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
  o Duties/Expectations
  o Hire packet - Due March 7, 2011 (new coordinators only)
  o Coordinator pay: July 10, August 10, 2011
  o Summer HS Website

✧ Classified Hiring
  o 2011 Classified Staff Allotment - Dependent upon the number of sections offered
  o 2010 Classified Staff
  o Hire Documents – Due March 11, 2011
  o Classified hiring instructions
  o Classified timesheet/pay schedule

✧ Faculty
  o Minimum qualifications
  o Faculty Pay Rate $42.98*
  o Cleared Faculty
  o Expired TB tests
  o Returning Faculty Forms - Due April 22, 2011
  o New hire packets - Due April 12, 2011
  o Faculty expectations
  o Fingerprinting policy – Change from last year
  o Time sheets/subs
  o Reporting workplace injuries

✧ Course offerings
  o 2011 Approved course list
  o 2010 Course Offerings & Enrollment Numbers
  o 2011 Course allocation
  o Tentative Course Offerings - Due March 14, 2011

✧ Curriculum Expectations
  o 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

 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