

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

of the Board of Trustees
Regular Board Meeting
September 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, Sharon Stys, Deborah Pacheco, Francisco "Javi" Santana.

Others present: Gail Baxter, Superintendent
Cecilia Laidemitt, Associate Superintendent of Administrative
Services and 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 Loma Vista School Teacher,
Audrey Radley

PUBLIC COMMENTS

Laura Bribiescas, CSEA Chapter 348 President, addressed Trustees and District Office administration regarding her concerns relative to the Tentative Agreement between the South Whittier School District and the California School Employees Association.

South Whittier School District employee, Michael Greenman, addressed Trustees and District Office administration regarding his concerns about inflation in relation to cost of living, the proposed increase of minimum wages and how these increases effect South Whittier School District employees' salaries.

COMMENTS BY TRUSTEES

There were no comments made by the Board of Trustees

REPORTS

Superintendent, Gail Baxter, reported that Back to School Night activities, at all schools, were very successful. All district schools were prepared and cleaned. Teachers were ready to receive parents and present their classroom programs.

Mrs. Baxter reminded the group about the upcoming PTA Retreat, which is scheduled for September 11th, at the District Office. Mr. Francisco Meza is in charge of this event.

REPORTS

Superintendent Baxter announced she had very recently received a notice that the Governor would sign a Bill, AB 1522, a Bill that will require all employers to offer sick leave to all employees who work 30 days a year. This Bill will affect the South Whittier School District due to the long term substitute teachers who may work 30 days or more and it will be difficult to track and monitor. It is not known at this time how this ruling will impact the District although there is a large number of substitute teachers who are in high demand and who work more than 30 days a year. This ruling will take effect July 2015.

Mrs. Baxter presented an extensive report on budget development and all the steps that must be taken in developing the final budget. Mrs. Baxter first reported on Class Size Reduction and its new requirements. CSR is now an average and every school has a different average to meet because it was based on the enrollment from the year prior. If there is a discrepancy of an overage of 1/10 of a point when the district submits its count on the P2 report, the district will lose all its CSR funds. In our district that is about one million dollars. Adjustments can be made in the classroom by hiring teachers but the dilemma is what grade, at which school should the newly hired teacher(s) be placed and when is the best time. Another way of dealing with this situation is if there is language in the negotiated contract with SWTA addressing CSR to have more flexibility. The District cannot take a chance of losing a million dollars by being over 1/10 of a point.

Mrs. Baxter continued saying this District is a declining enrollment district so it is difficult for the district to estimate the number of students the district may lose. The District is told how much money to expect but it is based on the number of enrolled students. LCFF (Local Control Funding Formula) money is expected but the projected amount of allocated funds will not be known until the count of English learners, how many free and reduced lunch students are in the District and the total student population is known. The District's LCAP (Local Control Accountability Plan) this year indicated that the District had increased and improved services for students. This was reflected in the amount of funds received by the District. This money went toward employee compensation, professional development and extra pay assignments.

REPORTS

The Superintendent talked about the projected ADA (Average Daily Attendance) and the difficulty of estimating due to declining enrollment. The District has made great strides in its efforts to reduce the number of students leaving by putting in new programs, getting the word out about all the new and exciting programs that are available to the students and inputting public relations efforts on the District's website.

There are other considerations when developing the budget as reported further by Mrs. Baxter. Instructional materials framework adoption will be a major expense. Since we are a Program Improvement District we are required to provide the most current textbooks available. The math textbook adoption was slightly over \$400,000.00. Proposition 30 monies that the district has received in the past years will disappear in two phases with the elimination of sales tax in 2016-2017 and personal income taxes in 2018-2019. Reporting on Routine Restrictive Maintenance, Mrs. Baxter reported that the flexibility of keeping a 1% reserve in this fund will increase to 3% in 2015-2016. This increase needs to be included in the district's multi-year projections. The District does not know at this time how the Affordable Care Act will impact the District, but we do know there will be a cost involved. Health and Welfare benefits increased by 10.21% this year. The District had budgeted 4% based on the increase the past few years. Mrs. Baxter stated health and welfare benefits are very important to all employees and the District wants to insure it budgets enough funds to continue to maintain the present benefits. Districts will have to contribute to fill in a deficit in PERS and STRS. This year, the District's share of STRS is \$82,000.00. The District will also have to contribute to PERS. The percentage of District contribution will increase every year up to 19.1% for STRS and 18.20% for PERS by 2018-2019.

The District continues to have a conservative reserve of 3%. This is the required minimum a district is allowed. Budgeting is a guess. Although there are many unknown factors in projecting for year two and year three, the District is required to adopt a three year budget by the County Superintendent of Schools. The District must guarantee that it can meet its budget commitments for the next three years.

CONSENT

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

CONSENT

Approval of Minutes

Approved the minutes of the regular meeting held August 26, 2014.

Purchase Order List No. 05

Approved purchase order list no. 05 for purchases submitted prior to September 9, 2014.

Contract List No. 04

Approved contract list no. 04 for services provided prior to September 9, 2014. Contracts include:

14-15-039: contractor – Billy Anthony Hernandez, service – consultant services, duration – 08/19/2014 through 06/15/2015, amount - \$6,500.00;

14-15-040: contractor – Leah Selga, service – consultant services, duration – 09/10/2014 through 06/30/2015;

14-15-041: contractor – Ed Join, service - Online employment, duration – 07/01/2014 through 06/30/2015, amount - \$399.12

Travel and Conference Report No. 04

Approved travel and conference report no. 04.

CURRICULUM

Memorandum of Understanding with the Orange County Department of Education

On a motion by Trustee Santana seconded by Trustee Baird and unanimously carried the Memorandum of Understanding with the Orange County Department of Education was approved. This MoU allows the South Whittier School District to reimburse the Orange County Department of Education for students who participate in the home schooling program offered through the community school program at OCDE.

BUSINESS

Resolution no. 14-15-07 – GANN Limit Resolution

On a motion by Trustee Stys seconded by Trustee Baird and unanimously carried Resolution no. 14-15-07 – GANN Limit Resolution was approved.

Mandate Reform/Mandate Block Grant

On a motion by Trustee Stys seconded by Trustee Pacheco and unanimously carried the Mandate Reform/Mandate Block Grant was approved.

Budget Revisions Executive Summary

On a motion by Trustee Baird seconded by Trustee Stys and unanimously carried the Budget Revisions Executive Summary was approved.

BUSINESS

2013-2014 Unaudited Actuals 2013-2014

On a motion by Trustee Baird seconded by Trustee Stys and unanimously carried the 2013-2014 Unaudited Actuals were approved. Michael Krause, Associate Superintendent of Business Services, presented a report on the 2013-2014 Unaudited Actuals 2013-2014. The report reflects the District’s fiscal status at the end of 2013-2014. The amounts/numbers in this report will be validated by independent auditors at a later date. Mr. Krause reported in detail on the General Fund Balance, General Fund Revenue and Expenditures adding that the majority of the General Fund Expenditure is spent on certificated, classified salaries and employee benefits. Mr. Krause also gave a summary report of the Food Services budget, the Deferred Maintenance budget, the Bond Fund budget and the Capital Facilities Fund budget. The Associate Superintendent of Business stated the District met the minimum Reserve for Economic Uncertainties of 3%. Enrollment and class size will continue to be monitored as well as the District’s cash flow.

GENERAL

Proposed Board Policy 5144 - Discipline

On a motion by Trustee Stys seconded by Trustee Baird and unanimously carried Board Policy 5144, Discipline, was adopted.

Proposed Board Policy 5144.1 – Suspension and Expulsion/Due Process

On a motion by Trustee Stys seconded by Trustee Baird and unanimously carried Board Policy 5144.1, Suspension and Expulsion Due Process, was adopted.

Resolution No. 14-15-05: Provide for Board Member Salary Payment

On a motion by Trustee Santana seconded by Trustee Baird and unanimously carried Resolution No. 14-15-05, compensating Trustee Deborah Pacheco for a missed meeting on August 12, 2014 was approved.

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no comments on closed session items.

CLOSED SESSION

The Board of Trustee commenced closed session 6:56 p.m.

OPEN SESSION

Open session continued at 8:33 p.m. No action was taken in closed session.

On a motion by Trustee Baird seconded by Trustee Santana and unanimously carried Classified Personnel Report No. 09-09-14-04 was approved.

2014-2015 New Hires

Approved: Miguel de la Torre, Instructional Aide/RSP,
Carmela School

Approved: Maria Vasquez, Instructional Aide/RSP,
Monte Vista School

Effective: September 10, 2014

2014-2015 Substitute Custodians – New Hires

Approved: Brandon Davis
Robert Landis
Mark Perches

Effective September 10, 2014

2014-2015 Substitute

Approved: Sarah Jean Hernandez

Substitute Library Clerk/Instructional Aide, pending clearance from the Dept. of Justice

2014-2015 Substitutes – District Wide

Approved: Lauren Muñoz
Melissa Cabrera
Jessica Tapia
Gloria Mangune
Natalie Horgan

Instructional Aides, District Wide, pending clearance from the Dept. of Justice, on an as needed basis, day to day substitutes

2014-2015 Extra Pay Assignment

Approved: Jerry Black

Performed custodial duties to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August, 2014 – Ratification

2014-2015 Extra Pay Assignment

Approved: Martin Cerda

Performed custodial work to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August 2014, Ratification

PERSONNEL
CLASSIFIED

2014-2015 Extra Pay Assignment

Approved: Reynaldo Cruz

Performed custodial work to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August 2014, Ratification

2014-2015 Extra Pay Assignment

Approved: Manuel Gastelum

Performed custodial work to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August 2014, Ratification

2014-2015 Extra Pay Assignment

Approved: Adrian Guerra

Performed custodial work to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August 2014, Ratification

2014-2015 Extra Pay Assignment

Approved: Evangelina Gutierrez

Performed custodial work to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August 2014, Ratification

2014-2015 Extra Pay Assignment

Approved: Ron Hernandez

Performed custodial work to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August 2014, Ratification

2014-2015 Extra Pay Assignment

Approved: Gregorio Martinez

Performed custodial work to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August 2014, Ratification

2014-2015 Extra Pay Assignment

Approved: James White

Performed custodial work to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August 2014, Ratification

PERSONNEL
CLASSIFIED

2014-2015 Extra Pay Assignment

Approved: Martin Cerda
Gregorio Martinez
Adrian Guerra
Jim White
Two alternates

Performed custodial work to prepare Graves Middle School for the beginning of the new school year, 2014-2015, effective August 1, 2014, Ratification

2014-2015 Extra Pay Assignment

Approved: Lydia White
One alternate

Will provide campus supervision and assist administration with special events throughout the school year, Graves Middle School, effective August 2014 through May 2015, Ratification

2014-2015 Extra Pay Assignment

Approved: Maria Franco
Ruth Mendoza
One alternate

Will provide translating support and/or child care services for Parent-Teacher conferences and other special events throughout the 2014-2015 school year, effective August 2014 through May 2015, Ratification

2014-2015 Extra Pay Assignment

Approved: Manuel Gastelum
One alternate

Will provide campus security for various after school and evening events throughout the 2014-2015 school year, effective August 2014 through May 2015, Ratification

2014-2015 Extra Pay Assignment

Approved: Cynthia Rodriguez
Increase library and technological support for students at Graves Middle School, effective August 2014 through June 2015, Ratification

2014-2015 Extra Pay Assignment

Approved: Sonia Andujo
Performed clerical duties for the opening of the 2014-2015 school year, effective August 4, 2014 through August 8, 2014, Graves Middle School, Ratification

PERSONNEL
CLASSIFIED

2014-2015 Extra Pay Assignment

Approved: Rosa Montes
Maria Quijano
Guillermina Arteaga

Will provide written translation of IEPs that occur throughout the school year, Special Education Department, effective August 27, 2014 through June 4, 2015, Ratification

2014-2015 Extra Pay Assignment

Approved: Three Instructional Aides, to be determined
Three alternates

Will provide child care at Parent trainings, Parent meetings and/or at school events, District Wide, effective August 27, 2014 through June 30, 2015, Ratification

2014-2015 Extra Pay Assignment

Approved: Xochitl Diaz
Amor Hernandez
Jannet Vasquez

Will provide child care at Parent trainings, Carmela School, effective September 2014 through May 2015, Ratification

2014-2015 Extra Pay Assignment

Approved: Eva Fernandez

Employee will receive clerical training to improve efficiency and daily attendance rates Carmela School, effective September 10, 2014 through December 20, 2014

2014-2015 Extra Pay Assignment

Approved: Jannet Vasquez

Employee will provide translation and interpreting support during Parent conferences/training, Carmela School, effective September 2014 through May 2015

2014-2015 Request for Leave of Absence, Medical, Unpaid

Approved: Employee KC 644 84 55

Approved leave of absence, medical, unpaid, effective August 18, 2014 through September 24, 2014, Family Medical Leave of Absence (FMLA) and California Family Rights Act of 1993 (CFRA)

2014-2015 Transfer Request

Approved: Maria Elena Vega

Transfer of an employee from Carmela School to Los Altos School, Instructional Aide, SDC/SH, effective September 10, 2014

PERSONNEL
CERTIFICATED

On a motion by Trustee Stys seconded by Trustee Santana and unanimously carried Certificated Personnel Report No. 09-09-14-04 was approved.

2013-2014 Summer Supplemental Program

Approved: Ai-Ming Nguyen

Employee worked the 2013-2014 Summer Supplemental Program, effective June 1, 2014 through June 26, 2014 at the daily rate of .003 of the last year's salary – Ratification

2014-2015 New Hire

Approved: Anna Rosa Vicuna
Monique Padilla

Day to day substitute teachers, on call as needed basis only, pending clearance from the Dept. of Justice (fingerprinting) and submission of required documents, effective September 2014 through May 29, 2014

2014-2015 New Hire

Approved: Greta Benavides
One alternate

Will provide support for PTA Reflections, Community Art Contest and all site related art activities to motivate students and to increase student achievement, effective August 2014 through April 2015, ratification

2014-2015 Extra Pay Assignment

Approved: Julia Friedman

Relocation of classroom materials to Carmela School, effective August 2014, ratification

2014-2015 Extra Pay Assignment

Approved: Greta Benavides
Carlos Rivera
Wendy King

Will provide Home Hospital Services to students who are unable to attend a comprehensive campus due to illness, effective September 2, 2014 through December 19, 2014 – ratification

2014-2015 Special Substitute Employee Request

Approved: To be determined from substitute teacher list

Substitute employees will cover classrooms in order for classroom teachers to assess students, analyze data and be able to collaborate and plan with grade level teams and principals, effective September 2014 through May 2014 - ratification

PERSONNEL

Tentative Agreement between the South Whittier School District and the California School Employees Association, Chapter 348

On a motion by Trustee Stys seconded by Trustee Baird, all Trustees opposed the Tentative Agreement between the South Whittier School District and the California School Employees Association, Chapter 348. Board President, Sylvia Macias, issued the following statement:

“Due to ongoing changes in the budget information we have received from the state over the past several months and our commitments to adopt a budget which can be supported without deficit spending and the ability to sustain a positive budget rating for the next three years, we regretfully find it necessary to reject the Tentative Agreement with CSEA as presented at this time. We are directing district management to return to the table to continue negotiating. We respectfully request that CSEA please join us in reaching an agreement that supports these commitments.”

Public Hearing for the Tentative Agreement between the South Whittier School District and the California School Employees Association, Chapter 384

A public hearing was in order to provide an opportunity for discussion of the Tentative Agreement between the SWSD and CSEA. The hearing was open on a motion by Trustee Baird seconded by Trustee Santana and unanimously carried. There was no discussion on the matter. The hearing was closed on a motion by Trustee Stys seconded by Trustee Baird and unanimously carried.

ADJOURNMENT

Meeting adjourned at 8:43 p.m.