LCFF) workshop. LCFF has not been clearly defined as of yet. Many school districts are waiting for answers to the numerous inquiries about LCFF.

REPORTS

Positive news was received that districts will receive additional funding. No district will receive less funds this year than last year. In addition, funding will be provided for the implementation of the Common Core Standards. The South Whittier School District adopted budget will have to be revised using the LCFF funding model which adds funding to school districts once budgetary procedures are established. This is the best news that education has received in a long time. The construction projects in the school district are going well and most will be completed by the start of school. Projected images of the various construction projects were presented.

CONSENT

On a motion by Trustee Macias seconded by Trustee Hernandez and unanimously carried the consent portion of the agenda was approved. Contract List no. 01 was approved separately.

Approval of Minutes

Approved the minutes of the regular meeting held June 25, 2013.

Purchase Order List No. 01

Approved purchase order list no. 01 for purchases submitted prior to July 23, 2013.

Travel and Conference Report No. 01

Approved travel and conference report no. 01.

Institutional Membership – 2013-2014

Approved the institutional membership list, 2013-2014.

Contract List No. 01 – Approved separately on a motion by Trustee Baird seconded by Trustee Hernandez and unanimously carried due to the correction of ending dates of seven contracts.

Approved contract list no. 01 for services provided prior to July 23, 2013. Contracts include:

13-14-005: contractor – Therapeutic Education Center Canal Elementary, service – provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – nc;

13-14-006: contractor - Therapeutic Education Center Canal Elementary, service – provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – not to exceed \$45,435.00;

13-14-007: contractor – Rossier Park Elementary School, service – provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – nc;

CONSENT

13-14-008: contractor - Rossier Park Elementary School, service – provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – not to exceed \$36,175.20;
13-14-009: contractor - Rossier Park Elementary School, service – provide services to district students, duration – 07/01/2013 to 06/30/2014, amount - not to exceed \$38,695.20;
13-14-010: contractor - Rossier Park Elementary School, service – provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – not to exceed \$36,175.20;
13-14-011: contractor – Speech and Language Development Center, service - provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – nc;
13-14-012: contractor - Speech and Language Development Center, service - provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – not to exceed \$46,204.50;
13-14-013: contractor - Speech and Language Development Center, service - provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – not to exceed \$60,094.50;
13-14-014: contractor - Speech and Language Development Center, service - provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – not to exceed \$49,818.00;
13-14-015: contractor - Speech and Language Development Center, service - provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – not to exceed \$39,652.50;
13-14-016: contractor – Trish Eastburn, service - provide services to business department, duration – 07/24/2013 to 08/31/2013, amount – not to exceed \$7,000.00;
13-14-017: contractor – Therapeutic Education Center Canal Elementary, service - provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – not to exceed \$45,435.00;
13-14-018: contractor – Therapeutic Education Center Canal Elementary, service - provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – not to exceed \$45,435.00;
13-14-019: contractor - The Cleda Harder Development School, service – provide services to district students, duration – 07/01/2013 to 06/30/2014, amount – nc;
13-14-020: contractor - The Cleda Harder Development School, service – provide services to district students, duration – 07/01/2013 to 06/30/2014, amount \$54,286.80;

CONSENT

13-14-021: contractor – Therapeutic Education Center Canal Elementary from 2012-2013, service – provide services to district students, duration - 05/07/2013 to 06/30/2013, amount \$7,689.00;
13-14-022: contractor – Therapeutic Education Center Canal Elementary from 2012-2013, service – provide services to district students, duration - 06/19/2013 to 06/30/2013, amount \$4,660.00

CURRICULUM

Memorandum of Understanding Between the South Whittier School District and the Presbyterian Intercommunity Hospital Care Force One Amendment Extending the Contract for an Additional Two Years – Effective September 1, 2013 to August 31, 2015

On a motion by Trustee Avila seconded by Trustee Baird and unanimously carried the memorandum of understanding between the South Whittier School District and the Presbyterian Intercommunity Hospital Care Force One amendment was approved. Approval of this Memorandum of Understanding amendment maximizes the use of available community resources for our students and families. Care Force One Medical Unit will be located on the Carmela and/or Graves Middle School campuses monthly throughout the year to provide ambulatory preventive and acute care treatment services offered by the hospital including the following: Health Screenings – diabetes, tuberculosis, scoliosis, hemoglobin, vision, hearing and others as may be required by the Department of Health Services; Immunizations - childhood immunizations as required by the Department of Health Services; Pharmaceutical Interventions – review of medications, prescriptions as needed; Health Education – one on one education regarding health screenings and results, special health education classes in conjunction with the hospital education department; Medical Care – basic primary health care; Referrals – private physicians, PIH Family Practice Center, Community Clinics Social Worker and other agencies. The contract was extended for an additional two years, effective September 1, 2013 to August 31, 2015.

GENERAL

Board Policy 1312.3 – Uniform Complaint Procedures

On a motion by Trustee Macias seconded by Trustee Hernandez and unanimously carried Board Policy 1312.3 – Uniform Complaint Procedures was adopted (previously adopted December 11, 2012). This update includes required additions to the policy and includes language regarding the prohibition against requiring students to pay student fees, the insertion of the words 'calendar days' into timelines and a paragraph outlining the district's responsibility to post procedures at all district schools and offices.

GENERAL

Administrative Regulation 1312.3 – Uniform Complaint Procedures
On a motion by Trustee Hernandez seconded by Trustee Baird and unanimously carried Administrative Regulation 1312.3 – Uniform Complaint Procedures was adopted (previously adopted December 11, 2012). This update includes required additions to the regulation and includes language regarding the prohibition against requiring students to pay student fees, the insertion of the words ‘calendar days’ into timelines and a paragraph outlining the district’s responsibility to post procedures at all district schools and offices.

Election of Board representative to the 2013-2014 Los Angeles County School Trustees Association

On a motion by Trustee Hernandez seconded by Trustee Avila and unanimously carried Trustee Sylvia Macias was elected as the South Whittier School District representative to the 2013-2014 Los Angeles County School Trustees Association. Mrs. Macias will (1) vote on all Association matters and (2) communicate between the Executive Board, the Association and the local Board. This LACSTA representative is a separate position from that of the voting delegate for the annual County Committee election.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no public comments on closed session items.

CLOSED SESSION

The Board of Trustees commenced closed session at 6:34 p.m.

OPEN SESSION

The Board of Trustees resumed open session at 7:06 p.m. No action was taken in closed session.

PERSONNEL

On a motion by Trustee Macias seconded by Trustee Hernandez, on a vote of 4/1 with Trustee Avila the dissenting vote, Classified Personnel Report No. 07-23-13-01 was approved.

CLASSIFIED

2013-2014 Extra Pay Assignment

From 10/2013 and 04/2014 the listed participants will interpret for all Parent Meetings/Conferences, Loma Vista School, 2013-2014 school year. Participants will receive their regular rate of pay plus benefits.

Participants: Maria Ankeny, Library Clerk, 15 hours
Maria Angeles Quijano, Bilingual Instructional Aide/RSP, 15 hours
Carmen Gonzalez, Bilingual Office/Health Clerk, 25 hours

CLASSIFIED

From 08/05 – 07/2013 the listed participants will assess incoming students and plan data driven instructional groups, Los Altos School. Participants will receive their regular rate of pay plus benefits.

Participants: All Instructional Aides

Ana Ramos, Martha Saldana, Monique Padilla, Katya Guevara

From 06/26/2013 to 07/12/2013 the listed participant assisted in the Business Office during the extended absence of staff for a total of nine hours. Participant will receive the appropriate wages (as listed) plus benefits – ratification.

Participant: Stephanie Conde, Accounting Clerk Sub, Range 20, step 1

From 07/24 – 25/2013 the listed participants will receive clerical training in 2013-2014 registration updates for a total of four hours each. Participants will receive their regular rate of pay plus benefits. Graves Middle School.

Participants: Linda Montoya, Welfare/Attendance Clerk
Sonia Andujo, Clerk Typist

From 07/01/2013 to 06/30/2014 the listed participant will work on CALPADS submission and staff training for a total of 100 hours. Participant will receive overtime of pay plus benefits.

Participant: Sidney Gonzales, Information Specialist

2013-2014 Change in Classification and/or Increase in Work Hours – Student Service Center Clerk - District Office; Cafeteria Helper – Graves Middle School and Inclusion Aide – Los Altos
Dawn Camargo, Student Service Clerk, District Office, 8 hours/12 months, effective 08/01/2013

Alberta Yaun, Cafeteria Helper, Graves Middle School, 7 hours/10 months, effective 08/12/2013

Sheila Chavez, Inclusion Aide, Los Altos, 5.5 hours/10 months, Effective 08/12/2013

2013- 2014 Decrease in Work Hours as a Result of Layoff – Inclusion Aide, Lake Marie School, Effective 09/08/2013

Armida Romero, from 5.5 hours Instructional Aide/LH, range 8 to 4.0 hours Inclusion Aide, range 13

2012-2013 Retirement – School Secretary – Monte Vista School Effective 09/13/2013 at the end of the day

Rose Mary Escobar

CLASSIFIED

2012-2013 Resignation from Employment – Fiscal Services Technician – Business Office – Effective 07/26/2013 at the end of the day
Wendy Dever

CERTIFICATED

On a motion by Trustee Hernandez seconded by Trustee Avila and unanimously carried Certificated Personnel Report No. 07-23-13-01 was approved.

2013-2014 New Hire – Temporary Contract – Effective 08/12/2013 to 05/28/2014
Elizabeth Cajayon-Purivs, School Nurse, District Wide, Fulltime

2013-2014 Extra Pay Assignment – Administrative Designee to Cover SSTs and IEPs – Effective 08/2013 to 05/2014
Tracy Boeltl

2013-2014 Extra Pay Assignment – Leadership Team Meetings – Teachers
McKibben School – Effective 07/2013 to 08/2013, Ratification
Cristina Corrales, Lorenda Gonzales, Mary Hambright,
Wendy King, Irene Maehara, Stacy Pentel, 4 alternates
Loma Vista School – Effective 08/2013 to 04/2014
Gabriela Medina, Sarah Payne, Tracy Boeltl,
Susanna Francia, Audrey Radley, Helia Adanto, 2 alternates
Lake Marie School – Effective 08/01/2013 to 08/09/2013
Denise Andrews, Karen Fuller, Roxanne Grago,
Patricia Vega-Jeter, one alternate

2013-2014 Extra Pay Assignment – Kindergarten Readiness Tests Teachers
Loma Vista School – Effective 08/2013
Lani Namahoe, Maria Teresa Martinez, one alternate
McKibben School – Effective 07/2013 to 08/2013
Lorena Martinez-Zavala, Connie Sava
Lake Marie School – Effective 08/06-07/2013
Ruby Acosta

CERTIFICATED

2013-2014 Extra Pay Assignment – Presenters/Trainers – Common Core Implementation Team will Meet to Plan and Organize Training for K-3rd ELA Curriculum Professional Development – Effective 08/07 – 09/2013

Participants: Ruby Acosta, Gabriela Medina, Lani Namahoe, Elizabeth Santos-Scott, Tammy Keiser, Helia Adanto, Blaine Woodward, Kathleen Kivi, Tonette Demoray, Tiffany Baides, Laura Stillman, Irene Maehara, Michi Tanimoto

2013-2014 Extra Pay Assignment – Teacher Training – Common Core Standards – Curricular Map for ELA for Kindergarten – 1st, 2nd and 3rd Grade Teachers – Effective 08/08-09/2013

Kindergarten:

Carmela: Eileen Chia, Belinda Stevens-Bernal
Loma Vista: Maria Teresa Martinez
Los Altos: Michelle Pierce, Gloria Berry Siemers
McKibben: Lorena Martinez-Zavala, Connie Sava

First Grade:

Carmela: Silvia Bobluk, Esther Vargas-Hollar
Lake Marie: Myrna San Pascual
Loma Vista: Yolanda Perez
Los Altos: Karen Metcalf, Lucy Hase
McKibben: Alicia Lizarzaburu

Second Grade:

Carmela: Yvette Wroe, Loretta Martinez-Davis, Debra Wease
Lake Marie: Lucy Frias
Loma Vista: Rose Matthews
Los Altos: Carmen Cervantes, Cathy Valdez
McKibben: Mary Hambright

Third Grade:

Carmela: Linda Andersen, Gina Shepherd
Lake Marie: Karen Fuller
Loma Vista: Mark Fuentes, James Brannan
Los Altos: Patti Martin
McKibben: Carmen Ornelas

2013-2014 Extra Pay Assignment – Supplemental Instructional Program – Leadership Class for 4th – 6th Grade Targeted Students Loma Vista School – Effective 08/2013 to 05/2014

Terri Gutierrez

2012-2013 Maternity Leave of Absence – Paid – Graves Middle School – Effective 08/30/2013 to 11/07/2013

Employee ID: JB 320 67 70

PERSONNEL

Fiscal Services Technician Job Description

On a motion by Trustee Baird seconded by Trustee Avila and unanimously carried the Fiscal Services Technician job description was approved.

ADJOURNMENT

Meeting adjourned at 7:08 p.m.