

# 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 9, 2014

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## CALL TO ORDER

The meeting was called to order by Trustee Macias at 6:00 p.m.

Governing Board of Trustees present: Sylvia Macias. Jan Baird, Debbie Pacheco, Sharon Stys.

Member absent: Francisco “Javi” Santana.

Others present: Gail Baxter, Superintendent  
Cecilia Laidemitt, Associate Superintendent  
Administrative Services & Personnel Management  
Martha Mestanza Rojas, Associate Superintendent of  
Educational Services  
Michael Krause, Associate Superintendent of Business Services

## FLAG SALUTE

The flag salute was led by Dr. Marti Ayala, Principal, Los Altos School.

## ORGANIZATION OF THE BOARD

### Election of Officers

#### Election of the President

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

#### Election of the Vice President

On a motion by Trustee Stys, on behalf of Trustee Santana who asked Mrs. Stys to make this motion, seconded by Trustee Baird and unanimously carried Sylvia Macias was elected Vice President of the Board of Trustees.

#### Election of the Clerk

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried Francisco “Javi” Santana was elected Clerk of the Board of Trustees.

#### Election of the Secretary of the Board

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried Superintendent Gail Baxter was elected Secretary of the Board.

ORGANIZATION OF  
THE BOARD

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

On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried Deborah Pacheco 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 Francisco "Javi" Santana 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 Sylvia Macias 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

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried Sylvia Macias was elected as the representative and Francisco "Javi" Santana was 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

On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried Sylvia Macias was elected as the representative and Deborah Pacheco 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 Macias seconded by Trustee Baird and unanimously carried Jan Baird and Deborah Pacheco were elected 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

Deborah Pacheco and Sylvia Macias were selected as the two Board members to serve on the Superintendent's Advisory Committee.

ORGANIZATION OF  
THE BOARD

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

On a motion by Trustee Baird seconded by Trustee Pacheco and unanimously carried Jan Baird was elected as the representative and Sylvia Macias was elected as the alternate to serve on the Wellness Committee.

Appointment of the Superintendent or her designee to serve as the  
Board representative on the listed committees

On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried Superintendent Gail Baxter or her designee was appointed to serve on the following committees;

1. Whittier Area Cooperative Special Education Program
2. Whittier Area Pupil Transportation Cooperative
3. School Attendance Review Board
4. Whittier Area Self Insurance Authority
5. Whittier Area Liability and Property Self Insurance Authority
6. South East Educational Technology Consortium and Whittier Area Consortium

Board Meetings

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

Adoption of Resolution No. 13-14-09: Certification of Signatures

On a motion by Trustee Baird seconded by Trustee Pacheco and unanimously carried Resolution No. 13-14-09: Certification of Signatures was approved. This resolution authorizes Gail Baxter, Cecilia Laidemitt, Martha Mestanza Rojas, Michael Krause, Francisco Meza, Phuong Tran, Marsha Escalante and Janine Johnson to sign warrant orders for salary payment, notices of employment and contracts effective December 9, 2014 through December 8, 2015.

PUBLIC COMMENTS

Lake Marie School parents, Ronald and Gabriela Smith, addressed the Board and administrators about their concerns with roof leaks at Lake Marie and child safety.

## COMMENTS BY TRUSTEES

Trustees assured Mr. & Mrs. Smith they were aware of the roof problem at Lake Marie School. The district is making every effort to get the matter resolved.

Trustees Macias and Stys attended the Annual PTA Holiday Program and Dessert saying our district had been very well represented and the program was very enjoyable.

Trustees wished everyone a Happy Holiday Season and a Happy New Year.

## REPORTS

Superintendent Baxter talked about our District schools and the concerns with the old buildings. Lake Marie School, Loma Vista School and Carmela School are all experiencing roof leaks. The District is working on a long term solution. Student safety is of utmost importance and a plan to fix the roofs is in progress.

The Whittier Union High School District has requested a joint Board meeting with the South Whittier School District. This meeting is planned on February 10, 2015 at the Sierra Education Center. Ms. M. Rojas from the SWSD and Ms. L. Davis from the WUHSD will make a joint presentation that will focus on the Common Core Standards. All Trustees agreed to have a joint meeting with the WUHSD.

The District Holiday programs commence on December 16<sup>th</sup>. There are several programs planned on December 18<sup>th</sup> and Superintendent Baxter stated Trustees and Administrators will attend as many programs on Dec. 18<sup>th</sup> as possible.

Mrs. Baxter talked about the Carmela School Property. The District has considered selling or leasing the 5.1 acres in back of the Carmela School field for the past few years. The present time is a better time financially for consideration of this property. At the January 13, 2015 Board meeting the Trustees will have a Study Session. Input from the Trustees will be sought at this Study Session. In March 2015, at a Board meeting, a public presentation will be made giving an update on this property.

On the evening of this Board meeting a fund raising event will take place at Chipotles in South Whittier that will yield 50% of the sales made at a specific time frame to the South Whittier School District. Horace Mann Insurance Company sponsored this event. This Company is an excellent partner of the District.

REPORTS

Mrs. Baxter will attend the California School Boards Association Annual Education Conference. There is much important information that is presented at this conference.

Superintendent Baxter extended heartfelt condolence to the family of Araceli Gonzalez. Mrs. Gonzalez will be greatly missed by the Los Altos School staff as well and the South Whittier community.

CONSENT

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

Approval of Minutes

Approved the minutes of the regular Board meeting held November 12, 2014.

Purchase Order List No. 10

Approved purchase order list no.10 for purchases submitted prior to December 9, 2014.

Contract List No. 09

Approved contract list no. 09 for services provided prior to December 9, 2014. Contracts include:

14-15-03 Addendum: contractor – Abby Rozenberg, service – Speech & Language Services, duration – 11/12/2014 through 06/30/2015, amount - \$135.00;

14-15-025 Addendum: contractor – Sonal Badami-Awasthi, service – Psychologist Services, duration – 12/10/2014 through 06/30/2015, amount – not to exceed \$15,725.00;

14-15-077: contractor – LACOE, service – Obesity Prevention, duration – 10/01/2014 through 09/30/2015, amount – none;

14-15-078: contractor – E-File Folders, service – Electronic Documents, duration – 01/15/2015 through 03/05/2015, amount - \$2,070.00;

14-15-079: contractor – Diana Guzman-Flores, service – Consultant Services; duration – 12/17/2014 through 06/30/2015, amount - \$40,400.00;

14-15-080: contractor – Kevin Canchola, service – After School Coaching, duration – 12/17/2014 through 06/30/2015, amount - \$832.00;

14-15-081: contractor – Nadine Guzman, service – After School Coaching, duration – 12/17/2014 through 06/30/2015, amount - \$832.00;

14-15-082: contractor – Joseph Lopez, service – After School Coaching, duration – 12/17/2014 through 06/30/2015, amount - \$832.00;

CONSENT

14-15-083: contractor – Raymond Lopez, service – After School Coaching, duration – 12/17/2014 through 06/30/2015, amount - \$832.00;  
14-15-084: contractor – VTD, service – Consulting Services, duration – 12/10/2014 through 06/30/2015, amount – tiered rate;  
14-15-085: contractor – Document Tracking Services, service – Electronic Documents, duration – 01/15/2015 through 01/14/2016, amount - \$2,000.00;  
14-15-086: contractor – Ann Marie Flores, service – Consulting Services, duration – 01/01/2015 through 06/30/2015, amount - \$5,000.00;  
14-15-087: contractor – Grace Ferrada, service – Consulting Services, duration 01/01/2015 through 12/31/2015, amount - \$10,000.00

Travel and Conference Report No. 09

Approved travel and conference report no. 09.

CURRICULUM

Memorandum of Understanding between the Los Angeles County Office of Education and the South Whittier School District

On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried the Memorandum of Understanding between the Los Angeles County Office of Education and the South Whittier School District was approved. This MoU is for The Nutrition Education Obesity Prevention (NEOP) grant and is funded by the United States Department of Agriculture and implemented through LACOE.

BUSINESS

First Interim Financial Report

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried the First Interim Financial Report was approved. Michael Krause, Associate Superintendent of Business Services, presented the First Interim Financial Report. Mr. Krause reported the district monitors the district's cash flow daily. Declining enrollment is an ongoing concern and projections have been made through 2016-2017. Staffing is also tracked carefully. This report centers on the General Fund which is the largest and most important operating fund. Mr. Krause reported the District meets the minimum Reserve for Economic Uncertainties of 3% of expenditures and will meet its financial obligations for the current fiscal year and subsequent two fiscal years. Mr. Krause thanked Phuong Tran, Director of Fiscal Services, for her phenomenal assistance in the completion of this report.

BUSINESS

Public Disclosure of Proposed Collective Bargaining Agreement – AB 1200 – for the 2013-2014 School Year, South Whittier Teachers Association Proposed Tentative Agreement

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried the Public Disclosure of Proposed Collective Bargaining Agreement – AB 1200 – for the 2013-2014 School Year, South Whittier Teachers Association Proposed Tentative Agreement was approved. This public disclosure of proposed collective bargaining agreement complies with AB 1200 and is required by law when any proposed bargaining unit agreement is voted on by the Board of Trustees. The AB 1200 outlines the budget changes that will occur due to any changes in a bargaining unit agreement throughout the school year.

GENERAL

Call for Nominations for CSBA Delegate Assembly, Region 24

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried Sharon Stys was nominated for the California School Boards Association Delegate Assembly, Region 24, to serve beginning April 1, 2015 through March 31, 2017.

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 7:01 p.m.

OPEN SESSION

The Board of Trustees resumed open session at 7:40 p.m. No action was taken in closed session.

PERSONNEL CLASSIFIED

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried Personnel Report No. 12-09-14-09 was approved.

2014-2015 New Hires – Substitute Employees

Jorge Rodriguez, Substitute Custodian, effective 11/21/2014

Maria Baltazar, Substitute Noon Duty Supervisor – effective 12/10/2014

Gloria Gonzales, Substitute Receptionist, effective 12/10/2014

2014-2015 New Hires

Nadine Guzman, Assistant Coach, effective 12/10/2014

Carmen Muñoz, Administrative Secretary/Classified Personnel, effective 01/02/2015

2014-2015 Extra Pay Assignments

Participants listed below will provide child care during district wide parent training and events at Monte Vista School – ratification – effective 12/2014 through 05/2015:

Tenita Cordova, Noon Duty Supervisor, 10 hours  
Elsy Cenicerros, Noon Duty Supervisor, 10 hours  
Cintia Mejia, Noon Duty Supervisor, 10 hours

Participants listed below will provide translations and interpreting support for Parent Conferences/training at Carmela School – ratification – effective 12/2014 through 5/2015:

Mayra Rivera, Library Clerk, 12 hours  
Xochitl Diaz, Instructional Aide, 12 hours  
Elia Herrera, Office/Health Clerk, 12 hours  
Martha Lopez, Noon Duty Supervisor, 12 hours  
Blanca Smith, Noon Duty Supervisor, 12 hours

Participants listed below will provide maintenance on the computer lab and the teaching stations at Lake Marie School – effective 01/05/2015 through 05/04/2015

Linda Jones, Instructional Aide/RSP, 72 hours  
Jannet Vasquez/Alternate

Participant listed below will sort, organize and review attendance records to improve ADA at Carmela School – ratification – effective 12/2014 through 05/2015

Eva Fernandez, Secretary

2014-2015 Request for Extension to Medical Leave – Paid – Ratification – Effective 11/15/2014 through 12/24/2014

Employee Number KD 26 55 087

Cafeteria Helper, McKibben School

2014-2015 Request for Extension to Medical Leave – Paid – Ratification – Effective 11/27/2014 through 12/27/2014

Employee Number GQ 28 48 090

Library Clerk, Graves Middle School

2014-2015 Request for Extension to Medical Leave – Paid – Ratification – Effective 09/25/2014 through 01/15/2015

Employee Number DS 95 79 475

Instructional Aide, Carmela School

2014-2015 Resignation - Ratification

Janet Aguirre, Instructional Aide, Los Altos School, Effective 05/28/2014

PERSONNEL  
CLASSIFIED

2014-2015 Resignation – Ratification  
Jennifer Wilson-Trujillo, Library Clerk, Lake Marie School,  
Effective 11/17/2014

PERSONNEL  
CERTIFICATED

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried Certificated Personnel Report No. 12-09-14-09 was approved.

2014-2015 New Hires – Substitute Teachers

District wide – part time on an as needed basis only pending clearance from the Department of Justice (fingerprinting) and submission of required forms – effective 12/2014 through 05/29/2015

Participants: Nancy Rodriguez, Galo Martinez, Maria Morales, Daniel Browning, Phuong Ha, Lara Davini

2014-2015 New Hires – Revisions

Physical Education Teachers - pending clearance from the Department of Justice (fingerprinting) and submission of required documents – T580020.4 (a) (b); T580020.41 (a) – effective 10/27/2014 through 05/29/2015 - Ratification

Participants: Bret LeVieer, Carmela School/Lake Marie School  
Jorge Olmedo, Loma Vista School/McKibben School  
Garrett Matsushita, Monte Vista School

2014-2015 Reappointment

Teacher from 2011-2012 Non-reemployed Techers – Per Education Code 44956 and Education Code 44909 – effective 08/01/2014 through 05/29/2015 – Ratification

Participant: Sheril Carrasco-Tolentino, Loma Vista School

2014-2015 Extra Pay Assignment

Allow Teacher from Carmela School to assist with the SST process – effective 10/2014 through 05/2015 – Ratification

Participant: Carlos Rivera

2014-2015 Extra Pay Assignment

Allow Techers from Monte Vista School to participate in after school tutoring – effective 12/2014 through 05/2015 – Ratification

Participants: Tamara McGarry, Mary Szak, Jennifer Yanagi,  
Lisa Allen, Garrett Matsushita, Margaret Gardener,  
Danyelle Spirlin, Carolyn Watters-Luis,  
Marjorie Coddling, Olegario Acosta, Susana Seeget,  
Catherine Rohlfing, Julee Abrahamson

PERSONNEL  
CERTIFICATED

2014-2015 Special Substitute Request

Allow teachers to attend new teacher training on Direct Interactive Instruction and Thinking Maps – effective 12/16/2014

Participants: 3 Substitute Employees

2014-2015 Special Substitute Request

Allow teachers to attend Go Math training – effective 01/26/2015 and 02/02/2015

Participants: 14, ½ day Substitute Teachers

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

Employee Number BU 75 51 065

Carmela School Teacher, effective 08/14/2014 through 12/22/2014

Memorandum of Agreement between the South Whittier School District and the South Whittier Teachers Association – Changes to the Proposed 2014-2015 Calendar

On a motion by Trustee Baird seconded by Trustee Pacheco and unanimously carried the Memorandum of Agreement between the South Whittier School District and the South Whittier Teachers Association – Changes to the Proposed 2014-2015 Calendar was approved.

Memorandum of Agreement between the South Whittier School District and the South Whittier Teachers Association – Class Size Reduction

On a motion by Trustee Pacheco seconded by Trustee Macias and unanimously carried the Memorandum of Agreement between the South Whittier School District and the South Whittier Teachers Association – Class Size Reduction was approved.

South Whittier School District Proposal to the South Whittier Teachers Association, 10-16-14

On a motion by Trustee Baird seconded by Trustee Pacheco and unanimously carried the South Whittier School District Proposal to the South Whittier Teachers Association, 10-16-14 was approved.

South Whittier School District Teacher's Salary Schedule, 2014-2015 School Year, Speech and Language Therapist

On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried the South Whittier School District Teacher's Salary Schedule, 2014-2015 School Year, Speech and Language Therapist was approved.

ADJOURNMENT

Meeting adjourned at 7:45 p.m.