

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

October 11, 2011
6:00 P.M.

AGENDA

1. PRELIMINARY

1.1 Call to Order. Roll call:

Trustees

Layla Avila, President
Jan Baird, Clerk
Jorge Hernandez
Sylvia Macias
Sharon Stys

Administrators

Dr. Erich Kwek, Superintendent
Cecilia Laidemitt, Associate Superintendent
Administrative Services & Personnel Mgt.
Gail Baxter, Associate Superintendent of
Educational Services
Richard Holash, Associate Superintendent of
Business Services

1.2 Flag salute.

2. 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.

3. COMMENTS BY TRUSTEES

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

4. 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.

4.1 The Superintendent will report to the Board about various matters involving the district.

5. **CONSENT**

- 5.1 **Approval of Minutes** (supplement). The Superintendent recommends approval of the minutes of the regular meeting held September 27, 2011.
- 5.2 **Purchase Order List No. 06** (supplement). The Superintendent recommends approval of purchase order list no. 06.
- 5.3 **Contract List No. 05** (supplement). The Superintendent recommends approval of contract list no. 05.
- 5.4 **Travel and Conference Report No. 05** (supplement). The Superintendent recommends approval of Travel and Conference Report No. 05.

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

6. **CURRICULUM**

- 6.1 **Williams Uniform Complaint Quarterly Report Summary** (supplement). 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. The Superintendent recommends approval of this report.

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

- 6.2 **Public Hearing: Notification of Compliance of Sufficient Textbooks and Instructional Materials – Resolution No. 11-12-05** (supplement). A public hearing is in order to provide an opportunity for discussion on the Notification of Compliance of Sufficient Textbooks and Instructional Materials.

a) Motion to open hearing

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

b) Motion to close hearing

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

- 6.3 **Resolution No. 11-12-05 – Notification of Compliance of Sufficient Textbooks and Instructional Materials** (supplement 6.2)

The Superintendent recommends approval of Resolution No. 11-12-05, Notification of Compliance of Sufficient Textbooks and Instructional Materials.

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

6.4 Summer School Report. Gail Baxter, Associate Superintendent of Educational Services will present a Summer School Report.

7. BUSINESS

7.1 Resolution No. 11-12-06: Certification of Signatures (supplement). Authorize signature as required by law authorizing Richard Holash to sign warrant orders for salary payments, orders for commercial payments, notices of employment, and contracts effective October 11, 2011 through December 13, 2011. The Superintendent recommends approval of resolution no. 11-12-06.

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

7.2 Resolution No. 11-12-07: Approving the Office of Public School Construction State Funding Application Identification of District Positions (supplement). The Office of Public Construction requires each district that applies for State School construction funds to identify district representatives, authorized signatories and CEQA officers. Richard Holash, Associate Superintendent of Business Services and Lily Huntensburg, Director of Fiscal Services will be authorized as district representatives with approval of this resolution. The Superintendent recommends approval of resolution no. 11-12-07.

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

7.3 Resolution No. 11-12-08: Designating Authorized Agent to Sign School Orders (commercial warrants) (supplement). Education Code 42632 allows school districts to designate an individual to sign any and all orders in the name of the said district, drawn on funds of said district. This resolution allows Richard Holash, Associate Superintendent of Business Services, to act as the authorized agent of the South Whittier School District. The Superintendent recommends approval of resolution no. 11-12-08.

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

7.4 Resolution No. 11-12-09: For Change of Revolving Cash Fund Custodian (Education Code 42800-5) (supplement). Education Code 42800 allows school districts to establish a revolving cash fund for the use of the chief accounting officer of the district. The district has established the revolving cash fund and is in need of changing the authorized custodian of the funds. Resolution no. 11-12-09 names Richard Holash, Associate Superintendent of Business Services, as the district's revolving cash custodian. The Superintendent recommends approval of resolution no. 11-12-09.

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

- 7.5 Designation of District Representative** (supplement). In order for Ray Coco, Director of Maintenance, Operations and Transportation, to interface with the Office of Public School Construction (OPSC) on behalf of the South Whittier School District, it is necessary for Mr. Coco to be officially designated as the district's representative by the Board of Trustees. The Superintendent recommends that Mr. Coco be designated as the district's representative to the Office of Public School Construction (OPCS).

Motion: _____ Second: _____ Vote: Yes ____ No ____ Abstain____ Absent _____

- 7.6 Approval of Change Orders, Bid # 2011-00A, Reroofing Project** (supplement). The Superintendent recommends approval of change orders, bid #2011-00A, reroofing project .

Motion: _____ Second: _____ Vote: Yes ____ No ____ Abstain____ Absent _____

- 7.7 Approval of Change Order, Bid # 2011-00B, Removal and Replacement of Asphalt Project** (supplement). The Superintendent recommends approval of change order, bid # 2011-00B, removal and replacement of asphalt project.

Motion: _____ Second: _____ Vote: Yes ____ No ____ Abstain____ Absent _____

8. GENERAL

- 8.1 District Goals** (supplement to be provided at the Board meeting). The Board of Trustees will discuss, give input and take possible action on the District Goals for the 2011-2012 school year.

Motion: _____ Second: _____ Vote: Yes ____ No ____ Abstain____ Absent _____

- 8.2 Proposed Board Policy 3513.3 Tobacco-Free Schools – Second Reading and Possible Adoption** (supplement). The Board of Trustees will conduct the second reading and possible adoption of proposed Board policy 3513.3 Tobacco-Free Schools. The South Whittier School District's current policy 3513.3 regarding Tobacco-Free Schools was last adopted on January 11, 2005. New language that is being recommended which meets all current laws and regulations is indicated in bold italics in the body of the policy.

Motion: _____ Second: _____ Vote: Yes ____ No ____ Abstain____ Absent _____

9. 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 requests from the public to speak to closed session items).

10. CLOSED SESSION

The Board may be required to adjourn to closed session for discussion on matters of personnel, security, negotiations, student discipline, litigation and 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.

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

10.2 Public Employee Appointment/Employment/Evaluation

10.2.1 Office/Health Clerk

10.2.2 Instructional Aide

10.2.3 Teacher

10.2.4 Superintendent Evaluation

10.3 Public Employee Discipline/Dismissal/Transfers/Release

10.3.1 Teacher

10.3.2 Library Aide

11. OPEN SESSION

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

12. PERSONNEL

The Superintendent recommends approval of the Classified Personnel Report and the Certificated Personnel Report.

12.1 Classified Personnel Report No. 10-11-11-06 (supplement).

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

12.2 Certificated Personnel Report No. 10-11-11-06 (supplement).

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

13. ADJOURNMENT

Unless otherwise posted, the next regularly scheduled meeting will be held
October 25, 2011, 6:00 p.m., District Office Board Room, 11200 Telechron Ave.