

**SOUTH WHITTIER SCHOOL DISTRICT
11200 TELECHRON AVE.
WHITTIER, CA 90605**

BOARD OF TRUSTEES MEETING – REGULAR/ORGANIZATION MEETING

**December 11, 2012
6:00 P.M.**

A G E N D A

1. PRELIMINARY

1.1 Call to order. Roll call:

Trustees

Sharon Stys, President
Jan Baird, Vice President
Jorge Hernandez, Clerk
Sylvia Macias
Sharon Stys

Administrative Staff

Dr. Erich Kwek, Superintendent
Cecilia Laidemitt, Associate Superintendent,
Administrative Services and Personnel Mgt.
Gail Baxter, Associate Superintendent,
Educational Services

1.2 Flag salute.

2. ORGANIZATION OF THE BOARD

Election of Officers

a. Election of the President

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

b. Election of the Vice President

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

- c. Election of the Clerk

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

- d. Election of the Secretary of the Board

It is customary to elect the Superintendent, Erich Kwek, as Secretary of the Board.

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

- e. Election of the Board representative for electing members to the County Committee on School District Organization. (Currently – S. Macias)

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

- f. Selection of the Board's voting delegate to the annual meeting of the Los Angeles County School Trustees Association. (Currently - S. Stys)

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

- g. Selection of the Board's representative to the Whittier Area School Trustees Association. (Currently – S. Stys)

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

- h. Election of the representative and alternate to the Trustee Review Committee of the Pupil Transportation Cooperative. (Currently - S. Macias and J. Hernandez)

Member _____

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

Alternate _____

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

- i. Election of the representative and alternate to the Trustee Review Committee of the Whittier Area Cooperative Special Education Program. (Currently – J. Baird and S. Macias)

Member _____

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

Alternate _____

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

- j. Election of two Board members to serve on the Hearing Committee to Consider Student Expulsion (Currently – J. Baird and J. Hernandez)

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

- k. Selection of two Board members to serve on the Superintendent's Advisory Committee [formerly Fiscal Advisory Committee] (currently – S. Macias and L. Avila with J. Baird as alternate)

Alternate: _____

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

- l. Election of two Board members to serve on the Wellness Committee as representative and alternate (currently - J. Baird and S. Macias)

Member _____

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

Alternate _____

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

- m. It is recommended that the Superintendent or a designee be appointed as the Board representative to the:

- a) Whittier Area Cooperative Special Education Program
- b) Whittier Area Pupil Transportation Cooperative
- c) School Attendance Review Board
- d) Whittier Area Self Insurance Authority
- e) Whittier Area Liability and Property Self Insurance Authority
- f) South East Educational Technology Consortium and Whittier Area Consortium

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

- n. Board meeting – it is recommended that the Board adopt the second Tuesday 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.

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

- o. Adoption of Resolution 12-13- 05, Certification of Signatures to authorize signatures as required by law authorizing Erich Kwek, Cecilia Laidemitt, Gail Baxter, Lily Huntensburg, Marsha Escalante and Christina Funch to sign warrant orders for salary payment, notices of employment and contracts effective December 11, 2012 through December 10, 2013. (supplement)

Motion: ____ **Second:** ____ **Vote: Yes** ____ **No** ____ **Abstain** ____ **Absent** ____

3. **SCHOOL PRESENTATION**

Monte Vista School will showcase its 'New Interactive Digital Arts and Technology Center'.

4. **PUBLIC COMMENTS**

During this time, persons – residents of the district, representatives of community organizations, representatives of district employee organizations – may, without arrangement, make representations to or address the Board on any topic of district-related concern that is not on the official agenda for that meeting. Unless otherwise determined by the Board, each person is limited to three minutes.

5. **COMMENTS BY TRUSTEES**

This item is provided as an opportunity for Trustees to report regarding District related topics.

6. **REPORTS**

There will be no Board discussion on reports given except to ask questions or refer matters to staff and no action will be taken unless listed on a subsequent agenda.

- 6.1 **Superintendent:** The Superintendent will report to the Board about various matters involving the District.

7. **CONSENT**

7.1 **Approval of Minutes** (supplement). The Superintendent recommends approval of the minutes of the Board minutes of the regular Board meeting held November 13, 2012.

7.2 **Purchase Order List No. 09** (supplement). The Superintendent recommends approval of purchase order list no 09.

7.3 **Contract List No. 08** (supplement). The Superintendent recommends approval of contract list no. 08.

7.4 **Travel and Conference Report no. 08** (supplement). The Superintendent recommends approval of travel and conference report no. 08.

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

8. **BUSINESS**

8.1 **First Interim Financial Report** (supplement). Eric Hall of Eric Hall and Associates will report to the Board on the First Interim Financial Report. The Superintendent recommends acceptance of the First Interim Financial Report.

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

8.2 **Memorandum of Understanding – THINK Together and the South Whittier School District** (supplement). The Superintendent recommends approval of the Memorandum of Understanding between THINK Together and the South Whittier School District.

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

9. **GENERAL**

9.1 **Board Policy 1312.3 – Uniform Complaint Procedures** (supplement). The Superintendent recommends adoption of Board Policy 1312.3 (previously adopted on September 25, 2012). It is necessary to extend statements in the previously adopted policy.

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

- 9.2 Administrative Regulation 1312.3 – Uniform Complaint Procedures** (supplement). The Superintendent recommends adoption of Administrative Regulation 1312.3 – Uniform Complaint Procedures (previously adopted on September 25, 2012). It is necessary to extend statements in the previously adopted administrative regulation.

Motion: _____ Second: _____ Vote: Yes _____ No _____ Abstain _____ Absent _____

10. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

A total of 10 minutes is provided so members of the public can address the Board. Speakers are limited to three minutes. (Superintendent will present any requests from the public to speak to closed session items).

11. CLOSED SESSION

The Board may be required to adjourn to closed session for discussion on matters of personnel, security, negotiations, student discipline, litigation or other matters as authorized by Government Code Sections 3459.1, 54956.6, 54956.8, 54957 and 54957.6 and Education Code Sections 35146 and 48914.

- 11.1 Conference with Agency Labor Negotiators:** South Whittier Teachers Association and California School Employees Association
Agency Negotiators: Dr. Erich Kwek, Cecilia Laidemitt, James C. Romo, Tina L. Kannarr

11.2 Public Employee Appointments/Employment/Evaluation

- 11.2.1 Instructional Aide
- 11.2.2 Teacher
- 11.2.3 Superintendent

11.3 Public Employee Discipline/Dismissal/Release

- 11.3.1 Instructional Aide
- 11.3.2 Custodian
- 11.3.3 School Secretary
- 11.3.4 Accounting Technician
- 11.3.5 Noon Duty Supervisor

12. OPEN SESSION

The Superintendent will report related to any action taken in closed session.

13. PERSONNEL

The Superintendent recommends approval of the following personnel reports:

13.1 **Classified Personnel Report No. 12-11-12-09** (supplement).

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

13.2 **Certificated Personnel Report No. 12-11-12- 09** (supplement).

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

13.3 Public Hearing: Declaration of Need for Fully Qualified Educators for the 2012-2013 School Year – Title V Regulations (supplement). A public hearing is in order to provide an opportunity to comment on the proposed Declaration of Need.

a). Motion to open the hearing

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

b). Motion to close the hearing

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

13.4 Approval of Declaration of Need for Fully Qualified Educators for the 2012-2013 School Year – Title V Regulations (supplement 13.3). Title V regulations require the South Whittier School District to have a Declaration of Need for Fully Qualified Educators on file. The Superintendent recommends approval of the Declaration of Need for Fully Qualified Educators for the 2012-2013 school year.

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

13.5 Public Hearing: Memorandum of Understanding between the South Whittier School District and the South Whittier Teachers Association on (1) A stipend for unit members who accompany District students on trips and activities on days the unit member is not otherwise contracted to work and (2) A stipend for unit members accompanying students on overnight school-sponsored activities (supplement). A public hearing is in order to provide an opportunity to comment on the above stated proposed agreement.

a). Motion to open the hearing

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

b). Motion to close the hearing

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

13.6 Approval of the Memorandum of Understanding between the South Whittier School District and the South Whittier Teachers Association on (1) A stipend for unit members who accompany District students on trips and activities on days the unit member is not otherwise contracted to work and (2) A stipend for unit members accompanying students on overnight school-sponsored activities (supplement 13.5). The Superintendent recommends approval of this Memorandum of Understanding between the South Whittier School District and the South Whittier Teachers Association.

Motion: ____ Second: ____ Vote: Yes ____ No ____ Abstain ____ Absent ____

13.7 Superintendent's Contract – Trustees will consider taking action relative to the Superintendent's contract.

14. ADJOURNMENT

Unless otherwise posted, the next regularly scheduled meeting will be
January 8, 2013, 6:00 p.m., District Office Board Room, 11200 Telechron Ave.