

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

BOARD OF TRUSTEES MEETING – REGULAR/ORGANIZATION MEETING

**December 13, 2011
6:00 P.M.**

A G E N D A

1. PRELIMINARY

1.1 Call to order. Roll call:

Trustees

Layla Avila, President
Jan Baird, Clerk
Jorge Hernandez
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
Richard Holash, Associate Superintendent,
Business 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 - J. Hernandez and S. Macias)

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 – J. Baird and J. Hernandez with L. Avila 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 - S. Macias and J. Baird)

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 11-12-10, Certification of Signatures to authorize signatures as required by law authorizing Erich Kwek, Cecilia Laidemitt, Gail Baxter, Richard Holash, and Lillian “Lily” Huntenburg to sign warrant orders for salary payment, notices of employment and contracts effective December 13, 2011 through December 11, 2012 (supplement).

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

3. TEACHER OF THE YEAR

Ms. Allison Nakamura will be presented to the Board of Trustees and receive a plaque honoring her as the South Whittier School District “Teacher of the Year” for the 2011-2012 school year.

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 Workshop held November 22, 2010 and the minutes of the regular Board meeting held November 22, 2010.
- 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). Assistant Superintendent of Business, Richard Holash, 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 ____

9. **GENERAL**

- 9.1 **Proposed Board Policy 3280 – Sale or Lease of District-Owned Real Property – Second Reading and Possible Adoption** (supplement). The Board of Trustees will conduct a second reading and possible adoption of Board Policy 3280, Sale or Lease of District Owned Real Property.

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

- 9.2 **Proposed Board Policy 5030 – Student Wellness – First Reading** (supplement). The Board of Trustees will conduct a 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. The new recommended policy components are indicated by italics and bold print. Our current policy was last updated in January, 2005.

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, David Rivera, James C. Romo, Tina L. Kannarr

11.2 Public Employee Appointments/Employment/Evaluation

- 11.2.1 Noon Duty Supervisor
- 11.2.2 Office/Health Clerk
- 11.2.3 Substitute Instructional Aide
- 11.2.4 Substitute Noon Duty Supervisor
- 11.2.5 Library Clerk
- 11.2.6 Inclusion Aide
- 11.2.7 Breakfast/Noon Aide
- 11.2.8 Clerk, Medi-Cal Services Job Description
- 11.2.9 Teachers

11.3 Public Employee Discipline/Dismissal/Release

- 11.3.1 Teachers

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. 12-13-11-09 (supplement).

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

13.2 Certificated Personnel Report No. 12-13-09 (supplement).

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

- 13.3 **Clerk, Medi-Cal Services Job Description** (supplement). The Superintendent recommends approval of the Clerk, Medi-Cal Services Job Description.

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

- 13.4 **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** (supplement). A public hearing provides an opportunity for communication from the public on the 2011-2012 through 2013-2014 tentative agreements.

a). Motion to open hearing

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

b). Motion to close hearing

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

- 13.5 **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** (supplement 13.4). The Superintendent recommends approval 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.

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

14. **ADJOURNMENT**

Unless otherwise posted, the next regularly scheduled meeting will be
January 10, 2012, 6:00 p.m., District Office Board Room, 11200 Telechron Ave.