

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

BOARD OF TRUSTEES MEETING – REGULAR/ORGANIZATION MEETING

**December 10, 2013
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
Sylvia Macias, Clerk

Administrative Staff

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

1.2 Flag salute.

2. OATH OF OFFICE

The Oath of Office will be administered by Superintendent Erich Kwek to:

Sylvia V. Macias
Deborah Pacheco

3. RESOLUTION 13-14-11: Appointing Individual to Fill Seat on Governing Board Made Necessary Because of Resignation (supplement).

Due to the resignation of Board Member Layla Avila a vacancy exists on the South Whittier School District Board. The Board of Trustees will consider this resolution to appoint Francisco “Javi” Santana to fill the vacant position.

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

4. OATH OF OFFICE

The Oath of Office will be administered by Superintendent Erich Kwek to:

Francisco “Javi” Santana

5. 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 – S. Macias and L. Avila)

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 (currently – J. Baird and S. Macias)

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:

- 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

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 13-14- 09, Certification of Signatures, to authorize signatures as required by law authorizing Erich Kwek, Cecilia Laidemitt, Gail Baxter, Michael Krause, Lily Huntensburg, Marsha Escalante and Janine Johnson to sign warrant orders for salary payment, notices of employment and contracts effective December 10, 2013 through December 9, 2014 (supplement).

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

6. 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.

7. COMMENTS BY TRUSTEES

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

8. 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.

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

9. **CONSENT**

- 9.1 **Approval of Minutes** (supplement). The Superintendent recommends approval of the minutes of the Board minutes of the regular Board meeting held November 12, 2013.
- 9.2 **Purchase Order List No. 09** (supplement). The Superintendent recommends approval of purchase order list no 09.
- 9.3 **Contract List No. 09** (supplement). The Superintendent recommends approval of contract list no. 09.
- 9.4 **Travel and Conference Report no. 09** (supplement). The Superintendent recommends approval of travel and conference report no. 09.

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

10. **BUSINESS**

- 10.1 **First Interim Financial Report** (supplement). Michael Krause will present a 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 ____

- 10.2 **Resolution No. 13-14-04: Provide for Board Member Salary Payment** (supplement). The Superintendent recommends approval of Resolution Number 13-14-04.

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

- 10.3 **Resolution No. 13-14-08: Declaration of Surplus Property – Old District Office** (supplement) The South Whittier School District has complied with Education Code and Government Code and desires to declare the property located at 10120 South Painter Avenue, Whittier, California, generally known as the 'Old District Office' as surplus and lease the property in a public bid auction. The Superintendent recommends approval of Resolution No. 13-14-08: Declaration of Surplus Property – Old District Office.

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

- 10.4 Final Summation of Expenditures – Loma Vista School** (supplement). The Superintendent recommends approval of the Final Summation of Expenditures for Loma Vista School.

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

- 10.5 Final Summation of Expenditures – Lake Marie School** (supplement). The Superintendent recommends approval of the Final Summation of Expenditures for Lake Marie School.

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

11. GENERAL

- 11.1 Call for Nominations for CSBA Delegate Assembly** (supplement). Call for nomination(s) for the CSBA Delegate Assembly, Region 24, to serve beginning April 1, 2014 through March 31, 2016.

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

- 11.2 Proposed Board Policy – 3100 Budget – First Reading** (supplement). The Board of Trustees will conduct the first reading of proposed board policy 3100 – Budget.

- 11.3 Proposed Board Policy – 3110 Transfer of Funds – First Reading** (supplement). The Board of Trustees will conduct the first reading of proposed board policy 3110 – Transfer of Funds.

12. 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).

13. 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.

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

13.2 Public Employee Appointments/Employment/Evaluation

- 13.2.1 Inclusion Aide (15.1)
- 13.2.2 Library Clerk (15.1)
- 13.2.3 Assistant Food Services Supervisor (15.1)
- 13.2.4 Cafeteria Helper (15.1)
- 13.2.5 Student Services Clerk (15.1)
- 13.2.6 Noon Duty Supervisor (15.1)
- 13.2.7 Information Specialist (15.1)
- 13.2.8 Campus Monitor (15.1)
- 13.2.9 Instructional Aide (15.1) and (15.7)
- 13.2.10 Data Integrity Specialist (15.8)
- 13.2.11 Teacher (15.2)

13.3 Public Employee Discipline/Dismissal/Release

- 13.3.1 Teacher (15.2)
- 13.3.2 Long Term Substitute Teacher (15.2)

14. OPEN SESSION

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

15. PERSONNEL

The Superintendent recommends approval of the following personnel reports:

- 15.1 **Classified Personnel Report No. 12-10-13-09** (supplement).

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

- 15.2 **Certificated Personnel Report No. 12-10-13- 09** (supplement).

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

- 15.3 **California School Employees Association, Chapter 348 Initial Proposal 2013-2014** (supplement). The California School Employees Association, Chapter 348 Initial Proposal 2013-2014 is submitted to the South Whittier School District for action. The Superintendent recommends acceptance of this Initial Proposal 2013-2014.

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

- 15.4 **Public Hearing: California School Employees Association, Chapter 348 Initial Proposal 2013-2014** (supplement 15.3). A public hearing is in order for the California School Employees Association, Chapter 348 Initial Proposal 2013-2014 to provide an opportunity for communication on the matter by any interested person.

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** ____

- 15.5 **South Whittier School District Initial Proposal - Reopener Negotiations 2013-2014 Contract Year to the California School Employees Association Chapter No. 348** (supplement). The Superintendent recommends acceptance of the South Whittier School District initial proposal.

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

- 15.6 **Public Hearing: South Whittier School District Initial Proposal – Reopener Negotiations 2013-2014 Contract Year to the California School Employees Association Chapter 348** (supplement 15.5). The Board of Trustees will provide an opportunity for communication on the matter by any interested person.

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** ____

- 15.7 **Resolution 13-14-10: Regarding Layoff of Classified Personnel** (supplement).

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

15.8 **Job Description – Data Integrity Specialist** (supplement).

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

16. **ADJOURNMENT**

Unless otherwise posted, the next regularly scheduled meeting will be
January 14, 2014, 6:00 p.m., District Office Board Room, 11200 Telechron Ave.