

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

of the Board of Trustees  
Regular Board Meeting  
March 27, 2012

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## CALL TO ORDER

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

Governing Board of Trustees present: Sharon Stys, Jorge Hernandez, Jan Baird, Sylvia Macias.

Member absent: Layla Avila.

Others present: Dr. Erich Kwek, Superintendent  
Cecilia Laidemitt, Associate Superintendent of Administrative Services and Personnel Management  
Rick Holash, Associate Superintendent of Business Services

## FLAG SALUTE

The flag salute was led by Josie Tafoya.

## SCHOOL PRESENTATION

Los Altos School principal, Martha Mestanza-Rojas, presented a report on Standards Based Student Led Conferences. Mrs. Rojas's report was in the form of a video showing students leading their parent conference. The video explained the steps taken to prepare for the student led conferences, putting the students in charge and the benefits of student led conferences, as Mrs. Rojas narrated. Students take responsibility for their learning using this conference tool. Tiffany Baides was thanked for making the video using technology being learned throughout the district. The Los Altos school staff was commended for preparing their students for the parent conferences.

## PUBLIC COMMENTS

There were no public comments.

## COMMENTS BY TRUSTEES

Board members thanked Mrs. Rojas for the informative and interesting presentation adding that student led conferences is an outstanding idea.

Trustees Baird and Macias thanked Mrs. Stys for her participation in the arrangement for the visit to Graves Middle School and Lake Marie School by Vernon Billy, the Executive Director of CSBA. Mr. Billy was given a tour of the schools. The principals of both schools, Dr. Matt Fraijo and Mr. Michael Long were also thanked for preparing the schools. Mrs. Stys reported the Governor had visited the latest CSBA Board of Directors meeting to talk about his proposed initiatives.

## REPORTS

Superintendent, Dr. Kwek, thanked Mrs. Rojas for her presentation and Mrs. Baides for the video. It was an excellent presentation.

Dr. Kwek talked about the Action Learning Systems Summit held last week and how successful it was. The district was honored with Mrs. Baxter, Mrs. Pope, Mrs. Baides, Mrs. Kivi and Mrs. Merrill being asked to be panel members and presenters. Our staff has embraced the teachings of ALS and has taken it to the next level. Teachers are doing an excellent job with DII (Direct Interactive Instruction).

The Superintendent's Advisory Committee met last week. Food Services, the Budget and Transitional Kindergarten were discussed. The district is moving ahead with transitional kindergarten. Next school year (2013) the Whittier Union High School District will start classes in mid August. The Superintendent will discuss our district also starting classes in mid August with our Board.

April 6, 2012 is a non school day. Spring break will be held from April 9 to April 13, 2012. School will not be in session and there will be no Board meeting that week.

## CONSENT

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

### Approval of Minutes

Approved the minutes the regular meeting held March 13, 2012.

### Approval of Purchase Order List No. 15

Approved purchase order list no. 15 for purchases submitted prior to March 27, 2012.

### Approval of Contract List No. 14

Approved contract list no. 14 for services provided prior to March 27, 2012. Contracts include:

11-12-075: contractor – Action Learning Systems, service – provide ongoing training and monitoring of teaching staff, duration – 07/01/2012 to 06/30/2013, amount – not to exceed \$164,000.00;

11-12-076: contractor – Los Angeles County Office of Education, service – provide services to GATE students, duration – 03/28/2012 to 06/30/2012, amount – not to exceed \$1,200.00;

11-12-077: contractor – Verizon Services, service – maintain telephone system and allow reimbursement through e-rate, duration – 07/01/2012 to 06/30/2015, amount – not to exceed \$6,523.50;

CONSENT

11-12-078: contractor – Verizon Services, service – maintain telephone system and allow reimbursement through e-rate, duration – 07/01/2012 to 06/30/2014, amount – not to exceed tiered fee;

Amendment #1 - 11-12-014: contractor – Blackboard Connect DB/A Teleparent, service – provide opportunities for ongoing home to school communication, duration – amend 09/30/2012 to 12/31/2012, amount - no change to original;

Amendment #1 – 11-12-033: contractor – A Better Tomorrow Education, service – provide services to district student s, duration – 10/25/2011 to 06/30/2012, amount – amend/additional \$1,042.87

Approval of Travel and Conference Report No. 13

Approved travel and conference report no. 13.

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 report summarized data on the nature and resolution of all complaints on a quarterly basis to the County Superintendent of Schools. The district had zero complaints to report.

GENERAL

Proposed Administrative Regulation 3541 – Transportation Routes And Services – First Reading

The Board conducted the first reading of proposed administrative regulation 3541 – Transportation Routes and Services.

Proposed Board Policy 3553 – Free and Reduced Price Meals – First Reading

The Board conducted the first reading of proposed board policy 3553 – Free and Reduced Price Meals.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no comments on closed session items.

CLOSED SESSION

The Board of Trustees commenced closed session at 6:41p.m.

OPEN SESSION

The Board of Trustees resumed open session at 6:52 p.m. No action was taken in closed session.

PERSONNEL CLASSIFIED

On a motion by Trustee Hernandez seconded by Trustee Baird and unanimously carried Classified Personnel Report No. 03-27-12-15 was approved.

PERSONNEL  
CLASSIFIED

Bilingual Certified Employees Receiving 2.5% Stipend  
Effective 04/02/2012

Rosa Chavez, Instructional Aide/SH, CR  
Marcia Rangel, Instructional Aide/SH, ELC  
Armida Castellon-Romero, Inclusion Aide/SH, LM  
Flor Garcia, Instructional Aide/RSP, MV  
Stephanie Gonzales, Office/Health Clerk, MV  
Araceli Gonzalez, Office/Health Clerk, LA

New Hire

Priscilla Lopez, Instructional Aide/RSP, LA/MV, effective date  
To be determined

2011-2012 Extra Pay Assignments

On 3/31/2012, 04/14/2012, 04/21/2012 and 04/28/2012, the participants listed below will assist teachers with the Academy Enrichment Program held at McKibben School for a total of 12 hours each. Participants will receive their regular rate of pay.

Dawn Camargo, Library Clerk  
Sheila Chavez, Inclusion Aide/SH

Between 3/19/2012 and 05/01/2012, the participant listed below will work one additional hour per day to update the library and input all tests for Los Altos School – Ratification

Alma Perez, Library Clerk

Between 03/16/2012 and 03/30/2012, the participant listed below will be trained in secretarial duties up to 20 hours at Carmela School. Participant will be compensated a her regular rate of pay – Ratification

Elia Herrera, Office/Health Clerk

Between 02/01/2012 through 6/30/2012, the participant listed below will provide support for technology to the district office and all sites as needed. Not to exceed 145 hours – Ratification

Ernest Pullett

PERSONNEL  
CERTIFICATED

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried Certificated Personnel Report no. 03-27-12-15 was approved.

PERSONNEL  
CERTIFICATED

2011-2012 New Hire – Substitute Teachers with Special Education  
Credentials – To Be Used On An As Needed Basis Only – District  
Wide – Effective 03/19/2012 to 06/13/2012 – Ratification

Carol Roberts  
Julee Amrahamson

2011-2012 Special Substitute Request

McKibben: To allow teachers to attend Action Learning Systems  
Training – Effective 03/21/2012 – Ratification  
5 Substitutes Needed

Los Altos: To allow teachers to attend Partnership Summit –  
Effective 03/21/2012 – Ratification  
3 Substitutes Needed

Loma Vista: To allow principal to meet with teachers to follow-up  
intervention programs for targeted students – effective  
04/02/2012, 04/03/2012, 04/17/2012  
3 Half Day Substitutes Needed

2011-2012 Extra Pay Assignment – To Allow Teachers To Meet To  
Align Art Curriculum with CORE Program – Monte Vista School

Participants: Marjorie Coddling, Priscilla Lopez, Mary Szak,  
Danyelle Spirlin

2011-2012 Extension to Maternity Leave of Absence – Paid –  
Teacher – Lake Marie School – Effective 03/24/2012 to 04/30/2012  
Ratification

Employee I.D. Number: #TM4419714

ADJOURNMENT

The meeting adjourned at 7:00 p.m.