

# Walnut Unified School District Agenda 1/09/12

- ✧ Coordinators and Expectations
- ✧ Classified Positions/Staffing
- ✧ Course Offerings
  - 2012 approved courses
  - 2011 course offerings
  - 2011 enrollment/attendance
  - Student age and social security number
  - 2012 course allocation
- ✧ Faculty
  - Minimum qualifications
  - Pay rate - \$42.98/hr
  - Cleared faculty
  - Faculty issues
  - Changes in fingerprinting process
- ✧ Curriculum and Instruction
  - Student Learning Outcomes(SLOs)
  - Final exam review
  - Faculty syllabi
  - Faculty workload/expectations
- ✧ Discipline Procedures
  - Standards of Conduct and Student Misconduct Form
  - School-site structure and Mt. SAC Discipline Policy
- ✧ Instructional Supplies
  - 2012 allocation
  - Instructional supply expenditure guidelines
  - CBO contact/district facilities contact
- ✧ Timeline



## Summer High School HLP Coordinator Meeting

- ✧ Introduction/Contact List
- ✧ Timeline
- ✧ Coordinator
  - Duties/Expectations
  - Hire packet - Due March 7, 2011 (new coordinators only)
  - Coordinator pay: July 10, August 10, 2011
  - Summer HS Website
- ✧ Classified Hiring
  - 2011 Classified Staff Allotment - Dependent upon the number of sections offered
  - 2010 Classified Staff
  - Hire Documents – Due March 11, 2011
  - Classified hiring instructions
  - Classified timesheet/pay schedule
- ✧ Faculty
  - Minimum qualifications
  - Faculty Pay Rate \$42.98\*
  - Cleared Faculty
  - Expired TB tests
  - Returning Faculty Forms - Due April 22, 2011
  - New hire packets - Due April 12, 2011
  - Faculty expectations
  - Fingerprinting policy – Change from last year
  - Time sheets/subs
  - Reporting workplace injuries
- ✧ Course offerings
  - 2011 Approved course list
  - 2010 Course Offerings & Enrollment Numbers
  - 2011 Course allocation
  - Tentative Course Offerings - Due March 14, 2011
- ✧ Curriculum Expectations
  - SLOs – Student Learning Outcomes Process
    - SLO results due date will be listed on their packet

- Final exams
  - Rubric – Will be emailed by March 2011
  - Due date May 6, 2011
  - Revised final exams (if necessary) – Due May 31, 2011
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- ✧ Discipline
  - Standards of Conduct and Student Misconduct Form
  - School-site structure and Mt. SAC Discipline Policy
- ✧ Registration Materials
  - Minimum attendance is 36 per hour
  - Registration Cards – (sample included)
  - Registration cards should start to come in 5/9/11
    - Attach roster to cards as they are turned in
  - Attendance collection process/issues
  - Discrepancies and expectations
- ✧ Miscellaneous
  - Supply budgets – Dependent upon the number of sections offered
  - Print requisitions
  - No field trips (Mt. SAC policy)
  - Upcoming meetings
  - Mt. SAC summer office hours
    - **6/20/11 – 8/12/11 = Monday – Thursday 7:30 am – 6 pm**
    - **Closed on Fridays**