

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

of the Board of Trustees
Regular/Organizational Board Meeting
December 13, 2011

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CALL TO ORDER

The meeting was called to order by Trustee Stys at 6:05 p.m.

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

Member absent: Layla Avila.

Others present: Dr. Erich Kwek, Superintendent
Cecilia Laidemitt, Associate Superintendent of Administrative
Services

Gail Baxter, Associate Superintendent of Educational Services
Rick Holash, Associate Superintendent of Business Services

FLAG SALUTE

The flag salute was led by Roger Salinas.

ORGANIZATION OF THE BOARD

Election of Officers

Election of the President

On a motion by Trustee Baird seconded by Trustee Macias and
unanimously carried Trustee Sharon Stys was elected President of
the Board.

Election of the Vice President

On a motion by Trustee Hernandez seconded by Trustee Macias
and unanimously carried Trustee Jan Baird was elected Vice
President of the Board.

Election of the Clerk

On a motion by Trustee Macias seconded by Trustee Baird and
unanimously carried Trustee Jorge Hernandez was elected Clerk of
the Board.

Election of the Secretary of the Board

Superintendent Erich Kwek was unanimously elected Secretary of
the Board.

Election of the Board Representative for Electing Members to the County Committee on School District Organization

Trustee Sylvia Macias was unanimously 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 unanimously elected 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 Alternate to the Trustee Review Committee of the Pupil Transportation Cooperative

Trustee Sylvia Macias was unanimously elected as the Board's representative and Trustee Jorge Hernandez was unanimously elected 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 (WACSEP)

Trustee Jan Baird was unanimously elected as the representative and Trustee Sylvia Macias was unanimously 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

Trustee Jan Baird and Trustee Jorge Hernandez were elected unanimously as the two Board members to serve on the Hearing Committee to Consider Student Expulsion

Selection of Two Board Members to serve on the Superintendent's Advisory Committee and an Alternate

Trustee Sylvia Macias and Trustee Layla Avila were selected unanimously as the two Board members to serve on the Superintendent's Advisory Committee. Trustee Jan Baird was selected as the alternate.

Election of two Board Members to Serve on the Wellness Committee as Representative and Alternate

Trustee Jan Baird was selected unanimously and Trustee Sylvia Macias as the alternate to serve on the Wellness Committee.

Appointment of Superintendent Erich Kwek or a Designee as Representative to Several Organizations

Dr. Kwek was unanimously appointed to be a representative to the following organizations:

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 Meetings

It was unanimously agreed to adopt the second and fourth Tuesday of each month as the regular meeting time at the District Office Board Room, 11200 Telechron Ave., Whittier, with Call to Order at 6:00 p.m.

Adoption of Resolution no. 11-12-10 – Certification of Signatures

On a motion by Trustee Hernandez seconded by Trustee Baird and unanimously carried resolution no. 11-12-10 – Certification of Signatures was adopted. This resolution, as required by law, authorizes Erich Kwek, Cecilia Laidemitt, Gail Baxter, Richard Holash and Lily Huntensburg to sign warrant orders for salary payment, notice of employment and contracts effective December 13, 2011 through December 11, 2012.

TEACHER OF THE YEAR

Allison Nakamura was recognized as the district's Teacher of the Year for the 2011-2012 school year. Ms. Nakamura is an 18 year employee who came to the district as a student teacher. During the years Ms. Nakamura has been in the district, she has served on many committees and is active in the PTA. It was said that Ms. Nakamura is energetic, positive and supportive of all students. Ms. Nakamura is an excellent RSP teacher and is a tireless student advocate. Ms. Nakamura was thanked for her many years of dedication and service to the children. To honor her, she was given a Teacher of the Year plaque. In addition, at this recognition event, Ms. Nakamura was awarded the PTA Honorary Service Award.

PUBLIC COMMENTETS

There were no public comments.

COMMENTS BY TRUSTEES

Ms. Nakamura was congratulated by Board members for being chosen as the district's Teacher of the Year.

Board members wished everyone a happy holiday season and wished all to enjoy the winter break.

Trustee Hernandez personally thanked Ms. Nakamura as she was his teacher. He thanked her for making a positive impact on his life.

Trustees Baird and Stys attended the annual CSBA Education Conference. Trustee Stys stated it had been an enjoyable conference with excellent program presentations.

Trustee Macias reported she had attended several school activities such as the McKibben School Family Tradition Evening, attended a concert at Whittier High School where Monte Vista School students were guests. Mrs. Macias commended the Monte Vista students for their excellent behavior at this concert. Mrs. Macias also attended the yearly PTA Dessert adding that it had been a good event.

REPORTS

Dr. Kwek reported he attended the CSBA Annual Education Conference. He attended several sessions one of which was information about the Khan Academy, an educational organization that provides high quality educational resources to anyone on YouTube. Dr. Fraijo was aware of this academy and has been advocating for it at Graves Middle School. Dr. Kwek also attended a session on school finance.

The Governor today announced that triggers will happen and there will be budget reductions. Transportation services suffered a very large reduction.

Dr. Kwek invited everyone to the school Holiday Programs that start on December 15th. The winter break dates are December 22 through January 6, 2012. School resumes January 9, 2012.

CONSENT

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

Approval of Minutes

Approved the minutes of the regular Board meeting held November 8, 2011.

CONSENT

Approval of Purchase Order List No. 09

Approved purchase order list no. 09 for purchases submitted prior to December 13, 2011.

Approval of Contract List No. 08

Approved Contract List No. 08 for services provided prior to December 13, 2011. Contracts include:

11-12-051: contractor – Rossier Park Elementary School, service – provide services to district students, duration – 07/01/2011 to 06/30/2012, amount – no charge;

11-12-052: contractor – Rossier Park Elementary School, service – provide services to district students, duration – 07/01/2011 to 06/30/2012, amount – not to exceed \$36,175.20;

11-12-053: contractor – Rosier Park Elementary School, service – provide services to district students, duration – 07/01/2011 to 06/30/2012, amount – not to exceed \$43,091.85;

11-12-054: contractor – Rossier Park Elementary School, service – provide services to district students, duration – 07/01/2011 to 06/30/2012, amount – not to exceed \$39,531.45;

11-12-055: contractor – Los Angeles County School of Education, service – provide administrative Medi-Cal services, duration – 07/01/2011 to 06/30/2014, amount – not to exceed \$4,000.00 per year.

Travel and Conference Report No. 08

Approved travel and conference report no. 08

BUSINESS

First Interim Financial Report

On a motion by Trustee Macias seconded by Trustee Hernandez and unanimously carried the First Interim Financial Report was approved. Rick Holash, the Associate Superintendent of Business Services, presented the first interim financial report. Mr. Holash's report was based on the latest budget assumptions. The district's fiscal status is positive and will meet the required 3% reserve. The district continues to experience declining enrollment. Further budget reductions are expected and if state revenues continue to decline, triggers are scheduled to happen in February, 2012. The district will continue to closely monitor expenses. Mr. Holash thanked Lily Huntenburg, the district's Director of Fiscal Services and Eric Hall and Associates for assistance with this report.

GENERAL

Proposed Board Policy 3280 – Sale or Lease of District-Owned Real Property – Second Reading and Possible Adoption.

On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried proposed Board Policy 3280 –Sale or Lease of District-Owned Real Property was adopted.

GENERAL

Proposed Board Policy 5030 – Student Wellness – First Reading
The Board of Trustees conducted the first reading of proposed Board Policy 5030 – Student Wellness. Per new federal law (PL111-296) it is necessary to update our Board policy on student wellness to reflect revised legal requirements related to student wellness policies.

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 7:08 p.m.

OPEN SESSION

The Board of Trustees resumed open session at 8:12 p.m. There was no action taken in closed session.

PERSONNEL

On a motion by Trustee Macias seconded by Trustee Hernandez and unanimously carried Personnel Report No. 12-13-11-09 was approved. On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried Certificated Personnel Report No. 12-13-09 was approved.

CLASSIFIED PERSONNEL

2011-2012 New Hires

Stephanie McDade, Noon Duty Supervisor, McKibben School,
Effective 12/14/2011

Amanda Diaz, Noon Duty Supervisor, Los Altos School, Effective
12/14/2011

Priscilla Lopez, Sub Instructional Aide and Noon Duty Supervisor,
District Wide, On Call as Needed, Effective 12/14/2011

Martha Ruiz, Sub Noon Duty Supervisor, District Wide, On Call as
Needed, Effective 12/14/2011

Marisela Garcia, Noon Duty Supervisor, Lake Marie School,
Effective 01/09/2012

Provide IEP Translations for McKibben School, Monte Vista School,
Los Altos School and Graves Middle School

Between 09/01/2011 and 06/13/2012 the participant listed below
will work a total of 430 additional hours to serve as a translator.

Participant: Rosa Montes

Provide Translating Support for Parent/Teacher Conferences at Los
Altos School

Between 11/15/2011 and 02/28/2012 the participants listed below
will each work up to 20 additional hours to provide translating
support.

Participants: Alma Perez, Library Clerk

Connie Guerra, Instructional Aide/ RSP

Maria Cornejo, Inclusion Aide/SH

Silvia Chacon, Breakfast/Noon Aide, one alternate

CLASSIFIED PERSONNEL

Provide Before and After Reading Intervention/Enrichment Program for Grades 2nd/5th Grade at McKibben School

Between 12/12/2011 and 05/25/2012 the participants listed below will each work up to 100 additional hours to provide reading intervention.

Participants: Dawn Camargo, Library Clerk
Sheila Chavez, Instructional Aide
Olivia Morquecho, Office/Health Clerk
One alternate

Staff to be Trained on Using Rosetta Stone Program to be Implemented at Graves Middle School for English Language Students – Ratification

On 11/30/2011 the participant listed below worked an additional 3.0 hours to train on using the Rosetta Stone Program.

Participant: Cynthia Rodriguez, Library Clerk

Provide Rosetta Stone/Success Maker Computer Lab Intervention to McKibben School Students

Between 12/15/2011 and 05/30/2012 the participant listed below will work up to 60 additional hours to provide students with Success Maker Computer Lab Intervention.

Participant: Olivia Morquecho, Office/Health Clerk

CERTIFICATED PERSONNEL

2011-2012 Special Substitute Requests – To Release Teachers for Training – District Wide

Special Education Teachers – District Wide - to Attend WACSEP Training

Priscilla Lopez, Brandon Mitsunaga, Carlos Rivera

Effective 11/30/2011 and 02/02, 29/2012 – Ratification

3 Substitutes needed for 3 days of training

Action Learning System Direct Interactive Instruction Training Effective 12/8/2011, 12/9/2011- Teachers – District Wide - Ratification

Graves Middle School – Edna Gibson
1 Substitute Needed

Carmela Teachers – Eileen Chia, Krysten Ryan, Loretta Martinez-Davis, Yvette Wroe
4 Substitutes Needed

Loma Vista School – Teacher – Kimberly Pauls
One Substitute Needed

CERTIFICATED PERSONNEL Special Education Teachers – District Wide – “Writing Accurate Baseline and Goals” Workshop – Effective – 12/12/2011 – Ratification – Heather Brannan, Teresa Castelli, Elyse Kenny-Schiller, 2 Alternates
Three Substitutes needed

Special Education Teachers – McKibben School – “Success Maker/Computer Lab – Roberta Ellis, Lorenda Gonzales, Irene Maehara, Carmen Ornelas – Effective 01/10/2012
Four Substitutes Needed

2011-2012 Extra Pay Assignment – Presenter Teachers – Prepare Parent Workshop – Teachers – Los Altos School – Effective 01/09/2012 to 04/30/2012
Lucille Hase, Patti Martin, Laura Stillman, Michi Tanimoto

2011-2012 Extra Pay Assignment – Teacher Training – Rosetta Stone Program – Teachers – Graves Middle School – Loma Vista, Monte Vista School

Effective Date: 11/30/2011 – Ratification
Patricia Lopez, Brandon Mitsunaga – Graves Middle School
Susanna Francia, Mark Fuentes – Loma Vista School
Karen Fuller, Lisa Allen – Monte Vista School

Effective 12/05/2011 – Ratification
Danyelle Sprilin, Allison Nakamura – Monte Vista School

2011-2012 Extra Pay Assignment – Supplemental Instructional Program – Identified Students – Grades 4th-6th Instruction Using Rosetta Stone and Reward Reading to Improve Band on CELDT Test – Teachers – Loma Vista School

Effective 12/14/2011 to 03/08/2012
Mark Fuentes

Effective 12/14/2011 to 04/11/2012
Susanna Francia

2011-2012 Extra Pay Assignment – Supplemental Instructional Program – Math Intervention for 4th Grade Students – Teachers – McKibben School – Effective 12/15/2011 to 05/12/2012
Barbara Llamas, one alternate

CERTIFICATED PERSONEL

2011-2012 Extra Pay Assignment – Supplemental Instructional Program – Rosetta Stone/Success Maker Computer Lab Intervention – Teachers – McKibben School – Effective 12/15/2011 to 05/2012

Irene Maehara, one alternate

2011-2012 Extra Pay Assignment – Supplemental Instructional Program – After School Intervention/Enrichment – Teachers – Los Altos School – Effective 01/09/2012 to 04/30/2012

Michi Tanimoto, Patti Martin, Carmen Cervantes, Karen Metcalfe, two alternates

2011-2012 Extra Pay Assignment – Supplemental Instructional Program – GATE Program – Teacher – McKibben School – Effective 01/2012 to 05/2012

Kathryn Jones, one alternate

2011-2012 Leave of Absence – Paid – Teacher – Los Altos School – Effective 11/28/2011 to 12/21/2011 – Ratification

Note: Leave will be paid up to the balance of unused sick days after all sick days are used, leave will be unpaid for remainder of requested leave.

Employee ID Number: MQ2770459

2011-2012 Extension to Medical Leave of Absence/Paid – Teacher – Loma Vista School – Effective 11/11/2011 to 02/01/2012 – Ratification

Employee ID Number: WQ1199303

Clerk, Medi-Cal Services Job Description

On a motion by Trustee Hernandez seconded by Trustee Baird and unanimously carried the Medi-Cal Services Clerk Job Description was approved.

Public Hearing: Ratification of the Tentative Agreement Between the South Whittier Teachers Association and the South Whittier School District for the 2011-2012, 2012-2013, and 2013-2014 School Years

A public hearing was held to provide an opportunity for communication from the public on the 2011-2012 through 2013-2014 Tentative Agreement between the South Whittier Teachers Association and the South Whittier School District. The hearing was open on a motion by Trustee Macias seconded by Trustee Baird and unanimously carried. The hearing was closed on a motion by Trustee Macias seconded by Trustee Hernandez and unanimously carried.

Ratification of the Tentative Agreement between the South Whittier Teachers Association and the South Whittier School District for the 2011-2012, 2012-2013 and 2013-2014 School Years

On a motion by Trustee Baird seconded by Trustee Hernandez and unanimously carried the tentative Agreement between the South Whittier Teachers Association and the South Whittier School District for the 2011-2012, 2012-2013 and 2013-2014 School Years was ratified.

ADJOURNMENT

Meeting adjourned at 8:15 p.m.