

# 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 15, 2015

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## CALL TO ORDER

The meeting was called to order by Trustee Stys at 6:01 p.m.

Governing Board of Trustees present: Sharon Stys, Sylvia Macias, Francisco “Javi” Santana, Jan Baird, 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. Elias Alvarado

## PUBLIC COMMENTS

Mary Ellen De La Vega a concerned citizen and WACSEP parent or two children, addressed the board regarding the devastating news of the death of a student left on a PTC bus last week. She stressed the importance of implementing safety measures to ensure this type of tragedy never happens again. Mrs. De La Vega emphasized the importance of installing the “child check alarms” and “motion detectors” on school busses to ensure the safety of all students. Mary Ellen De La Vega proceeded to share information about the Child Check devices that are used nationwide and that cost about \$120.00. She stated that these devices have a kill switch that is installed in the back of the bus and if the alarm is set off, the bus driver is required to walk to the back of the bus in order to turn off the kill switch and then proceed to walk to the front of the bus to exit. This will ensure that the bus driver has the opportunity to see if any student was still on the bus prior to exiting.

Mary Ellen de la Vega pleaded to the board to install these devices as well as implement safety measure such as a buddy check system, requiring two bus drivers to check the bus and ensure that all students have exited, and to implement a practice of requiring the bus driver to take a head count of all students entering and exiting the bus. Mrs. De La Vega expressed how as parents they entrust their children to PTC to be transported to and from school and they expect that all measures are taken to keep their children safe. Mary Ellen De La Vega expressed that if these measures had been implemented and protocols set in place this tragedy of Paul Lee would not have occurred and that these measures should be implemented as early as tomorrow in order to avoid another tragedy. Mrs. De la Vega stated that she realized that PTC has a separate board and is a separate entity than the South Whittier School District but she feel the SWSD board has a say in what happens with PTC since we are a member district. She was asking for support.

Trustee Stys expressed gratitude to Mary Ellen De La Vega in sharing the information. Trustee Stys expressed how devastated we all are with the tragedy that has affected the entire Whittier community. Trustee Stys wanted the public to know that the Board does not have the authority to act on matters such as these and PTC is a separate entity that has their own governing board that is working diligently. There was a Special PTC board meeting held this morning and a separate press conference that will be held tomorrow at the PTC headquarters office located on Greenleaf at 3:00 p.m. Trustee Stys also stated that as a district that uses PTC for the transport of our students we too have concerns and will continue working with PTC to address these concerns and working to ensure that measures are in place and protocols are implemented in order to protect the safety of our children.

Trustee Stys also expressed condolences to the Lee family.

Josie Tafoya – CSEA President proudly announced that she has worked as a SWSD employee for 9 years as a Special Education Aide and she wanted to express that there were no words to describe how she felt when she heard of the PTC tragedy as our students also use PTC busses.

Josie Tafoya proceeded to thank the Board and Mrs. Mestanza-Rojas for the staff training that was held last week with all of the staff and she shared how much she enjoyed participating as well as how wonderful it is to see the District's effort and hard work in the attempt to creating unity amongst all employees. Josie Tafoya proudly mentioned the cafeteria workers for standing up and voicing their concerns with administration and felt that yesterday's meeting went well with issues and concerns being addressed and are she is very hopeful that things are going to be handled in the appropriate manner. Josie Tafoya publicly thanked the Cafeteria workers for their courage, and recognized these hard working extraordinary women that come in to work daily to feed over three thousand students and staff members. Some of these women were at the board meeting to address the Board of Trustees.

Jill Wehner – CSEA SWSD Employee of 19 years working in Food Services expressed how the recent news of the death of the student affected everyone. Jill, also speaking on behalf of all of the Food Service workers stated that the staff loves their jobs and that they take their jobs very seriously, and feel that their jobs are very important. Most of the employees have or had children attend a school within the district and enjoy the work that they do daily.

Aurora Cisneros – CSEA SWSD Employee for 18 years. Expressed that it has been a pleasure to work for the South Whittier School District for 18 years and truly loves working with the kids.

## COMMENTS BY TRUSTEES

Trustee Macias is pleased to hear that the staff training went well and all that attended enjoyed it. It was also a pleasure to hear staff members express that they enjoy their jobs.

Trustee Santana reported back about the first meeting for the Superintendent's Facilities Advisory Committee. Trustee Santana was happy to see that all school sites were represented on the committee. He shared that at the meeting school sites discussed what are some of the things that school sites currently have, what are the things needed, what are the things that work or don't work. Each group compiled their list and was able to provide good feedback and perspective. Mrs. Baxter at the end of the meeting mentioned that some of the items that were listed and shared are small money items that can be fixed in the near future and in fact some were already being addressed. Other big money items will need to be prioritized and we will need to find resources to fund these items. The Committee is scheduled to meet next month and Trustee Santana will report at the next board meeting.

Trustee Baird was apologetic in only being able to attend one Back to School Night but stated how happy she was to have made it to one school. Trustee Baird felt welcomed in all of the classrooms, and all of the classrooms were decorated beautifully. Trustee Baird is hoping to be able to make all of the Open Houses scheduled later this year.

Trustee Stys gratefully thanked Trustee Macias for stepping in as President of the Board while she had been out ill.

## REPORTS

### PTC

Superintendent, Gail Baxter reported that PTC had scheduled a Special Board Meeting this morning and had gone into close session for close to two and half to three hours and once they came out to open session to report there was no one in the audience. However, what PTC reported was shared as follows: PTC reported in the open session that there will be a press conference at the PTC Headquarter offices tomorrow. PTC will also be making a contribution of \$10,000 dollars for cost of memorial services for Paul Lee on behalf of the PTC employees. President John McNeil will be contacting the family today offering condolences and offering assistance to the family including grief counseling and anything else that the School District and PTC can provide. The PTC Board did give direction to staff for things that should happen immediately. Those should include immediately implementing a team checking system so there will always be two bus drivers checking at the end of each route to ensure that all students have safely made it off the bus. Brining in an advisor to confirm that the PTC is maintaining the highest safety standards. PTC falls under the CHP Safety Guidelines and their buses and their safety procedures fall under CHP but they will be bringing in an advisor to ensure that they are following the highest standards possible. PTC will also be identifying a system to install in busses to check for students presence and with the families consent PTC hopes to call for legislation to make sure that similar systems are required throughout the state to be installed in busses and would like that legislation to be entitled the "Paul Lee School Bus Safety Act of 2015". There will be more information available tomorrow at the press conference. Superintendent Baxter ended her report by expressing how devastating this is and how it has affected the entire community. Superintendent Baxter sent a heartfelt condolence to the family and our community.

### LACOE – Approval of LCAP & Budget

Superintendent Baxter reported that we have officially received the approval of our LCAP and Budget, which was a huge task that involved long hours. Mrs. Baxter publically thanked the staff that was involved in making this happen as well as thanking the board in giving them the go ahead to proceed forward and do what was necessary to make it happen. Mrs. Baxter also thanked the teachers as they were so patient while we went through the process. The end result was that 2008-2009 salary schedule was restored. Teachers will see the restored amount on the first paycheck in October and receive a small retroactive amount for the month of August. A letter that came with the approval of the LCAP and Budget stated a few comments that should be shared with the

Board and public. Mrs. Baxter mentioned that although the LACP was approved and met all of the criteria they do have concerns that the District is still experiencing declining enrollment. Therefore, in the years to come it will be critical that we do everything that we can to maintain our student enrollment in order to maintain our funding.

The letter also points out, and this was included in a letter received by all Districts, “during the anticipated 8 year transition to fully fund LCFF there is no statutory guarantee increase in any given year until full implementation.” They are concerned of the potential impact to the District should the implementation not materialize.

Also, LACOE has asked that we make an adjustment to the First Interim report in December which is due in December because the amount of one time money to be received in 2015-2016 that was proposed in June when the budget was being developed, was lowered when the budget was actually adopted. The District is still meeting the minimum requirement for ending fund balances of the current year and for the coming years. This letter from LACOE is always addressed to the Superintendent and the Board of Trustees explaining what LACOE has concerns over as they approve our budget annually.

#### Superintendent’s Facilities Advisory Committee

Superintendent’s Facilities Advisory meeting went well. Mrs. Baxter wants to make sure that there is full representation from each school site. The Committee is comprised of a certificated employee, a classified employee and a Parent. This is a model that we would like to be able to continue to follow as it was done in the past with committees such as this one. We will also be including the principal on this committee in the future as they bring the overall perspective for their sites.

Back to School Night.

Superintendent Baxter was unable to be present due to a personal commitment during the two weeks that the Back to School Nights were scheduled. However, Mrs. Baxter was very pleased on all of the reports she received on how well everything went.

CONSENT

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

Approval of Minutes

Approved the minutes of the Regular Meeting held August 18, 2015 and Special Board Meeting held on Augusts 31, 2015

Purchase Order List No. 03

Approved Purchase Order List No. 03

Contract List No. 03

Approved Contract List No. 03

Contracts:

13-14-079A – Contractor: Frick, Frick & Jette Architects (Amendment), Service: Designing the Renovation to “Old” Administrative Building at Carmela, Duration: 04/22/2014-06/30/2016, Amount: \$11,340.00

15-16-034 – Contractor: Keygent LLC, Service: Consulting Services in Connection with the District’s Financing Needs, Duration: term is for length necessary to complete the financings, Amount: Not to Exceed \$45,000.00 for Public Sale or \$25, 000.00 For Private Placement.

15-16-035 – Contractor: Raymond Lopez, Services: After School Coaching, Duration: 09/01/2015-06/30/2016, Amount: Not to Exceed \$832.00

15-16-036 – Contractor: Joshua Streeter, Service: After School Coaching, Duration: 09/01/2015-06/30/2016, Amount: Not to Exceed \$832.00

15-16-037 - Contractor: Stevie Lopez, Service: After School Coaching, Duration: 09/01/2015-06/30/2016, Amount: Not to Exceed \$832.00

15-16-038 – CANCELLED, Service: 15-16-039, Duration N/A, Amount: N/A

15-16-039 – Contractor: School Nutrition Services, Service: Implementation of a Comprehensive, custom-Designed HACCP Food Safety System, Duration: 09/28/2015-06/30/2016, Amount: \$5,000.00

15-16-040 – Contractor: School Nutrition Services, Service: Food Safety and Sanitation Education Services, Duration: 07/01/2015-06/30/2016, Amount: \$13,500.00

15-16-041 – Contractor: Debra Amos, Service: Providing Support for Supper Meal Program and Seamless Summer Feeding Program, Duration: 07/01/2015-06/30/2016, Amount: Not to Exceed \$15,000.00

15-16-042 – Contractor: Atkinson, Andelson, Loya, Ruud & Romo (Ratification), Service: General Counsel for the District, Duration: 08/01/2015-07/30/2016, Amount: Sliding Scale Dependent on Type of Service Authorized.

Travel and Conference Report No. 03

Approved the Travel and Conference Report No. 03

Instructional Minutes

Approved the Instructional Minutes as presented.

2015-2016 Daily Time Schedule

Approved the 2015-2016 Daily Time Schedule.

Williams Third Quarter 2014-2015 Fiscal Year

On a motion by Trustee Santana seconded by Trustee Macias and unanimously carried the Williams Uniform Third Quarter 2014-2015 Fiscal Year was approved.

## GENERAL

The Board of Trustees conducted the first reading of the following proposed Board Policies and Administrative Regulations. All questions and/or recommendations please direct to Mrs. Baxter, Superintendent prior to the next scheduled Board Meeting.

BP 5112.1 Exemptions from Attendance

AR 5112.1 Exemptions from Attendance

BP 5145.12 Search and Seizure

BP 5141 Health Care and Emergencies

AR 5141 Health Care and Emergencies

BP 5141.21 Administering Medication and Monitoring Health Conditions

AR 5141.21 Administering Medication and Monitoring Health Conditions

AR 6173 Education for Homeless Children

## BUSINESS

PRESENTATION: Mr. Keriakous presented a PowerPoint Presentation regarding the Refinancing of our outstanding bond.  
There were no questions from the board

Resolution 15-16-06- Authorizing the Issuance and Sale of South Whittie School District 2015 General Obligation Refunding Bonds  
On a motion by Trustee Macias seconded by Trustee Santana and unanimously carried Resolution 15-16-06 – Authorizing the Issuance and Sale of South Whittier School District 2015 General Obligation Refunding Bonds to refinance the debt through Keygent Advisors was approved.

PRESENTATION: Unaudited Actuals 2014-2015. Mr. Keriakous shared a Power Point presenting the Unaudited Actuals for 2014-2015, as part of the regular budget cycle.  
Approval of the Unaudited Actuals 2014-2015  
On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried the Unaudited Actuals 2014-2015 were approved.

GANN Limit Resolution #15-16-07

On a motion by Trustee Santana seconded by Trustee Macias and unanimously carried the GANN Limit Resolution #15-16-07 was approved.

EDUCATIONAL SERVICES

Public Hearing – Notification of Compliance of Sufficiency of Instructional Materials – Resolution No. 15-16-05

A Public Hearing on the Notification of Compliance of Sufficiency of Instructional Materials – Resolution No. 15-16-05 was provided for opportunity for discussion. The hearing was open on a motion by Trustee Macias seconded by Trustee Baird and unanimously carried. There was no discussion on the matter.

The hearing was closed on a motion by Trustee Santana and seconded by Trustee Baird and unanimously carried.

Notification of Compliance of Sufficiency of Instructional Materials – Resolution No. 15-16-05

On a motion by Trustee Baird seconded by Trustee Santana and unanimously carried Notification of Compliance of Sufficiency of Instructional Materials – Resolution No. 15-16-05 was approved.

PERSONNEL SERVICES

Job Description: Director, Information Services and Technology

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried Job Description: Director, Information Services and Technology with the addition to the job description under the second bullet under the “Essential Duties” title – to read “Provides assistance to Board of Trustees.”

Job Description: Supervisor of Maintenance & Operations

On a motion by Trustee Baird seconded by Trustee Santana and unanimously carried Job Description: Supervisor of Maintenance & Operations was approved.

Job Description: Teacher on Special Assignment (TOSA) – Special Education Coach

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried Job Description: Teacher on Special Assignment (TOSA) Special Education Coach 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 6:37 p.m.

OPEN SESSION

The Board of Trustees resumed open session at 8:11 p.m.

Superintendent, Gail Baxter and the Board of Trustees publicly congratulated the two staff members who have been promoted accompanied by a heartfelt gratitude for all of their hard work throughout the years. Irving Sanchez was promoted to Director of Information Services and Technology and Kent Burrows to Supervisor of Maintenance & Operations.

PERSONNEL

Classified Personnel Report No. 09/15/03

On a motion by Trustee Macias seconded by Trustee Santana and unanimously carried the Classified Personnel Report No. 09-15-15-03 was approved.

Certificated Personnel Report No. 09-15-15-03

On a motion by Trustee Baird seconded by Trustee Macias and unanimously carried the Certificated Personnel Report No. 08-15-15-03 was approved.

Resolution No. 15-16-08 Regarding Layoff of Classified Personnel

On a motion by Trustee Macias seconded by Trustee Baird and unanimously carried the Resolution No. 15-16-08 Regarding Layoff of Classified Personnel was approved.

ADJOURNMENT

The meeting was adjourned at 8:13 p.m.