

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

of the Board of Trustees  
Regular Board Meeting  
December 15, 2015

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## CALL TO ORDER

The meeting was called to order by Trustee Macias at 6:02 p.m.

Governing Board of Trustees present: Sylvia Macias,  
Francisco “Javi” Santana, Jan Baird,

Absent: Deborah Pacheco

Others present:

Gail Baxter, Superintendent

Cecilia Laidemitt, Associate Superintendent of  
Administrative Services and Personnel Management

Mark Keriakous, Associate Superintendent of Business Services

Martha Mestanza – Rojas, Associate Superintendent of Educational  
Services

## FLAG SALUTE

The flag salute was led by Mr. Jeff Baird

## OATH OF OFFICE

Superintendent Gail Baxter administered the Oath of Office to  
elected Trustee: Jan Baird and Elias Alvarado.

## ORGANIZATION OF THE BOARD

### Election of Officers

#### Election of the President

On a motion by Trustee Santana seconded by Trustee Baird and  
unanimously carried Sylvia V. Macias was elected President of the  
Board of Trustees.

#### Election of the Vice President

On a motion by Trustee Baird seconded by Trustee Alvarado and  
unanimously carried Francisco “Javi” Santana was elected Vice  
President of the Board of Trustees.

#### Election of the Clerk

On a motion by Trustee Santana seconded by Trustee Alvarado  
and unanimously carried Jan Baird was elected Clerk of the Board  
of Trustees.

Election of the Secretary of the Board

On a motion by Trustee Baird seconded by Trustee Santana and unanimously carried Superintendent Gail Baxter was elected Secretary of the Board.

Election of the Board representative for electing members to the County Committee on School District Organization

On a motion by Trustee Alvarado seconded by Trustee Baird and unanimously carried Francisco “Javi” Santana was elected as the Board representative for electing members to the County Committee on School District Organization.

Selection of the Board’s voting delegate to the annual meeting of the Los Angeles County School Trustees Association

Elias Alvarado was selected as the Board’s voting delegate to the annual meeting of the Los Angeles County School Trustees Association.

Selection of the Board’s representative to the Whittier Area School Trustees Association

Sylvia V. Macias was selected as the Board’s representative to the Whittier Area School Trustees Association.

Election of the representative and alternate to the Trustee Review Committee of the Pupil Transportation Cooperative

On a motion by Trustee Santana seconded by Trustee Macias and unanimously carried Elias Alvarado was elected as the representative to the Trustee Review Committee of the Pupil Transportation Cooperative.

On a motion by Trustee Santana seconded by Trustee Macias and unanimously carried Jan Baird was elected as the alternate to the Trustee Review Committee of the Pupil Transportation Cooperative.

Election of the representative and alternate to the Trustee Review Committee of the Whittier Area Cooperative Special Education Program

On a motion by Trustee Alvarado seconded by Trustee Baird and unanimously carried Sylvia V. Macias was elected as the representative to the Trustee Review Committee of the Whittier Area Cooperative Special Education Program.

On a motion by Trustee Baird seconded by Trustee Santana and unanimously carried Elias Alvarado was elected as the alternate to the Trustee Review Committee of the Whittier Area Cooperative Special Education Program.

Election of two Board members to serve on the Hearing Committee to Consider Student Expulsion

On a motion by Trustee Alvarado seconded by Trustee Macias and unanimously carried Francisco “Javi” Santana and Jan Baird were elected as the two Board members to serve on the Hearing Committee to Consider Student Expulsion.

Selection of two Board members to serve on the Superintendent’s Advisory Committee

Sylvia V. Macias and Francisco “Javi” Santana were selected as the two Board members to serve on the Superintendent’s Advisory Committee.

Election of two Board members to serve on the Wellness Committee as representative and alternate

On a motion by Trustee Alvarado seconded by Trustee Baird and unanimously carried Sylvia V. Macias was elected as the representative to serve on the Wellness Committee.

On a motion by Trustee Baird seconded by Trustee Alvarado and unanimously carried Francisco “Javi” Santana was elected as the alternate to serve on the Wellness Committee.

Appointment of the Superintendent or his designee to serve as the Board representative on the following committees

On a motion by Trustee Baird seconded by Trustee Santana and unanimously carried the Superintendent or his designee was appointed to serve on the following committees:

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

Board Meetings

On a motion by Trustee Baird seconded by Trustee Alvarado and unanimously carried the Board adopted the third Tuesday of each month as the regular meeting time at the District Office Board Room, 11200 Telechron Ave., Whittier, with a Call to Order at 6:00 p.m.

Adoption of Resolution No. 15-16-09: Certification of Signatures  
On a motion by Trustee Santana seconded by Trustee Baird and unanimously carried Resolution No. 15-16-09: Certification of Signatures was approved. This resolution authorizes Gail Baxter, Cecilia Laidemitt, Martha Mestanza-Rojas, Mark Keriakous, Phuong Tran, Francisco Meza, and Janine Johnson to sign warrant orders for salary payment, notices of employment and contracts effective December 15, 2015 through December 20, 2016 was approved.

## PUBLIC COMMENTS

Josie Tafoya, CSEA President welcomed re-elected Trustee Baird and welcomed elected Trustee Alvarado and stated that she is looking forward to having a positive working relationship with the school board and further expanding the methods of communication.

Josie Tafoya briefly introduced herself and described her role as CSEA president for those in the audience that were new. Josie stated that she makes an effort to invite Classified staff to the board meetings in order to introduce the classified employees and their roles so that the Board becomes familiar with the staff throughout the District and their experiences.

Josie Tafoya stated that she is coming up on her one year term of serving as CSEA President and wanted to take this time to reflect and focus on the growth and some set-backs that she has seen throughout our District over the course of the year. Josie considers herself to be a positive forward thinker and always tries to highlight the positives the District has to offer in every encounter.

Josie Tafoya thanked the Board of Trustees for the heightened communication and transparency they have demonstrated by making themselves available and helping to tackle issues as they come up. Josie stated that this has helped her to grow and learn her role as CSEA President.

Josie Tafoya also thanked Mr. Mark Keriakous, Associate Superintendent of Business Services for his patience and time taken to explain any questions that she needed clarification on in order to better understand the issue or question at hand.

Josie stated that she has appreciated the times that she has sat with Mrs. Baxter to hash out details and work through projects. This interaction has provided Josie with a different perspective not just in the capacity of CSEA President, but also as a classified employee.

Josie stated that in the course of the year she has seen the level of respect throughout the District grow, turning the corner of not being viewed as just employees but as professionals. Josie has sat with committees from different districts throughout the state and noticed that a lot of what the South Whittier School District is doing is not being done at state level. This is a huge step in the right direction for such a small District. Josie stated that she will continue to highlight all of the positives and thanked the Administrators and the Board for their support.

Lastly, Josie wanted to mention a shadowing program that Whittier City Schools had participated in that wasn't made known to the public and is hopeful that this would be something the Board would consider implementing at our District. The program allows an administrator to shadow a classified employee giving them the opportunity to better understand the day to day job responsibilities and the roles of the classified employee. Josie plans to prepare a full presentation for Mrs. Baxter to review and then it will be presented to the Board.

#### COMMENTS BY TRUSTEES

Trustee Alvarado addressed the community in both the English and Spanish Language and thanked the community for supporting him through his campaign and election to become an elected Trustee for the South Whittier School District. Trustee Alvarado stressed the importance of working together as a community to move forward and helping our students and schools. Trustee Alvarado stated that once he retired, one of the first things that he did was to take multiple courses at Rio Hondo College on auto mechanics. Trustee Alvarado gained a better understanding of how the engine and the proper education on mechanics work parallel, if maintained properly the automobile runs well, if not the auto would be idle. Trustee Alvarado stated that this is a great metaphor that can be applied to education. Trustee Alvarado stated that if we all work together and are aligned with the same purpose, goal and mission we will reach great heights.

Trustee Alvarado addressed the parents in the audience, in the Spanish language, by encouraging the parents to continue supporting our schools and to never stop coming as their presence is also very important. Present and united, together we will work to make our schools better.

Trustee Alvarado comment in Spanish - “Padres que hablan solo en español. Espero que sigan trabajando con nosotros, nunca dejando de venir a ayudarnos a apoyar a las escuelas. Porque su presencia es tambien muy importante. Para que esten aquí todos unidos y trabajando para mejorar las escuelas”.

Trustee Santana congratulated and welcomed Trustee Baird and Trustee Alvarado.

Trustee Santana attended the CSBA Annual Education Conference for the first time and stated that he enjoyed the workshops, the motivational speakers and all of the information that he learned is good information.

Trustee Santana wished everyone Happy Holidays!

Trustee Baird welcomed newly elected Trustee Alvarado. Trustee Baird, through the campaign for re-election became familiar with some of the volunteer work that Trustee Alvarado does throughout the community and was compelled to share a few highlights.

Trustee Macias congratulated both Trustee Baird and Trustee Alvarado. Trustee Macias is happy to welcome re-elected Trustee Baird and looking forward to working together with newly elected Trustee Alvarado. Trustee Macias is excited to have them on the Board and stated that there is a lot of work ahead to be done.

Trustee Macias took a moment to commemorate Mr. Angel Cabral who recently passed away. Trustee Macias stated that Mr. Cabral was one of South Whittier’s dedicated citizens who should be remembered for all that he has done for the community. Mr. Cabral, a long-time resident funded with his own money different things for many children throughout the community. Just to name a few, he would purchase bicycles, fund trips to Knott’s Berry Farm, and Disneyland. Mr. Cabral has some history in the beautification of Amelia Mayberry Park. Trustee Macias learned that Mr. Angel Cabral was a young boy when he helped his father plant the olive trees that we see in the park today. Mr. Angel Cabral dedicated his life and money to the community of South Whittier and we should take a moment to remember him and all that he has done for the community of South Whittier.

Trustee Macias attended the scheduled winter programs for Carmela and Los Altos School and commended everyone for such a great job in coordinating programs that were very well put together. Trustee Macias also extended the commendation to THINK Together who helped in coordinating the winter programs. Trustee Macias stated that she was able to feel the Holiday spirit.

Trustee Macias wished everyone Happy Holidays!

## REPORTS

Mrs. Gail Baxter, Superintendent congratulated and welcomed re-elected Trustee Baird and newly elected Trustee Alvarado. Mrs. Baxter thanked Trustee Alvarado for the metaphor of the automobile and there is much work to do and we will be working together to reach great heights.

Mrs. Baxter reported on the news report this morning of LAUSD school closure due to credible threats received by LAUSD. Soon after the news broke, our schools and District office received many telephone calls from concerned parents. Our administrators, principal's and staff handled the situation well and notified parents that we are not part of the LAUSD and classes will be held as normal and assured parents that everything was fine and students can report to class. Mrs. Baxter stated that our administrator's, principal's, and staff were prompt in responding and making their presence at all school sites assuring parents that everything was fine. The "Teleparent" notification system was notifying parents within an hour of the news breaking. There was strong communication among all Superintendent's from the surrounding district's ensuring that there was a common thread of communication that was being given to the community to assure and address the communities concerns. Mrs. Baxter stated that she is very proud of the outstanding manner in which the staff handled the situation and the response from the community.

Mrs. Baxter reported that Whittier Police Department was making rounds at the school sites and speaking to the principal's to make sure that there were no threats received by our District and to make their presence visible.

Mrs. Baxter stated that LAUSD Superintendent was faced with the difficult decision of the LAUSD school closures, which he received much criticism for, but in light of the current events he felt was the appropriate decision for the safety of the staff and students.

Mrs. Baxter stated that each year there are updates to the Student Safety Plan, which will be due March 1<sup>st</sup> to the Board for review. This year, in light of the current events, in the process of updating the Student Safety Plan there will be a new focus to ensure that we have a plan in place for everything that encompasses the safety of students.

Mrs. Baxter attended the CSBA Annual Education Conference and stated that this year was better than last years. There was a wide range of workshop topics and very good information available.

Mrs. Baxter stated that there is a drafted lease for the Carmela property that is being reviewed by the attorneys for the District and Storm Properties. Once the details of the lease have been worked out it will be shared at a future board meeting.

Mrs. Baxter stated that a copy of the Facilities Master Plan will be received on Friday. Mrs. Baxter, Superintendent and Mark Keriakous, Associate Superintendent of Business Services will be meeting with the consultants to review the information. The information contained in the Facilities Master Plan was gathered from a group comprised of Administrators, Teachers, Staff, Parents, and Board Members that helped identify and prioritize the needs of the schools, assigned a timeline, and costs and what repairs will be needed.

Mrs. Baxter concluded by stating that representatives from Piper Jaffray & Co., and TBWB Strategies will be presenting an overview of services available should we choose to pursue a Bond to help cover costs for the repairs that are needed throughout the District.

## PRESENTATION

Mr. Mark Keriakous, Associate Superintendent of Business Services introduced Mr. Timothy Caty, Fiscal Advisor from Piper Jaffray & Co., Mr. Jared Boigon, Political Advisory Services from TBWB Strategies. Both advisors presented to the Board of Trustees an overview of services that can help the District explore the feasibility of a Bond should the District decide to pursue a Bond to cover costs for needed repairs throughout the District.

CONSENT

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

Approval of Minutes

Approved the minutes of the Regular Meeting held November 17, 2015

Purchase Order List No. 06

Approved Purchase Order List No. 06

Contract/Memorandum of Understanding List No. 06

Approved Contract List No. 06

Contracts:

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14-15-11A (Amendment) – Contractor: Tom Dorow, State of California Division of the State Architect, Service: Proposal for inspection services for the modernization of Carmela. Duration: Original Contract Dates: 06/01/2015-09/11/2015, Extended Contract Dates: up to 03/31/2016, Amount: Additional \$44, 880.00

15-16-069 –Contractor: Document Tracking Services, Service: Provide all required school/District plans in an electronic format that is easy to update, read, and monitor, Duration: 01/15/2016-01/14/2017, Amount: \$3,050.00

15-16-070 – Contractor: LACOE, Service: The Nutrition Education Obesity Prevention (NEOP) Grant will provide nutrition education to students and their families as means of decreasing or preventing obesity, Duration: 10/01/2015-09/30/2016, Amount: \$0.00 – no cost to the District.

15-16-071 – Contractor: Keygent Advisors, Service: Assist the District and train staff with what is required to be included in the annual report and when it is due to the repository. Duration: 12/15/2015-12/15/2016, Amount: Not To Exceed \$5, 000.00

15-16-072 Memorandum of Understanding (MoU) – Contractor: Options for Learning, Service: Defining the method to be used for dividing the cost of utilities, Duration: 09/01/2015-06/30/2016, Amount: District pays 1/3 of utility costs for Carmela portables, 2/3 of utility cost to be paid by Options for Learning.

15-16-073 Memorandum of Understanding (MoU) – Contractor:  
Association of California School Administrators (ACSA), Service:  
Will provide the District team of the Systems Leadership  
Collaborative the opportunity to work alongside retained experts  
that will help the team better understand the implementation of the  
LCAP, Duration: 10/01/2015-06/30/2016, Amount: \$10,000.00

Travel and Conference Report No. 06  
Approved the Travel and Conference Report No. 06

EDUCATIONAL SERVICES

Proposed Board Policy 0460 Philosophy, Goals, Objectives and  
Comprehensive Plans – Local Control Accountability Plan (LCAP)  
First Reading

The Board of Trustees conducted the first reading of proposed  
Board Policy 0460 Philosophy, Goals, Objectives and  
Comprehensive Plans – Local Control Accountability Plan (LCAP).  
Any questions please direct to Mrs. Baxter, Superintendent.

BUSINESS

First Interim Financial Report 2015-2016 (Presentation)

Mr. Mark Keriakous, Associate Superintendent of Business  
Services presented the 2015-2016 First Interim Financial Report  
which provided an overview of changes made to the budget due to  
revenue adjustments for the Local Control Funding Formula (LCFF)  
received by the District as well as expenditures for LCFF.

First Interim Financial Report 2015-2016

On a motion by Trustee Santana seconded by Trustee Alvarado  
and unanimously carried the First Interim Financial Report 2015-  
2016 was approved.

PUBLIC COMMENTS  
ON CLOSED SESSION  
ITEMS

There were no public comments on closed session items.

CLOSED SESSION

The Board of Trustees commenced closed session at 7:38 p.m.

OPEN SESSION

the Board of Trustees resumed open session at 9:09 p.m. No  
Action was taken.

PERSONNEL

Classified Personnel Report No. 12-15-15-06

On a motion by Trustee Santana seconded by Trustee Baird and unanimously carried the Classified Personnel Report No. 12-15-15-06 was approved.

Certificated Personnel Report No. 12-15-15-06

On a motion by Trustee Santana seconded by Trustee Baird and Unanimously carried the Certificated Personnel Report No. 12-15-15-06 was approved.

ADJOURNMENT

The meeting was adjourned at 9:09 p.m.