

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

of the Board of Trustees
Regular Board Meeting
April 14, 2015

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CALL TO ORDER

The meeting was called to order by Trustee Stys at 6:06 p.m.

Governing Board of Trustees present: Sharon Stys, Sylvia Macias, Francisco "Javi" Santana, Jan Baird, Deborah Pacheco.

Others present: Gail Baxter, Superintendent
Cecilia Laidemitt, Associate Superintendent of Administrative
Services and Personnel Management
Martha Mestanza Rojas, Associate Superintendent of Educational
Services
Mark Keriakous, Associate Superintendent of Business Services

FLAG SALUTE

The flag salute was led by Graves Middle School Teacher,
Mr. Keith MacInnes.

PUBLIC COMMENTS

Mr. Arles Benavides from Spiritt Family Services, accompanied by Graves Middle School Students, made a presentation on the danger of taking illegal drugs, in particular, the damaging effects of the use of marijuana. Spiritt Family Services promotes mental health and well-being through educational programs, prevention, intervention, treatment and recovery. The Graves Middle School students who participated in the fact giving report about the dangers of continual marijuana use included Salvador Gonzalez, Susan Smith and Eric Perez. Mr. Benavides reported that a Spiritt Family Services Office is located at the Sierra Education Center.

Audrey Radley, President of the South Whittier Teachers Association addressed the Board of Trustees and administration regarding the full restoration of salary for Teachers. Ms. Radley presented a timeline of salary/step and column activity from 2005 to the present.

Keith MacInnes followed up on Ms. Radley's report with a power point presentation indicating numerical figures to justify the request for full restoration of salaries for Teachers.

COMMENTS BY TRUSTEES

Several Trustees reported on having attended the South Whittier Community Resource Fair/100th Year Celebration of the South Whittier School District. All Trustees reported the event was very well organized and memorable. Mr. Meza and all staff members involved were thanked for their part in making this event such a big success. Trustees enjoyed the Jog-A-Thon, the museum and the student art exhibit.

Several Trustees also attended the Graves Middle School Golden Ribbon Validation thanking Dr. Fraijo and the staff for the attention, caring environment, academic encouragement, and support of all GMS students. The Graves Middle School staff never gives up on any student and continuously seeks and encourages students to excel by anticipating high expectations.

Board members met and welcomed the incoming Associate Superintendent of Business Services, Mark Keriakous saying they looked forward to working with him.

REPORTS

Superintendent, Gail Baxter, commenced her report by saying she was so grateful for the opportunity to be Superintendent and how proud she is to report the following. Mrs. Baxter commended Data Support staff, Sidney Gonzalez and Stephanie Conde, for the recognition they received from the State. They received a certificate for Outstanding Data Management Recognition for being on time on all six data collection periods with less than 2% errors. This recognition is also a tribute to School Secretaries because all data originates at the schools. The data collection team honors the District through their efforts. Next, Mrs. Baxter was very proud to give a report on the Community Resource Fair/ 100 Year Celebration and its success. Many staff members contribute many hours to make this event very successful. Approximately 700 to 800 persons attended the Resource Fair. The Superintendent expressed appreciation to Mrs. Vega Jeter for the Student Art Show, Mr. Levier for the Jog-a-Thon, Mrs. Francia for the GATE Olympiad, Mr. Losoya for the Museum, the Education Foundation and all school PTAs. Mr. Francisco Meza was thanked for his overall organization of the event. Mrs. Baxter was very proud to announce that top quality scientists were judges for the GATE Olympiad. Spiritt Family Services participated in the Resource Fair. This group has been strong partners of the District.

REPORTS

Mrs. Baxter was happy to announce that a Joint End of Year Employee Recognition is in the planning stages. The District will team with SWTA and CSEA and it will be held at Graves Middle School. The Superintendent thanked Josie Tafoya, Gloria Gonzales, Audrey Radley, Keith MacInnes, Carmen Muñoz and Cecilia Laidemitt for planning the recognition.

Mrs. Baxter announced the retirement of the Superintendent's Secretary, Aida Gonzalez, expressing much appreciation for her 38 years of service to the district. A retirement celebration will be held on April 30, 2015 at the District Office.

Mrs. Baxter asked Dr. Fraijo to give a report on the Gold Ribbon Validation that took place at Graves Middle School. Dr. Fraijo thanked Trustees, Mrs. Baxter and Mrs. Mestanza Rojas for their support and for attending the validation program. Dr. Fraijo thanked the GMS students for their participation and especially thanked the GMS staff for their dedication to the students, for pushing themselves very hard and giving their all to provide an environment that supports success for all students. State Superintendent of Public Instruction, Mr. Torlakson, will make a final announcement on the recipients of this award in the near future.

CONSENT

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

Approval of Minutes

Approved the minutes of the regular meeting held March 10, 2015.

Purchase Order List No. 16

Approved Purchase Order list no. 16 for purchases submitted prior to April 14, 2015.

Contract List No. 15

Approved Contract List no. 15 for services provided prior to April 14, 2015. Contracts include:

14-15-078A: Contractor – E-file, service – document scanning, duration – 01/05/2015 to 03/05/2015, amount - \$480.00;

14-15-101: Contractor – Rose Matthews, service – early retirement, duration – 12/01/2014 to 12/01/2019, amount – not to exceed \$7,000.00;

14-15-102: Contractor – Walnut Valley, service – BTSA Services, duration – 08/01/2014 to 06/30/2015, amount - \$5,455.00;

14-15-103: Contractor – RAM Services, service – sick and vacation reporting, duration – 04/14/2015 to 04/14/2020, amount – not to exceed \$1,500.00;

CONSENT

14-15-104: Contractor – Irvine Unified S.D., service – P.B.I.S., duration – 05/19/2015 to 06/30/2016, amount - \$40,000;
14-15-105: Removed
14-15-106: Contractor – Connie Sava, service – early retirement incentive, duration – 11/30/2015 to 12/18/2015, amount - \$7,000.00;
14-15-107: Contractor So Cal Office Tech, service – printing services, duration – 04/15/2015 to 04/15/2018, amount - \$33,378.00;
15-16-001: Contractor – LACOE, service – Network Services, duration – 07/01/2015 to 06/30/2018, amount - \$38,300.00;
15-16-002: Contractor – AVID, service – annual membership, duration – 07/01/2015 to 06/30/2016, amount - \$25,246.00

CURRICULUM

Williams Uniform Complaint Quarterly Report Summary
On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried the Williams Uniform Complaint Quarterly Report Summary was approved. Provisions of the Williams Legislation require that all schools shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the County Superintendent of Schools. There were four complaints received during this quarter and all four complaints were resolved.

BUSINESS

Declaration of Indefinite Salaries
On a motion by Trustee Santana seconded by Trustee Macias and unanimously carried all certificated employee’s salaries were declared indefinite for the 2015-2016 school year as a result of financial uncertainties, negotiations, legislation and other factors.

Declaration of Indefinite Salaries
On a motion by Trustee Baird seconded by Trustee Santana and unanimously carried all classified employee’s salaries were declared indefinite for the 2015-2016 school year as a result of financial uncertainties, negotiations, legislation and other factors.

Declaration of Indefinite Salaries
On a motion by Trustee Baird seconded by Trustee Pacheco and unanimously carried all management, confidential and other unrepresented employee’s salaries were declared indefinite for the 2015-2016 school year as a result of financial uncertainties, negotiations, legislation and other factors.

BUSINESS

Resolution No. 14-15-16: Certification of Signatures

On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried Resolution No. 14-15-16: Certification of Signatures was approved. This resolution authorizes Mark Keriakous, Associate Superintendent of Business to sign warrant orders for salary payments, notices of employment and contracts effective March 30, 2015 through December 8, 2015.

Resolution No 14-15-17: Order Biennial Governing Board

On a motion by Trustee Santana seconded by Trustee Baird and unanimously carried Resolution No. 14-15-17 was approved.

Resolution No. 14-15-18: Authorizing the Lease of District Surplus Property (District's Carmela Elementary School Site) Pursuant to a Request for Proposal Procedures as Authorized by the California Department of Education

On a motion by Trustee Santana seconded by Trustee Pacheco and unanimously carried Resolution No. 14-15-18: Authorizing the Lease of District Surplus Property (District's Carmela Elementary School Site) Pursuant to a Request for Proposal Procedures as Authorized by the California Department of Education. The District owns approximately 5.1 acres of land located at 13300 Lakeland Road, Whittier, California 90605, which property is known generally as the District's Carmela Elementary School site ("Property"). The District declared the Property surplus and decided to pursue leasing the Property. Pursuant to Education Code section 33050 et seq., the District received a waiver from the California Department of Education allowing it to forgo the traditional competitive bidding procedure typically used when leasing school district surplus property. Instead, the waiver granted the District permission to use an alternative request for proposal ("RFP") procedure in which the District solicits offers from interested parties for the lease of the Property. The RFP will set out the guidelines and minimum requirements for the lease of a designated portion of the Property. The District will then assess all proposals and negotiate with the proposers to determine the best options for the District. The District's Board of Trustees will review the proposals received, as well as staff recommendations related to such proposals, in order to determine if a lease agreement can be reached that is in the best interest of the District.

Appointment of District Employees (Representative and Alternate) to Serve on the Listed Committees

On a motion by Trustee Macias seconded by Trustee Santana and unanimously carried the following representative and alternates were approved:

BUSINESS

Pupil Transportation Cooperative –
Mark Keriakous, Associate Superintendent of Business Services, to serve as the representative

Ray Coco, Director of Operations, Maintenance and Transportation, to serve as the alternate

Whittier Area Self Insurance Authority –
Mark Keriakous, Associate Superintendent of Business Services, to serve as the representative

Phuong Tran, Director of Fiscal Services, to serve as the alternate

Whittier Area Liability and Property Self Insurance Authority
Mark Keriakous, Associate Superintendent of Business Services, to serve as the representative

Phuong Tran, Director of Fiscal Services, to serve as the alternate

GENERAL

Proposed Board Bylaw 9000: Role of the Board – First Reading
The Board conducted the first reading of Proposed Board Bylaw 9000: Role of the Board.

Proposed Board Bylaw 9200: Limits of Board Member Authority
The Board conducted the first reading of Proposed Board Bylaw 9200: Limits of Board Member Authority.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no comments on closed session items.

CLOSED SESSION

The Board of Trustees commenced closed session at 6:50 p.m.

OPEN SESSION

The Board of Trustees resumed open session at 7:55 p.m. No action was taken in closed session.

CLASSIFIED PERSONNEL

On a motion by Trustee Santana seconded by Trustee Macias and unanimously carried Classified Personnel Report No. 04-14-15-15 was approved.

2014-2015 New Hires
Sarah Hernandez, Library Clerk, Lake Marie School effective 04/15/2015

CLASSIFIED
PERSONNEL

Rudy Robles, Instructional Aide, Physical Education, Monte Vista School, effective 04/15/2015

2014-2015 Substitute Noon Duty Supervisor – District Wide
Patricia Garcia, effective 04/15/2015

2014-2015 Substitute Cafeteria Helper – District Wide
Laura Martinez, pending clearance from the Department of Justice

2014-2015 Substitute Breakfast Duty Supervisor – District Wide – Ratification
Yolanda Gonzalez, effective 03/20/2015

2014-2015 Extra Pay Assignments

The participants listed below will provide staff support to monitor Arts For All Imaginariums at District School Sites – Effective 04/15/2015 to 05/29/2015

Tenita Cordova, Noon Duty Supervisor,
Monte Vista School, 12 hours

Melanie Jarvis, Instructional Aide,
Loma Vista School, 12 hours
(2 Alternates)

The participant listed below will provide delivery support services as needed for the rest of the school year – Effective 04/15/2015 to 05/29/2015

Fernando Lafarga, Warehouse Delivery Person,
15 hours
(1 Alternate)

The participant will need additional hours/time to prepare all the end of the year items needed for the 8th grade promotion ceremony at Graves Middle School – Effective 05/2015

Lorena Ruiz, School Secretary, 20 hours
(1 Alternate)

2014-2015 Extra Pay Assignment – Ratification

The participants listed below will provide written translations of IEPs that occur throughout the year – Effective 03/01/2015 to 06/03/2015

Amor Hernandez, Instructional Aide, Special Education,
Los Altos School, 100 hours

CLASSIFIED
PERSONNEL

Maria Quijano, Instructional Aide, RSP, Loma Vista
School, 100 hours

Rosa Montes, Instructional Aide, Learning Handicap,
Lake Marie School, 100 hours

The following participants will deep-clean the field hours floors
at Graves Middle School – Effective 02/28/2015 and 03/01/2015 –
(or other date in March if needed) – Ratification

Martin Cerda, Custodian, 16 hours

Ernesto Melendrez, Custodian, 16 hours

2014-2015 Extra Pay Assignment – Revision

The following is a revision to reflect correction of salary pay.

The participants listed below will provide custodial staff support
before, during and after District's Community Resource Fair –
Effective 03/11/2015 to 04/14/2015

Ron Hernandez, Custodian, Carmela School, 16 hours

Jose Luis Ramirez, Custodian, Carmela School, 16 hours
(2 Alternates)

2014-2015 Special Sub Request

Allow classified staff to attend training for PBIS implementation –
Effective 05/21/2015

7 Substitute Employees (TBD) for 1 day, 56 hours

2014-2015 Request for Medical Leave/Paid – Classified –
Ratification

Employee # HU 245 6401, Health Clerk, Carmela School,
effective 03/06/2015 to 04/06/2015

Employee # JS 235 3003, Noon Duty Supervisor, Loma Vista
School, effective 02/18/2015 to 03/18/2015

Employee # PG 356 7783, Cafeteria Helper, Los Altos School,
effective 03/16/2015 to 04/06/2015

Employee # KG 425 8814, Cafeteria Helper, McKibben School,
effective 04/02/2015 to 07/05/2015

2014-2015 Retirement

Aida M.T. Gonzalez, Superintendent's Secretary, effective
at the end of 05/01/2015

CERTIFICATED
PERSONNEL

On a motion by Trustee Baird seconded by Trustee Santana
and unanimously carried Personnel Report No. 04-14-15-15 was
approved.

CERTIFICATED
PERSONNEL

2014-2015 New Hire – Substitute Teachers – District Wide
Day to day substitute teachers on call on an as needed basis
only – pending clearance from the Department of Justice
(fingerprinting) and submission of required documents – Effective
04/15/2015 to 05/29/2015
Gladys Mendez, Gilbert Ramirez, Esther Lauesen, Marisa Davis

2014-2015 Master Teachers for Student Teacher Agreements –
Graves Middle School – Lake Marie School – Effective 01/05/2015
to 05/29/2015 – Ratification
Daniel Honeycutt, Guy Sardo, Kimberly Pauls

2014-2015 Extra Pay Assignment – Lake Marie School
Allow Teacher to train Teachers and support staff on health and
nutrition program – Effective 03/2015 to 05/28/2015 – Ratification
Teresa Castelli

2014-2015 Extra Pay Assignment – McKibben School
Allow Teacher to participate in Target for Success After School
Intervention Program for First Grade – Effective 04/14/2015 to
05/22/2015 – Ratification
Stacy Pentel and (1 Alternate)

2014-2015 Extra Pay Assignment – Lake Marie School
Allow Teacher to provide reading intervention for students before
school – Effective 04/15/2015 to 05/28/2015
Denise Zazueta

2014-2015 Extra Pay Assignment – Allow Teachers to provide
Common Core math instructional technology support for parents –
Effective 04/15/2015 to 04/30/2015
Denise Andrews, Luz Maria Frias, Karen Fuller

Extra Pay Assignment – District Wide
Allow Teachers planning time for summer school – Effective
04/15/2015 to 04/30/2015
Carolyn Watters Luis, Audrey Radley, Valerie Favrow, Mary Szak,
Greta Benavides, Dale Chitwood, Margaret Gardener,
Esther Vargas Hollar, Carrie Galloway, Chris Losoya,
Irene Maehara, Susanna Francia, Roxanne Grago,
Alicia Lizazaburu, Patricia Vega Jeter (1 Teacher TBD)

2014-2015 Special Substitute Request – District Wide – Allow
participants to attend training for PBIS implementation – Effective
05/21/2015
(21) Substitutes

CERTIFICATED
PERSONNEL

2014-2015 Special Sub Request – District Wide – Allow participants to attend training for PBIS implementation – Effective 05/19/2015

(7) Substitutes

2014-2015 Special Sub Request – Los Altos School – Graves Middle School – Monte Vista School – Allow Teachers to attend the Common Core and the Special Education Student workshop – Effective 03/10/2015 – Ratification

(3) Substitutes

2014-2015 Special Sub Request – Graves Middle School – Allow Teachers to attend the ACSA 2015 Lead 3.0 Symposium – Effective 04/16-18/2015

(2) Substitutes

2014-2015 Summer Supplemental Program Positions Loma Vista School and Graves Middle School – Effective 06/01/2015 to 06/25/2015 – Pending Availability of funds, student enrollment and actual student attendance. The daily rate of pay shall be .003 of the last year’s salary in the South Whittier School District

Special Education – 06/01/2015 to 06/25/2015 (16 days, M to Th)

Susanna Seeget, Loma Vista School, SDC/M, 4th to 6th

Maria Morales, Loma Vista School, SDC/MM, 3rd to 6th

Heather Esquivel, Graves Middle School, SDC/MM, 6th to 8th

Danyelle Spirlin, Loma Vista School, SDC/MS, Preschool/Kinder

Tracy Boeltl, Loma Vista School, SDC/MS, 3rd to 6th

Lorraine Lake, SDC/MS, Kinder to 3rd

Brandon Mitsunaga, Graves Middle School, SDC/MS, 6th to 8th

Tim Ramos, District Wide, Speech/Language Itinerant Teacher

Melody Skaggs, District Wide, Adapted P.E.

Lisa Allen, District Wide, Substitute Teacher

Carlos Rivera, District Wide, Substitute Teacher

Graves Middle School, Effective 06/01/2015 to 06/25/2015

(16 days, M to Th)

George Palomino, 7th Grade Math

William McCoy, 7th/8th Grade Math

TBD, 7th/8th Grade Math

Jeff Kearney, 7th Grade Advanced Math

Denise Andrews, 8th Grade Math

Todd Banner, 7th/8th Grade English

Cheryl Jensen, 7th/8th Grade English

Amanda Riisager, 7th Grade Creative Writing/English/
Language Arts

CERTIFICATED
PERSONNEL

Lucy Cervantes, 7th/8th Grade English/Language Arts/ELL
Daniel Honeycutt, 7th/8th Grade Academic Language
Development

Kelly Hernandez, 8th Grade English/Language Arts/Reading
Guy Sardo, 8th Grade Social Science/Creative Writing

Donald Hotz, 7th/8th Grade Academic Language Development

Loma Vista School, Effective 06/01/2015 to 06/25/2015

(16 days, M to Th)

Mary Szak, Transitional Kindergarten/Kindergarten

Esther Vargas Hollar, Transitional Kindergarten/Kindergarten

Alicia Lizarzaburu, Transitional Kindergarten/Kindergarten

TBD, Transitional Kindergarten/Kindergarten

Carrie Galloway, 3rd Grade

Chris Losoya, 3rd Grade

Irene Maehara, 3rd Grade

Susanna Francia, 4th Grade

Carolyn Watters-Luis, 4th Grade

Roxanne Grago, 4th Grade

Valerie Favrow, 5th Grade

Patricia Vega-Jeter, 5th Grade

Audrey Radley, 5th Grade

Margaret Gardener, 6th Grade

Dale Chitwood, 6th Grade

Greta Benavides, 6th Grade

2014-2015 Request for Extension of Maternity Leave of Absence

Unpaid – Teacher – Los Altos – Effective 04/01/2015 to 04/20/2015

Ratification

Employee # BS 857 7195

2014-2015 Request for Medical Leave of Absence – Paid –

Teacher – Loma Vista – Effective 04/01/2015 to 06/01/2015 –

Ratification

Employee # HA 399 0437

2014-2015 Request for Certificated Early Retirement – Effective
at the End of the Day on 05/29/2015

Connie Sava, McKibben School Teacher, Transitional Kinder-
garten/Kindergarten

2014-2015 Request for Resignation – Effective at the End of the
Day on 06/30/2015

Tiffany Baides, McKibben School Principal

PERSONNEL

Trimester Calendar for the 2015-2016 School Year

On a motion by Trustee Baird seconded by Trustee Pacheco and unanimously carried the Trimester Calendar for the 2015-2016 School Year was approved.

California School Employees Association, Chapter 348, Initial Proposal Successor Contract 2015-2018 to the South Whittier School District

On a motion by Trustee Santana seconded by Trustee Macias and unanimously carried the C.S.E.A, Chapter 348, Initial Proposal Successor Contract 2015-2018 to the South Whittier School District was accepted.

Public Hearing: California School Employees Association, Chapter 348, Initial Proposal Successor Contract 2015-2018 to the South Whittier School District

A public hearing was held on the C.S.E.A., Chapter 348, Initial Proposal Successor Contract 2015-2018 to the South Whittier School District to provide an opportunity for communication on the initial contract proposal by any interested person.

The hearing was open on a motion by Trustee Pacheco seconded by Trustee Macias and unanimously carried. There was no public communication on the initial contract proposal. The hearing was closed on a motion by Trustee Macias seconded by Trustee Baird and unanimously carried.

Approval of Declaration of Need for Fully Qualified Educators for the 2015-2016 School Year, Title V Regulations

On a motion by Trustee Pacheco seconded by Trustee Santana and unanimously carried the Declaration of Need for Fully Qualified Educators for the 2015-2016 School Year, Title v Regulations was approved.

Public Hearing: Declaration of Need for Fully Qualified Educators for the 2015-2016 School Year, Title V Regulations

A public hearing was held on the Declaration of Need for Fully Qualified Educators for the 2015-2016 School Year, Title V Regulations to provide an opportunity for communication on the Declaration of Need by any interested person.

The hearing was open on a motion by Trustee Macias seconded by Trustee Santana and unanimously carried. There was no public communication on the Declaration of Need. The hearing was closed on a motion by Trustee Macias seconded by Trustee Baird and unanimously carried.