

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

of the Board of Trustees
Regular Board Meeting
December 11, 2012

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CALL TO ORDER

The meeting was called to order by Trustee Baird at 6:02 p.m.

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

Member absent: Sharon Stys.

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

FLAG SALUTE

The flag salute was led by Lake Marie School principal, Michael Long.

ORGANIZATION OF OF THE BOARD

Election of officers:

Election of the President

On a motion by Trustee Macias seconded by Trustee Avila, on a vote of 3 ayes and 1 no (the dissenting vote was made by Trustee Hernandez) Sharon Stys was elected President of the Board of Trustees.

Election of the Vice President

On a motion by Trustee Macias seconded by Trustee Avila, on a vote of 3 ayes and 1 no (the dissenting vote was made by Trustee Hernandez), Jan Baird was elected Vice President of the Board of Trustees.

Election of the Clerk

On a motion by Trustee Hernandez seconded by Trustee Avila and unanimously carried Trustee Sylvia Macias was elected Clerk of the Board of Trustees.

Election of the Secretary to the Board

On a motion by Trustee Avila seconded by Trustee Macias and unanimously carried Superintendent Erich Kwek was elected Secretary to the Board. It is customary to elect the Superintendent as Secretary to the Board.

Election of the Board representative for electing members to the County Committee on School District Organization

On a motion by Trustee Hernandez seconded by Trustee Avila and unanimously carried Trustee Sylvia Macias was elected as the Board representative for electing members to the County Committee on School District Organization.

Selection of the Board's voting delegate to the annual meeting of the Los Angeles County School Trustees Association

Trustee Sharon Stys was selected as the Board's voting delegate to the annual meeting of the Los Angeles County School Trustees Association.

Selection of the Board's representative to the Whittier Area School Trustees Association

Trustee Sharon Stys was selected as the Board's representative to the Whittier Area School Trustees Association.

Election of the representative and the alternate to the Trustee Review Committee of the Pupil Transportation Cooperative

On a motion by Trustee Avila seconded by Trustee Macias and unanimously carried Trustee Sylvia Macias was elected as the representative and Trustee Jorge Hernandez as the alternate to the Trustee Review Committee of the Pupil Transportation Cooperative.

Election of the representative and alternate to the Trustee Review Committee of the Whittier Area Cooperative Special Education Program

On a motion by Trustee Avila seconded by Trustee Hernandez and unanimously carried Trustee Sylvia Macias was elected as the representative and Trustee Layla Avila was elected as the alternate to the Trustee Review Committee of the Whittier Area Cooperative Special Education Program.

Election of two Board members to serve on the Hearing Committee to Consider Student Expulsion

On a motion by Trustee Avila seconded by Trustee Macias and unanimously carried Trustees Jan Baird and Trustee Jorge Hernandez were elected as the two Board members to serve on the Hearing Committee to Consider Student Expulsion.

Selection of a Board member to serve on the Superintendent's Advisory Committee

Trustee Jan Baird was selected as the member and Trustee Sylvia Macias as the alternate to serve on the Superintendent's Advisory Committee.

Election of two Board members to serve on the Wellness Committee as representative and alternate

On a motion by Trustee Hernandez seconded by Trustee Avila and unanimously carried Trustee Jan Baird will serve as the representative and Trustee Sylvia Macias will serve as the alternate on the Wellness Committee.

Superintendent or a Designee to be appointed as the Board representative on the following organizations

On a motion by Trustee Avila seconded by Trustee Hernandez and unanimously carried Superintendent Erich Kwek or a designee was appointed as the Board representative on the following:

- Whittier Area Cooperative Special Education Program
- Whittier Area Pupil Transportation Cooperative
- School Attendance Review Board
- Whittier Area Self Insurance Authority
- Whittier Area Liability and Property Self Insurance Authority
- South East Educational Technology Consortium and Whittier Area Consortium

Board Meeting Time Schedule

On a motion by Trustee Hernandez seconded by Trustee Macias and unanimously carried the second Tuesday and fourth Tuesday of each month were adopted as the regular meeting time. The meetings will take place at the District Office Board Room, 11200 Telechron Avenue, Whittier with a Call to Order at 6:00 p.m.

Resolution No. 12-13-05: Certification of Signatures

On a motion by Trustee Hernandez seconded by Trustee Avila and unanimously carried resolution no. 12-13-05 was approved. This resolution is required by law and authorizes Erich Kwek, Cecilia Laidemitt, Gail Baxter, Lily Huntensburg, Marsha Escalante and Christina Funch to sign warrant orders for salary payment, notice of employment and contracts effective December 11, 2012 through December 10, 2013.

SCHOOL PRESENTATION

Monte Vista School students showcased the schools new Interactive Digital Arts and Technology Center and presented a report generated completely by the students. The students were Salvador Gonzalez, 6th grade; Christopher Lopez, 6th grade; Andrea Vazquez, 6th grade; Sonia Prasad, 5th grade; Mercedes Zavala, 5th grade; and Ruben Rodriguez, 6th grade. Advisor to the students and the technology center is Monte Vista School teacher, Ms. Carolyn Watters-Luis who also attended the meeting. Students are GATE students and are involved in helping with after school in the THINK Together program. These students trained the PTA and presented a training tool to PTA Council presidents. The students and Ms. Watters-Luis were thanked profoundly for the excellent and informative presentation.

PUBLIC COMMENTS

There were no public comments.

COMMENTS BY TRUSTEES

Trustees welcomed Layla Avila back from her leave. Trustees wished everyone Happy Holidays. Trustee Baird reported she attended the California School Boards Association Annual Education Conference. She said it was a very well planned conference and well worth attending.

REPORTS

Dr. Kwek thanked Mr. Francisco Meza, Ms. Carolyn Watters-Luis and the Monte Vista School students for the informative presentation this evening showcasing the computer lab at Monte Vista School.

Dr. Kwek attended the California School Boards Association Annual Education Conference and reported that for the first time in several years, the information he gleaned at the conference was upbeat and more positive with the passage of Proposition 30. The Governor will present his budget in January and he is proposing a weighted student formula.

Dr. Kwek met with Eric Hall and Associates to discuss real estate development. Hall and Associates are experts in real estate development. They are looking at district properties and will conduct an asset management study.

Work on construction projects continues on an ongoing basis. Information has been discovered that construction projects from 10 to 15 years ago have not been completed. District administrators are in the process completing these projects.

Interviews for the Assistant Superintendent of Business Services are scheduled next week. Compliance Review monitoring of federal programs will also be held next week. Mrs. Baxter, Associate Superintendent of Education, has been preparing for this review.

Winter break begins December 20, 2012 through January 4, 2013. School will not be in session during this time.

CONSENT

On a motion by Trustee Macias seconded by Trustee Avila and unanimously carried the consent portion of the agenda was approved .

Approval of Minutes

Approved the minutes the regular meeting held November 13, 2012.

Approval of Purchase Order List No. 09

Approved purchase order list no. 09 for purchases submitted prior to December 11, 2012.

Approval of Contract List No. 08

Approved contract list no.08 for services provided prior to December 11, 2012. Contract includes:

12-13-034: contractor – Los Angeles SMSA Limited Partnership, DBA Verizon Wireless, service – cell phone tower lease, duration – 11/01/2012 to 10/31/2017, amount – nc;

12-13-051: contractor – Walnut Valley BTSA Induction Program, service – training for beginning teachers, duration – 08/29/2012 to 06/30/2013, amount – nc;

12-13-052: contractor – Save a Life CPR, service – training and certification in CPR and First Aid, duration – 11/28/2012 to 01/30/2013, amount – not to exceed \$1,800.00

12-13-023 – Amendment: contractor – Head and Brain Injured Children/Cleta Harder, service – provide services to district students, duration – 07/01/2012 to 06/30/2013, amount – additional \$3,150.00

Travel and Conference Report No. 08

Approved travel and conference report no. 08.

BUSINESS

First Interim Financial Report

On a motion by Trustee Hernandez seconded by Trustee Macias and unanimously carried the First Interim Financial Report was approved. Eric Hall of Eric Hall and Associates presented the

BUSINESS

report. He thanked Lily Huntenburg, Director of Fiscal Services and Rick Holash for their assistance with the report. School districts must certify its financial status twice a year. The South Whittier School District is submitting a positive certification for the First Interim Report and has met all the requirements for the current and subsequent two fiscal years.

Memorandum of Understanding – THINK Together

On a motion by Trustee Avila seconded by Trustee Hernandez and unanimously carried the memorandum of understanding between the South Whittier School District and THINK Together was approved.

GENERAL

Board Policy 1312.3 – Uniform Complaint Procedures

On a motion by Trustee Hernandez seconded by Trustee Macias and unanimously carried Board Policy 1312.3 – Uniform Complaint Procedures was adopted. This policy was adopted on September 25, 2012 but it became necessary to extend statements within the policy thereby requiring re-adoption.

Administrative Regulation 1312.3 – Uniform Complaint Procedures

On a motion by Trustee Macias seconded by Trustee Avila and unanimously carried administrative regulation 1312.3 – Uniform Complaint Procedures was adopted. This administrative regulation was adopted on September 25, 2012 but it became necessary to extend statements within the administrative regulation thereby requiring re-adoption.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no comments on closed session items.

CLOSED SESSION

The Board of Trustees commenced closed session at 7:34 p.m.

OPEN SESSION

The Board of Trustees resumed open session at 8:25 p.m. No action was taken in closed session.

PERSONNEL CLASSIFIED

On a motion by Trustee Macias seconded by Trustee Hernandez and unanimously carried Classified Personnel Report No. 12-11-12-09 was approved.

2012-2013 Extra Pay Assignment

From 11/13/2012 to 06/13/2013 the participants listed below will provide translating support at parent conferences for a total of 25 hours each. Participants will be compensated at their regular rate of pay plus benefits. Ratification.

Participants: Asuncion Gomez, Amor Hernandez, Elia Herrera

PERSONNEL
CLASSIFIED

From 12/03/2012 to 12/19/2012 the participants listed below will attend a MAA (Medi-Cal Administrative Activities) re-training at McKibben School. Participants will be compensated at their regular rate of pay plus benefits. Ratification.

Participants: Yolanda Brennan, Xochitl Diaz, Hortencia Gonzalez, Connie Guerra, Marisa Hernandez, Amor Hernandez, Elia Herrera, Lorraine Jauregui, Christine Miovsky, Linda Montoya, Leslie Muñoz, Maria Quijano, Maria Elena Vega

From 11/2012 to 06/2013 the participants listed below will provide translating support to parent/teacher conferences (not to exceed 20 hours each) at Graves Middle School. Participants will be compensated at their regular rate of pay plus benefits. Ratification.

Participants: Maria Franco, Noon Duty Supervisor
Leslie Muñoz, Instructional Aide/SH (Bilingual)

From 12/03/2012 to 12/21/2012 the participant listed below will provide support to the Business Department during long term absence of co-worker. Participant will be compensated at the over time rate for 15 hours total plus benefits. Ratification.

Participant: Melissa Gonzalez

From 12/2012 to 06/2013 the participants listed below will provide translating support for parent/teacher conferences (not to exceed 15 hours each) at Loma Vista School. Participants will be compensated at their regular rate of pay plus benefits. Ratification.

Participants: Maria Ankeney, Library Clerk
Maria Quijano, Instructional Aide/LH (Bilingual)

On 11/03/2012 the participant listed below provided custodian support for the THINK Together Tournament at Graves Middle School. Participant was compensated at her regular rate of pay plus overtime and benefits.

Participant: Evangelina Gutierrez

On 11/17/2012 the participants listed below were trained on job related safety at the District Office. Participants were compensated at their regular rate of pay plus benefits. Ratification.

Participants: Yolanda Brennan, Kristina Cruz, Xochitl Diaz, Maritza Dionisio, Hortencia Gonzalez, Victoria Gonzalez, Amor Hernandez, Carmen Hernandez, Marisa Hernandez, Lorraine Jauregui, Christine Miovsky, April Nelson, Irene Nungaray (sub), Marcia Rangel, Maria Elena Vega

PERSONNEL
CLASSIFIED

From 10/01/2012 to 06/13/2013 the participants listed below will provide translating support for teaching staff at Lake Marie School. Participants will be compensated at their regular rate of pay plus benefits. Ratification.

Participants: Maritza Dionisio, Victoria Gonzalez, Amor Hernandez, Carmen Hernandez, Marcia Rangel, Armida Romero

2012-2013 Site Transfer – Ratification

Kimberly Castellon, Instructional Aide/SH from Los Altos School to Carmela School, effective 11/06/2012

2012-2013 Retirement

Hector Chacon, School Custodian, effective 12/30/2012

2012-2013 Extension to Medical Leave of Absence – Paid – School Secretary – Los Altos School – Effective 11/13/2012 to 01/27/2013

Employee ID #: YU 167 42 15

2012-2013 Medical Leave of Absence – Unpaid – School Secretary – Los Altos School – Effective 01/28/2013 to 05/13/2013

Employee ID #: YU 167 42 15

2012-2013 Medical Leave of Absence – Paid – School Custodian – Graves Middle School – Effective 11/23/2012 to 12/18/2012

Employee ID #: JU 300 51 88

2012-2013 Medical Leave of Absence – Paid – Accounting Technician – Business Office – effective 11/13/2012 to 12/07/2012

Employee ID #: GX 731 43 10

2012-2013 Medical Leave of Absence – Paid – Noon Duty Supervisor – Graves Middle School – Effective 11/26/2012 to 06/13/2013

Employee ID #:FU 479 08 35

2012-2013 Maternity Leave of Absence – Paid – Instructional Aide – SH – Carmela School – Effective 11/14/2012 to 01/11/2013

Employee ID #: DS 957 94 75

PERSONNEL
CERTIFICATED

On a motion by Trustee Hernandez seconded by Trustee Avila and unanimously carried Certificated Personnel Report No. 12-11-12-09 was approved.

PERSONNEL
CERTIFICATED

2012-2013 Extra Pay Assignment – District Wide Common Core Standards Committee – Teachers – Graves Middle School – Effective 12/13/2012, 02/07/2013, 03/14/2013, 04/11/2013, 05/09/2013

William McCoy, Kelly Hernandez

2012-2013 Extra Pay Assignment – After School Supplemental Instructional Program – GATE Enrichment Program – Teacher – McKibben School – Effective 01/2013 to 04/2013

Lorenda Gonzales, One alternate

2012-2013 Special Substitute Teacher Request – District Wide Schools

Graves Middle School – to allow staff to participate in DII – effective 11/28/2012 – Ratification – One substitute needed

Effective 12/06/2012, 01/09/2013, 01/14/2013, 01/15/2013, 04/10/2013, 04/24/2013, 04/29/2013 – Ratification – One substitute needed each day listed

Graves Middle School – to allow teachers to participate in Alternative Governance Walk – effective 12/11/2012, 12/13/2012, 02/05/2013, 04/16/2013 - Four substitutes needed

Graves Middle School – to allow teachers to participate in Data Conferences – effective 12/2012 to 06/30/2013 – Ratification – Four substitutes needed

McKibben School – to release teachers for action walks – effective 09/2012 to 06/2013 – Ratification – Four substitutes needed

Public Hearing: Declaration of Need for Fully Qualified Educators for the 2012-2013 School Year – Title V Regulations

A public hearing is in order to provide an opportunity to comment on the proposed Declaration of Need. The hearing was open on a motion by Trustee Avila seconded by Trustee Hernandez and unanimously carried. There was no comment on the Declaration of Need. The hearing was closed on a motion by Trustee Macias seconded by Trustee Hernandez and unanimously carried.

PERSONNEL
CERTIFICATED

Approval of Declaration of Need for Fully Qualified Educators for the 2012-2013 School Year – Title V Regulations

On a motion by Trustee Macias seconded by Trustee Hernandez and unanimously carried the Declaration of Need for Fully Qualified Educators for the 2012-2013 School Year – Title V Regulations was approved. Title V regulations require that the South Whittier School District have a Declaration of Need for Fully Qualified Educators on file.

Public Hearing – Memorandum of Understanding between the South Whittier School District and the South Whittier Teachers Association on (1) Stipend for Unit members to accompany district students on trips and activities on days the unit member is not otherwise contracted to work and (2) Stipend for unit members accompanying students on overnight school-sponsored activities.

A public hearing was held to provide an opportunity to comment on the proposed Memorandum of Understanding as clarified above. The hearing was open on a motion by Trustee Avila seconded by Trustee Hernandez and unanimously carried. There was no comment on the Memorandum of Understanding. The hearing was closed on a motion by Trustee Hernandez seconded by Trustee Macias and unanimously carried.

Approval of the Memorandum of Understanding between the South Whittier School District and the South Whittier Teachers Association on (1) Stipend for Unit members to accompany district students on trips and activities on days the unit member is not otherwise contracted to work and (2) Stipend for unit members accompanying students on overnight school-sponsored activities.

On a motion by Trustee Macias seconded by Trustee Avila and unanimously carried the Memorandum of Understanding between the South Whittier School District and the South Whittier Teachers Association was approved. The MOU consists of (1) Stipend for Unit members to accompany district students on trips and activities on days the unit member is not otherwise contracted to work and (2) Stipend for unit members accompanying students on overnight school-sponsored activities.

Superintendent's Contract

This item was tabled.

ADJOURNMENT

Meeting adjourned at 8:40 p.m.