

BOARD MEETING NOTICE AND AGENDA

CULVER CITY UNIFIED SCHOOL DISTRICT Regular Meeting of the Board of Education to “Conduct the District’s Business in Public” CLOSED SESSION – 6:00 p.m. OPEN SESSION – 7:00 p.m.

District Office Board Room
4034 Irving Place, Culver City, CA 90232

September 9, 2014

Persons in the audience during the meeting of the Board of Education are asked not to talk during presentations or the meeting. If conversation with another person needs to take place, please do so outside the Board Room so as not to disrupt others or the meeting. *Please make sure your cell phone is turned off or silenced at this time.*

PRESENTATIONS AND PUBLIC COMMENTS

Persons wishing to address the Board on any item on the agenda will be granted three (3) minutes at the time the item appears on the agenda. In the case of a non-agenda item, persons are invited to comment under “Public Recognition.” In the interest of time and order, presentations from the public are limited to three (3) minutes per person. The total time for non-agenda items shall not exceed twenty (20) minutes. Prior to addressing the Board, please complete a card (located on the table at the rear entrance) and give the card to the Superintendent’s Executive Assistant. Persons addressing the Board are asked to do so from the podium. Please state your name, address, and organization before making your presentation.

1. CALL TO ORDER

The meeting was called to order by _____, at _____ p.m.

Roll Call – Board of Trustees

Laura Chardiet, President
Nancy Goldberg, Vice President
Steven M. Levin, Ph.D., Clerk
Susanne Robins, Member
Katherine Paspalis, Esq., Member

2. PUBLIC COMMENT ON CLOSED SESSION ITEMS

3. RECESS TO CLOSED SESSION

- 3.1 Public Employee Performance Evaluation (Pursuant to GC §54957)
Title: Superintendent
- 3.2 Conference with Labor Negotiator (Pursuant to GC §54957.6)
Agency Designated Representatives: Leslie Lockhart, Assistant Superintendent of Human Resources; Mike Reynolds, Assistant Superintendent Business Services; David LaRose, Superintendent Employee Organizations: Culver City Federation of Teachers (CCFT); Association of Classified Employees (ACE); and Management Association of Culver City Schools (MACCS)

- 3.3 Public Employee Discipline/Dismissal/Release (Pursuant to GC §54957)
- 3.4 Public Appointment/Employment (Pursuant to GC §54957)
Certificated Personnel Services Report No. 3
Classified Personnel Services Report No. 3

4. ADJOURNMENT OF CLOSED SESSION

5. REGULAR MEETING – 7:00 p.m.

- 5.1 Roll Call – Board of Trustees
Laura Chardiet, President
Nancy Goldberg, Vice President
Steven M. Levin, Ph.D., Clerk
Susanne Robins, Member
Katherine Paspalis, Esq., Member

5.2 Flag Salute

6. PUBLIC ANNOUNCEMENT OF ACTIONS TAKEN BY THE BOARD IN CLOSED SESSION

7. PUBLIC HEARING - None

8. ADOPTION OF AGENDA

Recommendation is made that the agenda be adopted as submitted.
Motion by _____ Seconded by _____
Vote _____

9. CONSENT AGENDA

All matters listed under the Consent Agenda are those on which the Board has previously deliberated or that can be classified as routine items of business. An Administrative Recommendation on each item is contained in the agenda supplements. There will be no separate discussions of these items prior to the time the Board of Trustees votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Items.

- 9.1 Approval is Recommended for the Minutes of Regular Meeting – August 26, 2014
- 9.2 Approval is Recommended for Purchase Orders
- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 3
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 3
- 9.6 Approval is Recommended for the Annual Destruction of Class III Records
- 9.7 Approval is Recommended for El Marino, La Ballona, and Middle School Administrators and Teachers to Attend the International Conference on Language Immersion Education in Salt Lake City, Utah, October 15-18, 2014

9.8 Approval is Recommended for the Emergency Permit, Declaration of Need for Fully Qualified Educators

10. **AWARDS, RECOGNITIONS AND PRESENTATIONS - None**

11. **PUBLIC RECOGNITION**

Public recognition is the time when members of the audience may address the Board on matters not listed on the agenda. Those persons wishing to speak should complete a Speaker's Card and submit it to the Superintendent's Executive Assistant. In the interest of time and order, presentations from the public are limited to three (3) minutes per person. The total time for non-agenda items shall not exceed twenty (20) minutes. Board members will be allotted fifteen (15) minutes to comment during this portion of the agenda. The Board of Trustees may reduce the time limit(s) if there are a large number of individuals desiring to address the Board.

- 11.1 Superintendent's Report
- 11.2 Assistant Superintendents' Reports
- 11.3 Student Representatives' Reports
- 11.4 Members of the Audience
- 11.5 Members of the Board of Education

12. **INFORMATION ITEMS**

Information items are generally included on the agenda for two reasons: to solicit reactions from the Board and the public on matters which may require Board action at a later date; and to provide information on a wide range of matters of interest to the Board and public. Comments by the public shall be limited to three (3) minutes per person and twenty (20) minutes per agenda item unless the Board, by majority vote, agrees to extend or reduce the time.

- 12.1 District Focus 2014-2015
- 12.2 Air Mitigation Engineering Update

13. **RECESS (10 Minutes)**

14. **ACTION ITEMS**

This is the time of the meeting when members of the audience may address the Board on matters that are on the agenda. Those persons wishing to speak should complete a Speaker's Card and submit it to the Superintendent's Executive Assistant. Routine Board procedure on action items includes: receiving additional background information or analysis from staff; receiving comments from members of the audience; receiving additional information from the Superintendent or other resource personnel; introducing a motion on the item; taking action on the agenda item. Comments by the public will be limited to three (3) minutes per person and twenty (20) minutes per agenda item unless the Board, by majority vote, agrees to extend or reduce the time.

14.1 **Superintendent's Items**

- 14.1a Second Reading and Approval of Board Policy/Administrative Regulation 1312.3, Community Relations – Uniform Complaint Procedures

Motion by _____ Seconded by _____ Vote _____

14.2 Education Services Items

14.2a Approval is Recommended for the Supplemental Educational Services 2014-2015 Master Contract, Pursuant to the No Child Left Behind Act, and Delegation of Authority to Superintendent or his Representative to Enter into Contracts with Supplemental Educational Services (SES) Providers

Motion by _____ Seconded by _____ Vote _____

14.3 Business Items

14.3a Approval is Recommended for 2013-2014 Unaudited Actuals

Motion by _____ Seconded by _____ Vote _____

14.3b Approvals is Recommended for the Amendment to Summer Projects Agreement

Motion by _____ Seconded by _____ Vote _____

14.4 Personnel Items

14.4a Approval is Recommended for Resolution #4-2014/2015 (HR), To Reinstatement Accounting Supervisor Position

Motion by _____ Seconded by _____ Vote _____

15. BOARD BUSINESS

15.1 Board Self-Evaluation

16. ADJOURNMENT

Motion by _____ Seconded by _____ Vote _____

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY. Any individual with a disability who requires reasonable accommodation to participate in a board meeting, may request assistance by contacting the Superintendent's Office at 4034 Irving Place, Culver City, CA 90232. Phone Number: (310)842-4220 Fax Number: (310)842-4205

FUTURE MEETINGS

Sept. 23 – 7:00 p.m. – Regular Public Meeting (6:00 p.m. Closed Session), City Hall (Mike Balkman Chambers), 9770 Culver Blvd.
Oct. 14 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office (Board Room), 4034 Irving Place

NOTE: The CCUSD TIP Hotline is (310) 535-2590. Culver City Unified School District meetings are regularly scheduled for the second and fourth Tuesdays of every month. Public records related to the public session agenda, that are distributed to the Governing Board less than 72 hours before a regular meeting, may be inspected by the public at the District Office, 4034 Irving Place in Culver City during regular business hours (8:00 a.m. to 4:30 p.m.) A complete agenda is available for review in each school office and also available for pickup at the District Office. Visit the Culver City Unified School District Website at www.ccusd.org. Each school office has a suggestion box. We look forward to receiving your comments and suggestions.

**CULVER CITY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
UNADOPTED MINUTES**

Meeting: Regular Meeting
Place: City Hall
Mike Balkman Chambers
9770 Culver Blvd.
Culver City 90232

Date: August 26, 2014
Time: 6:00 p.m. – Public Meeting
6:01 p.m. – Closed Session
7:00 p.m. – Public Meeting

Board Members Present

Laura Chardiet, President
Nancy Goldberg, Vice President
Steven M. Levin, Ph.D., Clerk
Susanne Robins, Member
Katherine Paspalis, Esq., Member

Staff Members Present

David LaRose, Superintendent
Kati Krumpe
Leslie Lockhart
Mike Reynolds

Call to Order

Board President Ms. Chardiet called the meeting of the Culver City Unified School District Board of Education to order at 6:00 p.m. The Board adjourned to Closed Session at 6:01 p.m. and reconvened the public meeting at 7:09 p.m. with all Board members in attendance. Dr. Tony Spano led the Pledge of Allegiance.

Report from Closed Session

Ms. Paspalis reported that the Governing Board met in Closed Session regarding issues listed on today's Closed Session agenda and announced that no reportable actions were taken.

8. Adoption of Agenda

It was moved by Dr. Levin and seconded by Ms. Paspalis that the Board adopt the August 26, 2014 agenda as presented. The motion was unanimously approved with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

9. Consent Agenda

Ms. Chardiet called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. George Laase requested that item 9.2 be withdrawn. Ms. Paspalis requested that items 9.6 and 9.7 be withdrawn. It was moved by Ms. Robins and seconded by Dr. Levin to approve Consent Agenda Items 9.1 and 9.3 – 9.5 as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

- 9.1 Minutes of Regular Meeting – July 8, 2014
- 9.3 Certificated Personnel Reports No. 2
- 9.4 Classified Personnel Reports No. 2
- 9.5 Compensation Report of the Members of the Board of Education

9.2 Approval is Recommended for Purchase Orders and Warrants

Mr. Laase requested that this item be withdrawn to inquire about purchase order that was stamped completed. He asked if we would see the report. Mr. Laase asked about a summary of the charges and felt that the public should be able to see a report of the work. It was moved by Dr. Levin and seconded by Ms. Paspalis that the Board approve Purchase Orders and Warrants as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

9.6 Approval is Recommended for the Student Teacher Agreement Between the Culver City Unified School District and California State University, Northridge

Ms. Paspalis withdrew this item to inform the public that the agreements were not included in the Board packet and that copies were provided to the Board and to the public this evening. Additional copies of the agreements for items 9.6 and 9.7 were made available. It was moved by Ms. Paspalis and seconded by Dr. Levin that the

Board approve the Student Teacher Agreement Between the Culver City Unified School District and California State University, Northridge. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

9.7 Approval is Recommended for the Internship Agreement Between the Culver City Unified School District and University of California Los Angeles

Ms. Paspalis withdrew this item to inform the public that the agreements were not included in the Board packet and that copies were provided to the Board and to the public this evening. Additional copies of the agreements for items 9.6 and 9.7 were made available. It was moved by Ms. Paspalis and seconded by Dr. Levin that the Board approve the Internship Agreement Between the Culver City Unified School District and University of California Los Angeles. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

10. Awards, Recognitions and Presentations - None

11. Public Recognition

11.1 Superintendent's Report

Mr. LaRose complimented all of the staff that does all of the work behind the scenes such as the Educational Services team, Maintenance, Operations, and Transportation, Business Services, and the District Office staff that worked hard over the summer to make sure the year got off to a good start and the campuses look great. He provided an update on additional plans at the school sites and the parking issues in the District. Mr. LaRose also stated that District staff had a great Back to School kick-off event where the theme was based around the theory of filling someone's bucket. Mr. LaRose explained the theory of filling other people's buckets with either positive reinforcement or "dipping" into their bucket with negativity. He also provided an update on the success of the Summer Lunch Program.

11.2 Assistant Superintendents' Reports

Dr. Krumpe reported on the launch of a heavily loaded summer professional development. She acknowledged the help and hard work of the District Librarian, Asuncion Romo. He has done a great job at getting the books ready and available for the students with the new common core curriculum. Dr. Krumpe stated that she had huge appreciation and gratitude for all of our teachers. She commended Mr. Drew Sotelo, Director of School and Family Support Services, for a really smooth start to the school year and for working collaboratively with the principals. She reported that our district was the first in the county to have our LCAP approved, and now other districts are contacting us for guidance. Dr. Krumpe stated that there will be continued reports on the K-12 math and how it is progressing. She also shared a story about a letter she received from a parent commending the math program and how it helped her student pass entrance exams for college.

Mrs. Lockhart stated that the Human Resources Department has been very busy hiring new staff. She stated that we have been very fortunate to add forty new teachers, and 10 new classified employees to the CCUSD family. Mrs. Lockhart wanted to publicly acknowledge her wonderful staff Catherine Cummings, Maria Gomez, Elisa Gonzalez, and LaShon Rayford who worked tirelessly through the summer to make sure all of the interviews, testing, and processing went smoothly. She also reported that the volunteer process has changed and will now be handled at each individual school site. All sites are now sharing the same database for volunteers. This new database will be helpful when a parent is processed on the elementary level and they later want to volunteer at the Middle School or High School. She thanked Dave Ross for all of his help getting this process up and running. Mrs. Lockhart also reported that the District had the first training/professional development for substitute teachers. She shared a little of what was involved and stated that the participants really enjoyed it.

Mr. Reynolds introduced Shea Cunningham as the new Recycling Coordinator for the District. He provided the Board with a brief biography of Ms. Cunningham's experience and welcomed her to the District. Mr. Reynolds then provided the Board with the information on the people who were in attendance to give presentations at tonight's meeting.

11.3 Student Representatives' Reports

Culver City High School Student Representative/Student Board Member

Natalia Saucedo, Student Board Member, reported on activities at Culver City High School, including students implementing the program being rolled out by Ms. Cunningham, the new Recycling Coordinator. ASB is implementing a new committee to help inform the students on the process of the program with recycling. ASB is working with Council Member Jim Clarke on the Centennial of Culver City and the Non-Profit Faire that is to get the students more involved with their community service. They are having a new period where peer tutors are helping students in the ninth and tenth grades.

11.4 Members of the Audience

Members of the audience spoke about:

- Cary Anderson spoke about the street signs on Van Buren and Irving Place around Linwood Howe Elementary. He stated that there are several signs with various regulations. He proceeded to read a number of regulations that had been posted. Mr. Anderson brought a CD with additional information about the signs but staff was unable to get it up and playing.
- Elaine Behnken stated that she was the proud President of AVPA and wanted to thank the Board for their continued support of the arts. She thanked Mr. Reynolds, the architects, and all involved who will be working to refurbish Robert Frost Auditorium.

11.5 Members of the Board

Board Members spoke about:

- Ms. Paspalis reported on her attendance at Fiesta La Ballona as she worked at the District booth. She said it was very festive. She also said she was looking forward to a great year and welcomed everyone back.
- Dr. Levin suggested doing the Board agenda earlier if possible. He would like to have the agenda earlier in the week to review because sometimes the weekend is not enough time, especially with the current agenda. He also suggested that if certain information was available, maybe the Board could get that information as it comes in. Ms. Robins stated that she does not have a problem with getting the agenda earlier, but she does not think that getting the Board reports in pieces, or as they come in, would be a good idea. That leaves an opportunity for the Board to miss information. Ms. Paspalis stated that this agenda was longer because there was no meeting for about six weeks, but future agendas will be shorter. Further discussion ensued. Ms. Chardiet would like to see the agenda move to an electronic format such as Board Docs. Mr. LaRose stated that Rebecca Williams has been looking into that and we will inform the Board of findings. Dr. Levin stated that there was an incident on Friday with a water leak at Farragut Elementary and it was very impressive how it was handled. Dr. Lynch stayed for hours on Friday and over the weekend, custodians and M.O.T. staff, and the staff really helped out which he was really proud of. It really showed the type of community we live in. Everyone did what they had to do to get the leak and the clean up handled. He stated that he worked the District booth at Fiesta La Ballona and many people asked him how to get their children into the District. He also spoke about how the community can have more involvement with the Board. Both he and Mr. LaRose are trying to come up with some ideas to have the Board more available to the community. Mr. LaRose gave some examples of how there can be more opportunities for the community to interact with the Board. Dr. Levin reported that Sandy Segal Health Center fundraiser is on February 21st and they are honoring Mr. LaRose and Mike Bauer. Dr. Levin announced that this Thursday is AVPA orientation.
- Ms. Robins thanked the administration team for all of the work that was done over the summer. She stated that hiring approximately fifty people in six weeks is outstanding. She attended the Back to School event and thought it was great. Ms. Robins stated the Board just agreed on a student teacher agreement. She has a concern on where they are placed, and wanted to know if we have a process for placement. Mrs. Lockhart explained the process and stated that the principals work closely with the student teachers. Ms. Robins was very happy to see in the Purchase requisitions that there were many Culver City businesses that we work with which is in line with the Culver City Compact collaboration.
- Ms. Goldberg reported that she has had a lot of air quality inquiries. Many people want to know if the other schools are going to get the same air study. She congratulated Ms. Cunningham on her new

position as Recycling Coordinator. Ms. Goldberg also thinks that it is wonderful work that Cunningham is doing in the District. Ms. Goldberg spoke about the common core curriculum. She commended Dr. Krumpe and our teachers for all of their hard work. She congratulated our Governor for providing a moratorium on adopting the standards. She also volunteered at the Summer Lunch Program this summer and had a great time working with the kids. Ms. Goldberg announced that there is a young intern from Americorp, Rachel Claire, who will be working with the students, and she is being sent to work at the District through the Venice Family Health Center who will be working with students to appoint them with the obligations of good health. She may even be able to entice them into looking at a medical career. Ms. Goldberg also announced that she was proud to see her final grandchild graduate from high school.

- Ms. Chardiet thanked District staff for the work done this summer, and she thanked Mrs. Lockhart for responding to the Board's request for training for substitutes. She thought there was a great start to the school year and thanked Mrs. Lockhart for a great newsletter. Ms. Chardiet thanked the Sister City for their trip to Kaizuka, Japan which her daughter attended. It is so great to see the trip changes them and matures them and enhances their self-confidence. She thanked Karlo Silbiger and Allison Burns of the Sister City Committee.

12. Information Items

12.1 Update on Bond Timeline and Activities

Mr. Chet Wang of Keygent and Mr. David Casnocha, Bond Counsel provided an update on the bond timeline and associated activities. He spoke about updating the District's credit rating, interest rates, and explained the differences between negotiated sales and competitive sales. He answered questions from the Board. Board members thanked him for his presentation

12.2 Update on Robert Frost Auditorium Design

Mr. Craig Hodgetts of Hodgetts+Fung Design and Architecture provided a brief history on Robert Frost Auditorium and provided an update on the future design. He presented the design and explained that the work would be done in three segments that he called Task 1, Task 2, and Task 3. Mr. Hodgetts explained what part of the work would be done during each task section. He then answered questions from the Board. Dr. Tony Spano of the AVPA thanked the Board for their commitment to the arts and to the restoration of the auditorium. Further discussion ensued about the timeframe for the whole job. Mr. LaRose commended Mr. Hodgetts and Ms. Fung and stated that he was grateful for all of their work thus far. He then addressed the Board with his thoughts about the timeline and also being fiscally responsible.

13. Recess

The Board recessed at 9:00 p.m. and reconvened at 9:12 p.m.

The regular meeting was recessed and the Meeting of the Culver City School Facilities Financing Authority was opened at 9:13 p.m.

Ms. Chardiet announced that item 2.0 was being pulled from the agenda. Mr. Reynolds stated that they are trying to restructure the motion.

1.0 Approval of the Report of the Treasurer – Controller

Ms. Paspalis asked Mr. Reynolds to speak about the income. It was moved by Ms. Paspalis and seconded by Ms. Robins that the Board of Directors of Culver City School Facilities Financing Authority approve the Financial Report for the period ending June 30, 2014 as presented. The motion was unanimously approved with a vote of 5 – Ayes by Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

Ms. Chardiet announced that the Meeting of the Culver City School Facilities Financing Authority was adjourned at 9:17 p.m. and the Regular Meeting of the Board of Education was reconvened

12.3 Update on Current Capital Projects

Mr. Bryan Osborne of Balfour Beatty Construction provided an update on the District's current capital projects and showed a brief presentation on the work that has been done at the school sites. Board members thanked Mr. Osborne for his presentation.

14. Action Items**14.1 Superintendent's Items - None****14.2 Education Services Items****14.2a Approval is Recommended for the Software license and Support Agreement between Infrastructure, Inc. and Culver City Unified School District**

It was moved by Dr. Levin and seconded by Ms. Robins that the Board approve the Software license and Support Agreement between Infrastructure, Inc. and Culver City Unified School District as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3 Business Services Items**14.3a Approval is Recommended to Ratify Agreement with LACOE for PeopleSoft Financial System**

It was moved by Ms. Paspalis and seconded by Dr. Levin that the Board approve to Ratify Agreement with LACOE for PeopleSoft Financial System as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3b Approval is Recommended to Ratify Agreement with Recycling Coordinator Consultant

It was moved by Ms. Robins and seconded by Dr. Levin that the Board approve to Ratify Agreement with Recycling Coordinator Consultant as amended. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3c Approval is Recommended for Resolution #1/2014-2015 – Increase in Developer Fees

It was moved by Ms. Paspalis and seconded by Ms. Robins that the Board approve Resolution #1/2014-2015 – Increase in Developer Fees as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3d Approval is Recommended to Ratify Purchase of Network Equipment

Mr. Reynolds explained what the contract was for and explained that it allows us to purchase certain items without going to bid. Dr. Levin asked if this was the best amount that we could get since prices change rapidly. Mr. Reynolds confirmed and stated that Mr. Quinn has done research on the items and recently passed the CBO certificate exams so he is very aware of what to look for and what questions to ask during his research. It was moved by Ms. Robins and seconded by Ms. Paspalis that the Board approve to Ratify Purchase of Network Equipment as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3e Approval is Recommended for Claim Rejection

It was moved by Ms. Goldberg and seconded by Dr. Levin that the Board approve the Claim Rejection as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3f Approval is Recommended for Resolution #2/2014-2015 – Bond Insurance

It was moved by Ms. Goldberg and seconded by Dr. Levin that the Board approve Resolution #2/2014-2015 – Bond Insurance as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3g Approval is Recommended for Resolution #3/2014-2015 – Formation of Bond Oversight Committee
It was moved by Ms. Paspalis and seconded by Dr. Levin that the Board approve Resolution #3/2014-2015 – Formation of Bond Oversight Committee as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3h Approval is Recommended to Adopt Bond Oversight Committee Bylaws
It was moved by Ms. Robins and seconded by Ms. Paspalis that the Board adopt Bond Oversight Committee Bylaws as presented. Ms. Paspalis inquired as to if these are standard bylaws. Mr. David Canocha stated that it was standard and he also included a few bylaws based on his experience, but they were not law. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3i Approval is Recommended for Revision to Agreement with Keygent Advisors
It was moved by Dr. Levin and seconded by Ms. Paspalis that the Board approve the Revision to Agreement with Keygent Advisors as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3j Approval is Recommended to Ratify Addendum to Agreement with Cumming
It was moved by Ms. Paspalis and seconded by Ms. Robins that the Board approve to Ratify Addendum to Agreement with Cumming as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3k Approval is Recommended to Ratify Statement of Intent to Participate in Culver City’s Hazard Mitigation Plan
It was moved by Ms. Goldberg and seconded by Dr. Levin that the Board approve to Ratify Statement of Intent to Participate in Culver City’s Hazard Mitigation Plan as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3l Approval is Recommended for the Addendum to Athletic Field Lease Lease-Back Phase II
It was moved by Dr. Levin and seconded by Ms. Paspalis that the Board approve the Addendum to Athletic Field Lease Lease- Back Phase II as presented. Ms. Paspalis asked for clarification on location. Mr. Reynolds confirmed it was for Chabola Stadium. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3m Approval is Recommended to Ratify Agreement for El Marino Air Mitigation Engineering Study
It was moved by Ms. Goldberg and seconded by Ms. Paspalis that the Board approve to Ratify Agreement for El Marino Air Mitigation Engineering Study as presented. Mr. Laase wanted to clarify that agreement if the agreement was between the CCUSD and Southland, and not Balfour Beatty. Mr. Reynolds confirmed it was with the District. Mr. Laase also wanted to confirm that there would be no pressure from the site, and that they would also study the inside air and not just the outside air. Dr. Levin inquired about the effectiveness and would like a little more information. Mr. Laase also stated that we must not forget about the decibel levels, and making sure that the ventilation is adequate. Mr. Laase stated that he made notes when passing by that particular classroom and noticed that the system was not being used eighty percent of the time which led him to believe that there may be a high level of noise from the unit. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.3n Approval is Recommended for Rejection of Claim
It was moved by Ms. Paspalis and seconded by Ms. Robins that the Board approve the Rejection of Claim as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

14.4 Personnel Items

14.4a Approval is Recommended for the Emergency Permit, Declaration of Need for Fully Qualified Educators

It was moved by Ms. Robins and seconded by Ms. Goldberg that the Board approve the Emergency Permit, Declaration of Need for Fully Qualified Educators as presented. The motion was unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

15. Board Business

15.1 Board Self-Evaluation

Mr. LaRose explained to the Board what type of self-evaluation he is suggesting that they do at the conclusion of future Board meetings. He also suggested a process for doing the evaluation. Ms. Paspalis stated that other districts such as LAUSD do not do these types of evaluations and she does not think that the Board is a type of “body” that does this type of evaluation at a Board meeting. She stated that she would not be partaking in the self evaluation. Ms. Robins stated that she thinks it is a good idea, but maybe they could do a different process such as instead of one person evaluating the whole Board, each member could evaluate themselves and give the information to Mr. LaRose to review. Further discussion ensued. Ms. Chardiet suggested handling the process as they have at previous meetings and have one person do the evaluation and then alternate who completes the evaluation at following meetings.

Adjournment

Ms. Paspalis suggested adjourning the meeting in memory of Rick Hudson who worked in the District and did so much for the District and community; and Elijah Dymant who was a student at Culver Park High School and was to graduate this past June. There being no further business, it was moved by Ms. Paspalis, seconded by Dr. Levin and unanimously approved with a vote of 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays to adjourn the meeting. Board President Ms. Chardiet adjourned the meeting at 9:55 p.m. in memory of Rick Hudson and Elijah Dymant.

Approved: _____
Board President

Superintendent

On: _____
Date

Secretary

BOARD REPORT

9/9/14

9.2

9.2 PURCHASE ORDERS

The attached purchase order list is submitted to the Board of Education for ratification. No other purchase orders have been issued other than those previously approved or included in the attached list.

The intent of this report is to provide the Board of Education and the community with more definitive information relative to purchasing and disbursement of monies by fund and account.

Purchase order grand total from August 17, 2014 through August 30, 2014 is \$3,170,108.19.

BUDGET NUMBER LEGEND FOR FUNDS

01.0 general fund
01.7 tri-city selva
11.0 adult education fund
12.0 child development fund
13.0 cafeteria fund
14.0 deferred maintenance fund
21.0 building fund
25.0 capital facilities fund
40.0 redevelopment
76.0 warrant pass-through fund
96.0 general fixed asset account

RECOMMENDED MOTION: That purchase orders from August 17, 2014 through August 30, 2014 in the amount of \$3,170,108.19 be ratified by the Board of Education.

Moved by:

Seconded by:

Vote:

Board List Purchase Order Report
CULVER CITY UNIFIED SD

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Report ID: LAPO009C
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 Purchase Orders/Buyouts To The Board for Ratification From : 8/17/2014 To 8/30/2014
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt		
08/18/14	0000000044	X	1	08/21/2014	WESTERN PSYCHOLOGICAL	TEST/TEST MATERIALS 08/18/2014	Special Education 0000000044	01.0	33100.0	57700	31600	4312	0004040	14-15		1,865.34	1,865.34		
								WESTERN PSYCHOLOGICAL SERVICES										1,865.34	
08/22/14	63093EF	A		08/22/2014	NICK RAIL MUSIC	INSTRUCTIONAL SUPPLIES 08/22/2014	Farragut Elementary 63093EF	01.0	90127.0	11100	10000	4310	2050000	14-15		483.99	483.99		
								NICK RAIL MUSIC										483.99	
08/22/14	63094EF	A		08/22/2014	NICK RAIL MUSIC	INSTRUCTIONAL SUPPLIES 08/22/2014	Linwood Howe Elementary 63094EF	01.0	90127.0	11100	10000	4310	2020000	14-15		465.38	465.38		
								NICK RAIL MUSIC										465.38	
08/22/14	63095EF	A		08/22/2014	NICK RAIL MUSIC	INSTRUCTIONAL SUPPLIES 08/22/2014	La Ballona Elementary 63095EF	01.0	90127.0	11100	10000	4310	2060000	14-15		418.84	418.84		
								NICK RAIL MUSIC										418.84	
08/22/14	63096EF	A		08/22/2014	NICK RAIL MUSIC	INSTRUCTIONAL SUPPLIES 08/22/2014	EI Marino Language 63096EF	01.0	90127.0	11100	10000	4310	2030000	14-15		614.30	614.30		
								NICK RAIL MUSIC										614.30	
08/22/14	63097EF	A		08/22/2014	NICK RAIL MUSIC	INSTRUCTIONAL SUPPLIES 08/22/2014	EI Rincon Elementary 63097EF	01.0	90127.0	11100	10000	4310	2040000	14-15		395.57	395.57		
								NICK RAIL MUSIC										395.57	
08/29/14	63240M	A		08/29/2014	COUNTY OF LOS ANGELES	CONTRACTED SERVICES 08/29/2014	Maintenance 63240M	01.0	81500.0	00000	81100	5890	0005040	14-15		584.00	584.00		
								COUNTY OF LOS ANGELES TREASURER										584.00	
08/20/14	63352	A		08/20/2014	SEASIDE LAGOON	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	0000002	14-15		1,500.00	1,500.00		
								12.0	90284.0	85000	10000	5816	0000002	14-15		1,500.00	1,500.00		
								SEASIDE LAGOON										3,000.00	
08/22/14	63354	A		08/22/2014	MULLIGAN FAMILY FUN CENTER	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	0000002	14-15		2,000.00	2,000.00		

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 District: **64444**

Purchase Orders/Buyouts To The Board for Ratification From :
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
08/22/14	63354	A		08/22/2014	MULLIGAN FAMILY FUN CENTER	FIELD TRIPS	Office of Child Development 63354	12.0	90284.0	85000	10000	5816	0000002	14-15		2,000.00	
					MULLIGAN FAMILY FUN CENTER											4,000.00	
08/29/14	63355	A		08/29/2014	SCOOTER'S JUNGLE	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	0000002	14-15		2,000.00	
					SCOOTER'S JUNGLE											2,000.00	
08/27/14	63357	A		08/27/2014	XEROX FINANCIAL SERVICE LLC	EQUIPMENT RENTAL/LEASE	High School	01.0	00000.0	00000	27000	5610	4010001	14-15		35,263.20	
					XEROX FINANCIAL SERVICE LLC											35,263.20	
08/20/14	63359	A		08/20/2014	AQUARIUM OF THE PACIFIC	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	0000002	14-15		750.00	
					AQUARIUM OF THE PACIFIC											750.00	
08/29/14	63360	A		08/29/2014	THE AWESOME PLAYGROUND	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	0000002	14-15		300.00	
					THE AWESOME PLAYGROUND											300.00	
08/29/14	63363	A		08/29/2014	LOS ANGELES ZOO AND BOTANICAL	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	0000002	14-15		337.50	
					LOS ANGELES ZOO AND BOTANICAL GARDENS											337.50	
08/22/14	63364	A		08/22/2014	MPS	BOOKS	Undistributed SIMC 63364	01.0	63000.0	11100	10000	4110	0000000	14-15		11,804.00	
					MPS											11,804.00	
08/22/14	63365	C		08/22/2014	TAYLOR & FRANCIS GROUP LLC	BOOKS	Undistributed SIMC	01.0	63000.0	11100	10000	4110	0000000	14-15		13,462.40	

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District: **64444**

Purchase Orders/Buyouts To The Board for Ratification From: **8/17/2014 To 8/30/2014**
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
08/29/14	63367	A		08/29/2014	CAMELOT GOLFFLAND	FIELD TRIPS	63365	12.0	50250.0	85000	10000	5816	0000002	14-15	Office of Child Development	847.00	13,462.40
08/29/2014					CAMELOT GOLFFLAND		63367	12.0	90284.0	85000	10000	5816	0000002	14-15		847.00	1,694.00
08/25/14	63370	A		08/25/2014	SUMMIT SPEECH PATHOLOGIST	CONTRACTED SERVICES	63370	01.0	65000.0	57500	11360	5810	0004040	14-15	Special Education	27,060.00	27,060.00
08/25/2014					SUMMIT SPEECH PATHOLOGIST SERVICES		63370										27,060.00
08/29/14	63371	A		08/29/2014	SCOOTER'S JUNGLE	FIELD TRIPS	63371	12.0	50253.0	85000	10000	5816	0000002	14-15	Office of Child Development	520.00	520.00
08/29/2014					SCOOTER'S JUNGLE		63371										520.00
08/22/14	63372	A		08/22/2014	AQUARIUM OF THE PACIFIC	FIELD TRIPS	63372	12.0	50253.0	85000	10000	5816	0000002	14-15	Office of Child Development	757.50	757.50
08/22/2014					AQUARIUM OF THE PACIFIC		63372										757.50
08/22/14	63376	A		08/22/2014	PEARSON CURRICULUM	BOOKS	63376	01.0	74050.0	11100	10000	4110	0000000	14-15	Undistributed SIMC	16,612.69	16,612.69
08/22/2014					PEARSON CURRICULUM		63376										16,612.69
08/22/14	63377	A		08/22/2014	PEARSON CURRICULUM	BOOKS	63377	01.0	74050.0	11100	10000	4110	0000000	14-15	Undistributed SIMC	34,521.57	34,521.57
08/22/2014					PEARSON CURRICULUM		63377										34,521.57
08/22/14	63386	A		08/22/2014	AQUARIUM OF THE PACIFIC	FIELD TRIPS	63386	12.0	61052.0	85000	10000	5816	0000002	14-15	Office of Child Development	396.00	396.00
08/22/2014					AQUARIUM OF THE PACIFIC		63386										396.00
08/21/14	63400	X	1	08/29/2014	360 DYNAMIC TECHNOLOGY INC.	EQUIPMENT RENTAL/LEASE	63400	01.0	00000.0	00000	74000	5630	0003000	14-15	Human Resources	2,237.76	2,237.76
08/21/2014					360 DYNAMIC TECHNOLOGY INC.		63400										2,237.76

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	
															Amount	PO Amt
08/29/14	63400A	A		08/29/2014	360 DYNAMIC TECHNOLOGY INC.	EQUIPMENT RENTAL/LEASE 08/29/2014	Human Resources 63400A	01.0	00000.0	00000	74000	5630	0003000	14-15	2,237.76	2,237.76
08/22/14	63403	A		08/22/2014	McGRAW-HILL SCHOOL EDUCATION	BOOKS 08/22/2014	Undistributed SIMC 63403	01.0	63000.0	11100	10000	4110	0000000	14-15	87,666.90	87,666.90
08/22/14	63404	A		08/22/2014	GLENCOE/MCGRAW-HILL	BOOKS 08/22/2014	Undistributed SIMC 63404	01.0	63000.0	11100	10000	4110	0000000	14-15	0.00	0.00
08/27/14	63409	A		08/27/2014	XEROX CORPORATION	EQUIPMENT RENTAL/LEASE 08/27/2014	La Ballona 63409	01.0	00000.0	00000	27000	5610	2060001	14-15	2,761.92	2,761.92
08/27/14	63476	A		08/27/2014	XEROX CORPORATION	EQUIPMENT RENTAL/LEASE 08/27/2014	Culver City Middle School 63476	01.0	00000.0	11100	10000	5610	3010001	14-15	3,600.84	3,600.84
08/27/14	63477	A		08/27/2014	XEROX CORPORATION	EQUIPMENT RENTAL/LEASE 08/27/2014	Culver City Middle School 63477	01.0	00000.0	11100	10000	5610	3010001	14-15	3,600.84	3,600.84
08/25/14	63504	A		08/25/2014	COCHLEAR	PHYSICAL THERAPY SUPP/EQUIP 08/25/2014	Undistributed Seipa 63504	01.7	65003.0	50500	22000	4410	0000000	14-15	179.25	179.25
08/19/14	63505	A		08/19/2014	PHONAK HEARING SYSTEMS	AUDIOLOGIC SUPP/EQUIP 08/19/2014	Undistributed Seipa 63505	01.7	65003.0	50500	22000	4410	0000000	14-15	2,196.35	2,196.35
08/25/14	63506	A		08/25/2014	PHONAK HEARING SYSTEMS	AUDIOVISUAL SUPP/EQUIP 08/25/2014	Undistributed Seipa 63506	01.7	65003.0	50500	22000	4410	0000000	14-15	2,616.83	2,616.83

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt	
08/18/14	63531	A		08/18/2014	COMMUNICATIONS SOLUTIONS	CONTRACTED SERVICES 08/18/2014	Special Education 63531	01.0	65000.0	57700	31500	5890	0004040	14-15		60,000.00	60,000.00	
								COMMUNICATIONS SOLUTIONS									60,000.00	
08/29/14	63537	A		08/29/2014	GARDA CL WEST, INC.	CONTRACTED SERVICES	Culver City High School	01.0	00000.0	16001	27000	5890	4010000	14-15		1,755.60		
							Adult School	11.0	06390.0	41100	27000	5890	0000010	14-15		1,108.80		
							Undistributed F'S	13.0	53100.0	00000	37000	5810	0000000	14-15		1,755.60		
							63537	GARDA CL WEST, INC.									4,620.00	
08/22/14	63609	A		08/22/2014	CDW-G	AUDIOVISUAL SUPP/EQUIP 08/22/2014	High School	01.0	00000.0	11100	10000	4400	4010001	14-15		1,048.53		
							63609	CDW-G									1,048.53	
08/25/14	63618	A		08/25/2014	SELPA ADMINISTRATORS	MEMBERSHIPS 08/25/2014	Undistributed Selpa 63618	01.7	65000.0	50500	22000	5310	0000000	14-15		1,200.00		
							63618	SELPA ADMINISTRATORS OF CALIFORNIA									1,200.00	
08/27/14	63636	A		08/27/2014	GBC NORTH AMERICAN DIRECT	MAINTENANCE AGREEMENTS 08/27/2014	Office of Child Development 63636	12.0	90284.0	85000	10000	5630	0000002	14-15		435.00		
							63636	GBC NORTH AMERICAN DIRECT									435.00	
08/19/14	63638	A		08/19/2014	SOCIAL STUDIES SCHOOL SERVICE	INSTRUCTIONAL SUPPLIES 08/19/2014	Culver City High School 63638	01.0	07395.0	11100	10000	4310	4010000	14-15		1,687.40		
							63638	SOCIAL STUDIES SCHOOL SERVICE									1,687.40	
08/26/14	63639	A		08/26/2014	SOCIAL STUDIES SCHOOL SERVICE	INSTRUCTIONAL SUPPLIES 08/26/2014	Culver City High School 63639	01.0	07395.0	11100	10000	4310	4010000	14-15		823.74		
							63639	SOCIAL STUDIES SCHOOL SERVICE									823.74	
08/25/14	63643	A		08/25/2014	COALITION FOR ADEQUATE FUNDING	MEMBERSHIPS 08/25/2014	Undistributed Selpa 63643	01.7	65000.0	50500	22000	5310	0000000	14-15		1,300.00		
							63643	COALITION FOR ADEQUATE FUNDING									1,300.00	

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Schl/Loc	BP	Distrib Amount	PO Amt
08/26/14	63645	A		08/26/2014	PEARSON CLINICAL ASSESSMENTS	TEST/TEST MATERIALS 08/26/2014	Special Education 63645	01.0	33100.0	57700	31600	4312	0004040	14-15	1,006.82	1,006.82
																1,006.82
08/22/14	63647	A		08/22/2014	WESTERN PSYCHOLOGICAL	TEST/TEST MATERIALS 08/22/2014	Special Education 63647	01.0	33100.0	57700	31600	4312	0004040	14-15	1,865.34	1,865.34
																1,865.34
08/22/14	63652	A		08/22/2014	PROED	TEST/TEST MATERIALS 08/22/2014	Psych-Soc Work 63652	01.0	56400.0	00000	39000	4312	0004023	14-15	7,401.85	7,401.85
																7,401.85
08/22/14	63653	A		08/22/2014	DELL COMPUTER CORP.	COMPUTER SUPP/EQUIP 08/22/2014	OT and APE Resource Specialists 63653	01.0	56400.0	00000	39000	4410	0004025	14-15	1,881.84	1,881.84
																5,645.51
																7,527.35
08/22/14	63655	A		08/22/2014	PEARSON CLINICAL ASSESSMENTS	TEST/TEST MATERIALS 08/22/2014	Psych-Soc Work 63655	01.0	56400.0	00000	39000	4312	0004023	14-15	7,809.37	7,809.37
																7,809.37
08/21/14	63687	A		08/21/2014	DELL COMPUTER CORP.	COMPUTER SUPP/EQUIP 08/21/2014	Culver City High School 63687	01.0	07395.0	11100	10000	4410	4010000	14-15	16,179.01	16,179.01
																16,179.01
08/26/14	63700	A		08/26/2014	ANDERSON BUSINESS	REPAIRS - OFFICE EQUIPMENT 08/26/2014	Purchasing 63700	01.0	00000.0	00000	73000	5630	0005030	14-15	2,520.00	2,520.00
																2,520.00
08/25/14	63705	A		08/25/2014	CONTINENTAL ATHLETIC SUPPLY	INSTRUCTIONAL SUPPLIES 08/25/2014	Culver City High School 63705	01.0	00000.0	15000	10000	4310	4010000	14-15	6,960.35	6,960.35
																6,960.35
08/19/14	63721	A		08/19/2014	FOLLETT SCHOOL SOLUTIONS, INC.	BOOKS	Undistributed SIMC	01.0	63000.0	11100	10000	4110	0000000	14-15	6,529.36	6,529.36

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Change		FOLLETT SCHOOL SOLUTIONS, INC.										Distrib				
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
08/18/14	63724	A	08/18/2014	08/18/2014	HOME DEPOT CREDIT SERVICES	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	96352.0	71100	10000	4310	4010000	14-15	5,000.00	6,529.36
08/18/2014					HOME DEPOT CREDIT SERVICES	08/18/2014	63724								5,000.00	
08/25/14	63732	A	08/25/2014	08/25/2014	CULVER CITY NEWS	ADVERTISING	Human Resources	01.0	00000.0	00000	74000	5830	0003000	14-15	290.00	290.00
08/25/2014					CULVER CITY NEWS	08/25/2014	63732								290.00	
08/29/14	63734	A	08/29/2014	08/29/2014	C&A ATHLETICS	UNIFORMS	Culver City High School	01.0	00000.0	15000	10000	4310	4010000	14-15	999.51	999.51
08/29/2014					C&A ATHLETICS	08/29/2014	63734								999.51	
08/29/14	63735	A	08/29/2014	08/29/2014	C&A ATHLETICS	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	00000.0	15000	10000	4310	4010000	14-15	3,552.73	3,552.73
08/29/2014					C&A ATHLETICS	08/29/2014	63735								3,552.73	
08/29/14	63736	A	08/29/2014	08/29/2014	C&A ATHLETICS	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	00000.0	15000	10000	4310	4010000	14-15	218.78	218.78
08/29/2014					C&A ATHLETICS	08/29/2014	63736								218.78	
08/28/14	63737	A	08/28/2014	08/28/2014	GBC	MAINTENANCE AGREEMENTS	High School	01.0	00000.0	00000	27000	5630	4010001	14-15	540.00	540.00
08/28/2014					GBC	08/28/2014	63737								540.00	
08/29/14	63738	A	08/29/2014	08/29/2014	ACCREDITING COMMISSION FOR	MEMBERSHIPS	Culver City High School	01.0	07395.0	00000	27000	5310	4010000	14-15	820.00	820.00
08/29/2014					ACCREDITING COMMISSION FOR SCHOOLS	08/29/2014	63738								820.00	
08/18/14	63740	A	08/18/2014	08/18/2014	VIRCO MFG CORP	FURNITURE, SCHOOL	Culver Park High School	01.0	00000.0	11100	10000	4400	5010000	14-15	372.30	372.30
08/18/2014					VIRCO MFG CORP	08/18/2014	63740								372.30	
08/25/14	63743	A	08/25/2014	08/25/2014	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Linwood Howe	01.0	00000.0	00000	27000	5630	2020001	14-15	400.53	400.53
08/25/2014					AVC OFFICE AUTOMATION	08/25/2014	63743								400.53	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Board List Purchase Order Report
CULVER CITY UNIFIED SD

Report ID: LAPO009C

District: 64444

Purchase Orders/Buyouts To The Board for Ratification From :
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

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Change		Distrib														
PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
08/25/14	63750	A		08/25/2014	ASAP	REPAIRS - OTHER	Adult School	11.0	06390.0	41100	27000	5630	0000010	14-15	5,860.00	400.53
							63750	ASAP							5,860.00	
08/19/14	63758	A		08/19/2014	LAKESHORE WLA	FURNITURE, SCHOOL	Linwood Howe Elementary	01.0	00000.0	11100	10000	4400	2020000	14-15	1,227.25	
							63758	LAKESHORE WLA							1,227.25	
08/26/14	63761	A		08/26/2014	SCHOLASTIC INC.	INSTRUCTIONAL SUPPLIES	El Rincon Elementary	01.0	30100.0	11100	10000	4310	2040000	14-15	2,468.46	
							63761	SCHOLASTIC INC.							2,468.46	
08/28/14	63765	A		08/28/2014	CALIFORNIA TELEPHONY, INC.	TELEPHONE SUPP/EQUIP/SYSTEM	Technology	01.0	00000.0	00000	77000	4410	0005020	14-15	9,637.10	
							63765	CALIFORNIA TELEPHONY, INC.							9,637.10	
08/20/14	63767	A		08/20/2014	ATKINSON, ANDELSON, LOYA,	LEGAL SERVICES	Business Services	01.0	00000.0	00000	73000	5820	0005000	14-15	20,000.00	
							63767	ATKINSON, ANDELSON, LOYA, RUUD & ROMO							20,000.00	
08/20/14	63771	C		08/20/2014	ASCIP	INSURANCE	District Administration	01.0	00000.0	00000	73800	5450	0002000	14-15	525,650.00	
							63771	ASCIP							525,650.00	
08/20/14	63772	A		08/20/2014	BALFOUR BEATTY CONSTRUCTION	CONSTRUCTION SUPP/EQUIP	Undistributed Bus Svcs/Gen'l Adm	40.0	90061.0	00000	85000	6110	0000000	14-15	2,002,764.00	
							63772	BALFOUR BEATTY CONSTRUCTION							2,002,764.00	
08/21/14	63773	A		08/21/2014	US GAMES	INSTRUCTIONAL SUPPLIES	La Ballona Elementary	01.0	00000.0	11100	10000	4400	2060000	14-15	602.25	
							63773	US GAMES							602.25	
08/25/14	63784	C		08/25/2014	A.T.A.C. INC.	CONTRACTED SERVICES	Security	01.0	00000.0	00000	83000	5810	0001050	14-15	2,680.00	

Stat: P=Pending, A=Active, C=Completed, X=Canceled

* Prior Year Payments

Board List Purchase Order Report
CULVER CITY UNIFIED SD

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08/25/2014	63786	A	08/27/2014	APPLE INC.	COMPUTER SUPP/EQUIP	63784	Special Projects	01.0	40350.0	00000	21000	4410	0004030	14-15	1,329.18	2,680.00
08/25/2014	63786				APPLE INC.	63786									1,329.18	
08/25/2014	63787	A	08/25/2014	REDWOOD PRESS	OFFICE SUPPLIES	63787	Undistributed FS	13.0	53100.0	00000	37000	4350	0000000	14-15	4,182.91	4,182.91
08/25/2014	63788	A	08/25/2014	FOLLETT SCHOOL SOLUTIONS, INC.	BOOKS	63788	Undistributed SIMC	01.0	63000.0	11100	10000	4110	0000000	14-15	5,501.64	5,501.64
08/26/2014	63789	A	08/26/2014	CDW-G	COMPUTER SUPP/EQUIP	63789	Technology	01.0	90141.0	11100	10000	4410	0005020	14-15	2,840.48	2,840.48
08/25/2014	63790	A	08/25/2014	AMAZON.COM	FURNITURE, OFFICE	63790	Culver City Middle School	01.0	00000.0	11100	10000	4400	3010001	14-15	175.07	175.07
08/26/2014	63791	A	08/26/2014	SCHOOL SPECIALTY	FURNITURE, OFFICE	63791	Technology	01.0	00000.0	00000	77000	4400	0005020	14-15	1,413.79	1,413.79
08/26/2014	63792	A	08/26/2014	ATKINSON, ANDELSON, LOYA,	LEGAL SERVICES	63792	Undistributed Se lpa	01.7	65120.0	50500	22000	5820	0000000	14-15	5,000.00	5,000.00
08/26/2014	63793	C	08/26/2014	CHASE CARD SERVICES	CONFERENCE AND TRAVEL	63793	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	14-15	152.88	152.88
					FEES, LICENSE			01.0	00000.0	00000	71000	5220	0001000	14-15	43.12	43.12
								01.0	00000.0	00000	71000	4350	0001000	14-15	30.42	30.42
								01.0	00000.0	00000	71000	5220	0001000	14-15	8.58	8.58

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Report ID: **LAPO009C**
District: **64444**
Purchase Orders/Buyouts To The Board for Ratification From :
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt	
08/26/14	63793	C		08/26/2014	CHASE CARD SERVICES	OFFICE SUPPLIES	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	14-15	503.02			
08/26/2014							63793	01.0	00000.0	00000	71000	5220	0001000	14-15	141.88		879.90	
																		CHASE CARD SERVICES
08/26/14	63795	A		08/26/2014	PITNEY BOWES BANK INC.	COMMUNICATION SUPP/EQUIP	Purchasing	01.0	00000.0	00000	73000	5910	0005030	14-15	20,000.00			
08/26/2014							63795											PITNEY BOWES BANK INC.
08/27/14	63796	A		08/27/2014	USA SHADE & FABRIC	CONSTRUCTION SUPP/EQUIP	El Marino Language	25.0	00000.0	00000	85000	6110	2030000	14-15	57,865.00			
08/27/2014							63796											USA SHADE & FABRIC STRUCTURES
08/28/14	63798	A		08/28/2014	ECHO PARENTING & EDUCATION	CONTRACTED SERVICES	Undistributed SelPa	01.7	65120.0	50500	22000	5810	0000000	14-15	4,500.00			
08/28/2014							63798											ECHO PARENTING & EDUCATION
08/28/14	63799	A		08/28/2014	CDW-G	COMPUTER SUPP/EQUIP	La Ballona	01.0	00000.0	11100	10000	4410	2060001	14-15	214.64			
08/28/2014							63799											CDW-G
08/28/14	63801	A		08/28/2014	CDW-G	INSTRUCTIONAL SUPPLIES	Farragut	01.0	00000.0	11100	10000	4310	2050001	14-15	179.50			
08/28/2014							63801											CDW-G
08/28/14	63804	A		08/28/2014	COMPLETE OFFICE	OFFICE SUPPLIES	Educational Services	01.0	00000.0	00000	21000	4310	0004000	14-15	1,905.30			
08/28/2014							63804											COMPLETE OFFICE
08/28/14	63805	A		08/28/2014	SIGN FACTORY	SIGNS	Security	01.0	00000.0	00000	83000	4310	0001050	14-15	1,000.00			
08/28/2014							63805											SIGN FACTORY
08/29/14	63806	A		08/29/2014	CDW-G	COMPUTER SUPP/EQUIP	Office of Child Development	12.0	50253.0	85000	27000	4410	0000002	14-15	626.85			
08/29/2014																		CDW-G

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
08/29/2014							63806	CDW-G							626.85	
08/29/14	63807	A	08/29/2014	08/29/2014	WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	14-15	55.67	
08/29/2014							63807	WARD'S NATURAL SCIENCE ESTABLISHMENT LLC							55.67	
08/29/14	63808	A	08/29/2014	08/29/2014	CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	14-15	108.54	
08/29/2014							63808	CAROLINA BIOLOGICAL SUPPLY COMPANY							108.54	
08/29/14	63809	A	08/29/2014	08/29/2014	APPLE INC.	COMPUTER SUPP/EQUIP	Resource Specialists	01.0	56400.0	00000	39000	4410	0004026	14-15	1,152.66	
08/29/2014							63809	APPLE INC.							1,152.66	
08/29/14	63815	A	08/29/2014	08/29/2014	CDW-G	COMPUTER SUPP/EQUIP	Special Education	01.0	33100.0	50010	27000	4410	0004040	14-15	151.66	
08/29/2014							63815	CDW-G							151.66	
08/29/14	63816	A	08/29/2014	08/29/2014	STAPLES	INSTRUCTIONAL SUPPLIES	EI Marino	01.0	00000.0	11100	10000	4310	2030001	14-15	186.14	
08/29/2014							63816	STAPLES							186.14	
08/28/14	63818	A	08/28/2014	08/28/2014	CALIFORNIA TELEPHONY, INC.	REPAIRS - OFFICE EQUIPMENT	Technology	01.0	00000.0	00000	77000	5630	0005020	14-15	2,000.00	
08/28/2014							63818	CALIFORNIA TELEPHONY, INC.							2,000.00	
08/25/14	64699	A	08/25/2014	08/25/2014	JANET SIEGEL	CONTRACTED SERVICES	Farragut Elementary	01.0	00000.0	16006	10000	5850	2050000	14-15	23,100.00	
08/25/2014							64699	JANET SIEGEL							23,100.00	
08/25/14	64704	A	08/26/2014	08/26/2014	ARTWORX LA	CONTRACTED SERVICES	Culver Park High School	01.0	90127.0	32000	10000	5810	5010000	14-15	5,000.00	
08/25/2014							64704	ARTWORX LA							5,000.00	
08/25/14	64706	A	08/25/2014	08/25/2014	MR SIDNEY MORRISON	CONTRACTED SERVICES	Educational Services	01.0	00000.0	00000	21000	5810	0004000	14-15	10,000.00	

* Prior Year Payments

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**Board List Purchase Order Report
CULVER CITY UNIFIED SD**

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Report ID: LAPO009C
District: 64444
Purchase Orders/Buyouts To The Board for Ratification From : 8/17/2014 To 8/30/2014
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
08/25/2014					MR. SIDNEY MORRISON		64706									10,000.00	
08/26/14	64707	A		08/26/2014	MAXIM HEALTHCARE SERVICES, INC.	CONTRACTED SERVICES	Pupil Services	01.0	00000.0	00000	31400	5810	0004020	14-15		12,285.00	
							Special Education	01.0	33100.0	57500	31400	5810	0004040	14-15		28,665.00	
08/26/2014					MAXIM HEALTHCARE SERVICES, INC.		64707									40,950.00	

Total by District : 64444 3,170,108.19 3,170,108.19

End of Report LAPO009C

NONPUBLIC SCHOOLS:
APPROVED YTD: \$1,101,643.00

BOARD REPORT

9/9/14

9.3

9.3 Approval is Recommended for Acceptance of Gifts – Donations

Board Policy 3290 states the Governing Board may accept any bequest or gift of money or property on behalf of the District that is consistent with the District's vision and philosophy. All gifts, grants, and bequests become District property. The following items have been donated for use in the District:

<u>Location</u>	<u>Donor/Item(s) Donated</u>
La Ballona School	Ms. Patricia Del Valle 100 books in English, grades 3-6 25 books in Spanish, Grades K-3
Information Technology Dept.	Dr. Allan Boodnick 1 iMac computer, 1 iMac laptop, 1 Apple monitor, video adapter, keyboard, mouse and remote

RECOMMENDED MOTION: That the Board accept with appreciation the gifts listed.

Moved by:

Seconded by:

Vote:

BOARD REPORT

9.4 Financial Implication for Certificated Services Report No. 3

Total Fiscal Impact per Funding Source:

ADA	\$ 110,101.68
Cotsen – Educational Services	\$ 904.56
Economic Impact Aid	\$ 191,397.68
Elementary Stipend	\$ 4,264.00
General Fund	\$ 139,029.85
OCD	\$ 36,833.00
SELPA	\$ 1,000.00
Student Achievement	\$ 3,392.10

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3

I. Authorization and Ratification of Employment

A. Year-One Probationary Teacher – Middle School

Effective September 8, 2014

Funding Source: General Fund

Total Cost: \$44,595.99

1.	Ayers, Maggie	80% Social Studies Teacher	\$44,595.99
----	---------------	----------------------------	-------------

B. Temporary Teacher – High School

Effective August 22, 2014 through June 12, 2015

Funding Source: General Fund

Total Cost: \$54,494.90

1.	Dwevedi, Tushar	Mathematics	\$54,494.60
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C. Teachers Earning Tenure

Effective August 20, 2014

1.	Asher, Tanya		6.	McVay, Mary Kate
2.	Borcherding, Lauren		7.	Morales, David
3.	Carpenter, Linda		8.	Snyder, Jamie
4.	Ellis, Gina		9.	Vy, Chanda
5.	Lammers, Melissa			

D. Temporary Teachers – Adult School, Under 18 hours per week

Effective September 8, 2014 through June 19, 2015 at current hourly rate of pay

Funding Source: ADA

Total Cost: \$89,322.48

1.	Horowitz, Rena	\$57.72 per hour	12 hours
2.	Navas, Sydney	\$57.72 per hour	12 hours
3.	Steihl, Michele	\$42.15 per hour	12 hours
4.	Wheeler, Bradley	\$42.15 per hour	14 hours

E. Temporary Teachers – Adult School, Under 12 hours per week

Effective September 8, 2014 through June 19, 2015 at current hourly rate of pay

Funding Source: ADA

Total Cost: \$20,779.20

1.	Indenbaum, Richard	\$57.72 per hour	10 hours
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BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 2

I. Authorization and Ratification of Employment – continued

F. Additional 20% Assignment – High School, Extra Period
Effective August 25, 2014 through January 16, 2015 at additional 20% of current rate of pay
Funding Source: General Fund
Total Cost: \$14,579.10

- | | | | |
|----|------------------|----------------|-----------------|
| 1. | Long, Raymond | Social Studies | \$73.18 per day |
| 2. | Minguet, William | Social Studies | \$88.81 per day |

G. Teacher on Special Assignment – District Office, 212 work calendar
Effective July 1, 2014 through June 30, 2015 at current rate of pay
Funding Source: Economic Impact Aid
Total Cost: \$191,397.68

- | | | | |
|----|--------------------|----------------|-------------|
| 1. | Benitez, Claudia | ELD Specialist | \$96,448.84 |
| 2. | Greenstein, Pamela | ELD Specialist | \$94,948.84 |

H. Substitute Teacher - District
Effective September 2, 2014 at \$134.62 per day on-call, when needed, \$167.28 on 21st day
Funding Source: General Fund

1. Cohen, Evan

I. Substitute Teacher - District
Effective September 8, 2014 at \$134.62 per day on-call, when needed, \$167.28 on 21st day
Funding Source: General Fund

1. Goldenberg, Benjamin

J. Substitute Teacher – Office of Child Development
Effective August 20, 2014 at \$19.82 per hour, work as needed
Funding Source: OCD

1. Perez, Maria

K. Extra Assignment – District Office, SELPA – Student Health Initiative
Effective September 20, 2013 through June 30, 2014 at \$500.00 stipend per clinical counselor
Funding Source: SELPA
Total Cost: \$1000.00

1. Hajeb, Michelle
2. O'Connor, Eileen

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 3

I. Authorization and Ratification of Employment – continued

L. Extra Assignment – District Office, Substitute Training
Effective August 18, 2014 at half of the daily rate of \$134.62
Funding Source: General Fund
Total Cost: \$4,442.46

1. Abrams, Jonathan	24. Glynn, Gavin	47. Ribakov, Ferihana
2. Abrams, Rochelle	25. Gottlieb, Mark	48. Sakai, Sheril
3. Akamine, Lynn	26. Gramajo, Sonia	49. Schechter, Anna
4. Alcalay, Vivian	27. Grossman, Alan	50. Schlah, Erich
5. Alcantar, Jayro	28. Guthrie, Jennifer	51. Schuchman, Alan
6. Alexander, Ethel	29. Halloran, Christina	52. Sires, Pearl
7. Allen, Kristin	30. Harkey, Anise	53. Smith, Darcie
8. Baar-Limon, Sylvia	31. Heins, Karen	54. Somers, Dyann
9. Beck, Kaitlin	32. Inouye, Nancy	55. Sorensen, Sally
10. Boomer, Thomas	33. Ipulan, Charisse	56. Stenhouse, Brent
11. Caughey, Danielle	34. Johnson, Constance	57. Stroud, Derrick
12. Cayetano, Robin	35. Kaye, Nancy	58. Ukpong, Akemini
13. Cohen, Evan	36. Lamm, Catherine	59. Urquidi, Luis
14. Cowden, Nathaniel	37. Levin, Jennie	60. Wada, Koji
15. Crowe, Marisha	38. Lieberman, Steven	61. Warner, Amy
16. Davis, Lisa	39. Meyer, Nicola	62. Washington, Dominique
17. Dickinson, Melinda	40. Meerdink, Cheryl	63. Yeldell, Constance
18. Engel, Brittany	41. Nguyen, Quang	64. Young, Anana
19. Foran, Cynthia	42. O'Brien, Beverly	65. Zager, Howard
20. Frank, Karen	43. Orozco, Ayin	66. Zirgulis, Robert
21. Fune, Arlene	44. Owens, Karl	
22. Gable-Port, Holly	45. Pogue, Brian	
23. Garbutt, Daphne	46. Pulido, Adan	

M. Extra Assignment – Linwood, Cotsen Phase II Mathematics, Additional Teachers
Effective August 18, 2014 through August 19, 2014 at \$37.69 per hour, not to exceed
12 hours per teacher
Funding Source: Cotsen – Educational Services
Total Cost: \$904.56

1. Abascal, Atoosa
2. Schnauss, Elizabeth

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 4

I. Authorization and Ratification of Employment – continued

N. Extra Assignment – Linwood, Intervention Support
Effective August 27, 2014 through June 12, 2015 at half of long term rate of \$167.28 per day
Funding Source: General Fund
Total Cost: \$7,360.32

1. Meyer, Nicola (substitute teacher)

O. Extra Assignment – Linwood, Various Assignments
Effective June 1, 2015 through June 12, 2015 at stated stipend
Funding Source: Elementary Stipend
Total Cost: \$530.00

1.	Beebe, Stephanie	Plan & Execute 5 th Grade Activities	\$40.00
2.	Buckalew, Terra	Plan & Execute 5 th Grade Activities	\$40.00
3.	Chabola, Kevin	Plan & Execute 5 th Grade Activities	\$40.00
4.	Chinelli, Vivian	Plan & Execute Kindergarten Grade Activities	\$40.00
5.	Cobin, Jessica	Plan & Execute Kindergarten Grade Activities	\$40.00
6.	Farrar, Courtney	Plan & Execute Kindergarten Grade Activities	\$40.00
7.	Frazier, Darla	Plan & Execute Kindergarten Grade Activities	\$40.00
8.	Hodge, Amy	Plan & Execute Kindergarten Grade Activities	\$40.00
9.	Holman, Gregory	Planning Math Tournament	\$50.00
10.	Holman, Gregory	Plan & Execute 5 th Grade Activities	\$40.00
11.	McVay, Mary	Plan & Execute Kindergarten Grade Activities	\$40.00
12.	Redmon, Kimberly	Plan & Execute 5 th Grade Activities	\$40.00
13.	Rose, Jeffrey	Plan & Coordinate Science Fair	\$40.00

P. Extra Assignment – Linwood, Various Assignments
Effective April 1, 2015 through June 12, 2015 at stated stipend
Funding Source: Elementary Stipend
Total Cost: \$3,734.00

1.	Amoroso, April	Leadership Team Member for 1 st Grade	\$298.00
2.	Beebe, Stephanie	Student Council Moderator with Allison Mont	\$350.00
3.	Chabola, Kevin	Leadership Team Member for 5th Grade	\$298.00
4.	Chinelli, Vivian	Leadership Team Member for Kindergarten	\$298.00
5.	Cowen, Kate	Leadership Team Member for 2 nd Grade	\$298.00
6.	Hodge, Amy	Leadership Team Member for SDC	\$298.00
7.	Jimenez, Armando	Leadership Team Member	\$298.00
8.	Mont, Allison	Student Council Moderator with Stephanie Beebe	\$350.00
9.	Mont, Allison	Leadership Member for 4 th Grade	\$298.00
10.	Morales, David	SST Coordinator & Strategies for Intervention	\$400.00
11.	Schnauss, Elizabeth	Assemblies Coord. & Leadership Team 3 rd Grade	\$548.00

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 5

I. Authorization and Ratification of Employment – continued

Q. Extra Assignment – High School, Assistance Finding Temporary Translator
Effective September 4, 2014 through June 12, 2015 at \$37.69 per hour, not to exceed 2 hours
Funding Source: General Fund
Total Cost: \$75.38

1. Crespo, Carmen

R. Extra Assignment – High School, Peer Tutoring
Effective August 25, 2014 through June 12, 2015 at \$37.69 per hour, not to exceed
6 hours per teacher
Funding Source: General Fund
Total Cost: \$452.28

1. Fontijn, Mariah

S. Extra Assignment – High School, Peer Tutoring
Effective January 21, 2015 through June 12, 2015 at \$37.69 per hour, not to exceed
6 hours per teacher
Funding Source: General Fund
Total Cost: \$452.28

1. Ta, Jenny

T. Extra Assignment – Middle School, Summer Registration
Effective August 13, 2014 through August 19, 2014 at \$37.69 per hour, not to exceed
18 hours per teacher
Funding Source: Student Achievement
Total Cost: \$3,392.10

1. Corwin, Deborah
2. Cotton-Yarbrough, Phyllis
3. Green-Bratton, Cathi
4. Peters, Crystal
5. Takahashi, Ai

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 6

I. Authorization and Ratification of Employment – continued

U. Extra Assignment – High School, After School Detention Coverage

Effective September 2, 2014 through June 12, 2015 at \$37.69 per hour, not to exceed 4 hours per week – teachers to take turns per week

Funding Source: General Fund

Total Cost: \$5,578.12

- | | | |
|------------------------------|---------------------------|--------------------------|
| 1. Acker-Ramirez, Cyndia | 31. Kinsella, Rebekah | 61. Rubin-Green, Rachel |
| 2. Bakunin, John | 32. Kochevar, Jennifer | 62. Salter, Thomas |
| 3. Barten, Anne | 33. Kurnarsky, Larry | 63. Sanderson, Judy |
| 4. Beckendorf, Wendy | 34. Laetz, Diane | 64. Sato, Akiko |
| 5. Butler, Alexis | 35. Lee, Helen | 65. Scherling, Katherine |
| 6. Carter, Daniel | 36. Lockhart, William | 66. Schueler, Susan |
| 7. Cordell, Felicia | 37. Long, Raymond | 67. Schulte, Penny |
| 8. Crespo, Carmen | 38. Malla, Aravind | 68. Simons, Margaret |
| 9. Davis, Alex | 39. Marsh, Micheal | 69. Snyder, Jamie |
| 10. De Armond, Melanie | 40. Mc Cabe, Ann | 70. Snyder, Rachel |
| 11. Dennis, Darrin | 41. McGuire, Erika | 71. Spano, Anthony |
| 12. Diaz, Carina | 42. McMillan, DuBois | 72. Sullivan, Bryan |
| 13. Dien, Jerod | 43. Mielke, David | 73. Ta, Jenny |
| 14. Doan, Andrew | 44. Minguet, William | 74. Tano, Keao |
| 15. Donahue, Doreen | 45. Montero, Jose | 75. Tarvyd, Katherine |
| 16. Ensley, Robin | 46. Northington, Patricia | 76. Taylor, Molly |
| 17. Fien, Pennie | 47. Novick, Jill | 77. Thomas, Ollie |
| 18. Fontijn, Mariah | 48. Owens, Andrew | 78. Valverde, Carlos |
| 19. Fournier, Anthony | 49. Pappert, Kaitlin | 79. Varlotta, Kathryn |
| 20. Fu, Katherine | 50. Park, Chloe | 80. Velasquez, Christina |
| 21. Gatz, Laureen | 51. Peacock, Brandy | 81. Walker, Thomas |
| 22. Gilbert-Rolfe, Genevieve | 52. Penman, Januari | 82. White, Marcos |
| 23. Goodin, Edward | 53. Pernoon, Farhang | 83. Wisner, Craig |
| 24. Greenberg, Denise | 54. Phillips, Daniel | 84. Wong, Justin |
| 25. Gyepes, Kendra | 55. Plotnik, Lucas | 85. Wright, Jahmal |
| 26. Hale, Amy | 56. Pollman, Steven | 86. Yen, Joan |
| 27. Hanks, Doyle | 57. Prieto, Richard | 87. Yokogawa, Valerie |
| 28. Hatanaka, Kristin | 58. Rodriguez, Luis | |
| 29. Hernandez, Philip | 59. Ross, Kayoko | |
| 30. Hudson, Deborah | 60. Roth, John | |

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 7

I. Authorization and Ratification of Employment – continued

V. Extra Assignment – High School, Saturday Detention Coverage

Effective September 2, 2014 through June 12, 2015 at current hourly rate of pay, not to exceed 4 hours per week – one or two will work per Saturday as needed

Funding Source: General Fund

- | | | |
|------------------------------|---------------------------|--------------------------|
| 1. Acker-Ramirez, Cyndia | 31. Kinsella, Rebekah | 61. Rubin-Green, Rachel |
| 2. Bakunin, John | 32. Kochevar, Jennifer | 62. Salter, Thomas |
| 3. Barten, Anne | 33. Kurnarsky, Larry | 63. Sanderson, Judy |
| 4. Beckendorf, Wendy | 34. Laetz, Diane | 64. Sato, Akiko |
| 5. Butler, Alexis | 35. Lee, Helen | 65. Scherling, Katherine |
| 6. Carter, Daniel | 36. Lockhart, William | 66. Schueler, Susan |
| 7. Cordell, Felicia | 37. Long, Raymond | 67. Schulte, Penny |
| 8. Crespo, Carmen | 38. Malla, Aravind | 68. Simons, Margaret |
| 9. Davis, Alex | 39. Marsh, Micheal | 69. Snyder, Jamie |
| 10. De Armond, Melanie | 40. Mc Cabe, Ann | 70. Snyder, Rachel |
| 11. Dennis, Darrin | 41. McGuire, Erika | 71. Spano, Anthony |
| 12. Diaz, Carina | 42. McMillan, DuBois | 72. Sullivan, Bryan |
| 13. Dien, Jerod | 43. Mielke, David | 73. Ta, Jenny |
| 14. Doan, Andrew | 44. Minguet, William | 74. Tano, Keao |
| 15. Donahue, Doreen | 45. Montero, Jose | 75. Tarvyd, Katherine |
| 16. Ensley, Robin | 46. Northington, Patricia | 76. Taylor, Molly |
| 17. Fien, Pennie | 47. Novick, Jill | 77. Thomas, Ollie |
| 18. Fontijn, Mariah | 48. Owens, Andrew | 78. Valverde, Carlos |
| 19. Fournier, Anthony | 49. Pappert, Kaitlin | 79. Varlotta, Kathryn |
| 20. Fu, Katherine | 50. Park, Chloe | 80. Velasquez, Christina |
| 21. Gatz, Laureen | 51. Peacock, Brandy | 81. Walker, Thomas |
| 22. Gilbert-Rolfe, Genevieve | 52. Penman, Januari | 82. White, Marcos |
| 23. Goodin, Edward | 53. Pernoon, Farhang | 83. Wisner, Craig |
| 24. Greenberg, Denise | 54. Phillips, Daniel | 84. Wong, Justin |
| 25. Gyepes, Kendra | 55. Plotnik, Lucas | 85. Wright, Jahmal |
| 26. Hale, Amy | 56. Pollman, Steven | 86. Yen, Joan |
| 27. Hanks, Doyle | 57. Prieto, Richard | 87. Yokogawa, Valerie |
| 28. Hatanaka, Kristin | 58. Rodriguez, Luis | |
| 29. Hernandez, Philip | 59. Ross, Kayoko | |
| 30. Hudson, Deborah | 60. Roth, John | |

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 8

I. Authorization and Ratification of Employment – continued

W. Extra Assignment – Office of Child Development, School Age Site Leads
Effective September 2, 2014 through June 12, 2015 at stated stipend
Funding Source: OCD
Total Cost: \$6,000.00

- | | | |
|----|-----------------|--------------------|
| 1. | Edkar, Maria | \$2,000.00 stipend |
| 2. | Goodman, Cheryl | \$2,000.00 stipend |
| 3. | Goodwin, Gerald | \$2,000.00 stipend |

X. Extra Assignment – Office of Child Development, Assist Pre-School as Needed
Effective August 22, 2014 through June 12, 2015 at current hourly rate of pay, not to exceed
50 hours per teacher
Funding Source: OCD
Total Cost: \$3,525.00

- | | | |
|----|--------------------|------------------|
| 1. | Aqueveque, Rosa | \$24.14 per hour |
| 2. | Frederick, Georgia | \$23.18 per hour |
| 3. | Langston, Marie | \$23.18 per hour |

Y. Extra Assignment – Office of Child Development, Morning Care Program Assistance
Effective August 25, 2014 through June 12, 2015 at \$20.62 per hour, not to exceed 400 hours
Funding Source: OCD
Total Cost: \$8,248.00

- | | |
|----|-----------------|
| 1. | Orozco, Lourdes |
|----|-----------------|

Z. Extra Assignment – Office of Child Development, Assist During Elementary Conference Days,
Winter/Spring Break & Curriculum Development Training
Effective August 25, 2014 through June 12, 2015 at current hourly rate of pay, not to exceed
50 hours per teacher
Funding Source: OCD
Total Cost: \$ 7,800.50

- | | | | | | |
|----|-----------------|------------------|----|------------------|------------------|
| 1. | Diaz, Frances | \$23.18 per hour | 4. | Orozco, Lourdes | \$20.62 per hour |
| 2. | Edkar, Maria | \$28.05 per hour | 5. | Reeves, Patricia | \$30.01 per hour |
| 3. | Goodman, Cheryl | \$30.01 per hour | 6. | Tillett, Aretha | \$24.14 per hour |

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 9

I. Authorization and Ratification of Employment – continued

AA. Extra Assignment – Office of Child Development, Assist During Elementary Conference Days, Winter/Spring Break & Curriculum Development Training
Effective August 25, 2014 through June 12, 2015 at current hourly rate of pay, not to exceed 50 hours per teacher
Funding Source: OCD
Total Cost: \$ 11,259.50

1.	Aqueveque, Rosa	\$24.14 per hour	6.	Navarro, Matilde	\$19.05 per hour
2.	Armendariz, Anna	\$23.18 per hour	7.	Noel, Eriko	\$23.18 per hour
3.	Goodwin, Gerald	\$23.18 per hour	8.	Perez, Maria	\$20.62 per hour
4.	Hearns, Yolanda	\$22.30 per hour	9.	Rodriguez, Toni	\$23.18 per hour
5.	Jones, Rhonda	\$23.18 per hour	10.	Serra, Bernadette	\$23.18 per hour

BB. Extra Assignment – District Office, Project Stellar Summer School and CELDT Testing
Effective July 1, 2014 through August 20, 2014 at current hourly rate of pay, not to exceed 23 days
Funding Source: General Fund
Total Cost: \$10,212.69

1. Yamakawa, Masakazu

CC. Extra Assignment – Middle School, Learning Management System
Effective July 7, 2014 at \$37.69 per hour, not to exceed 7 hours
Funding Source: General Fund
Total Cost: \$263.83

1. Daggett, Carlene

DD. Extra Assignment – Linwood, Administrative Designee
Effective August 26, 2013 through June 13, 2014 at \$52.05 per day, not to exceed 10 days
Funding Source: General Fund
Total Cost: \$520.50

1. Chabola, Kevin

EE. Extra Assignment – All Sites, CELDT Testing Substitutes
Effective June 11, 2014 through August 19, 2014 at daily rate of pay of \$134.62 per day, as needed
Funding Source: General Fund

- | | | | |
|----|----------------|----|----------------|
| 1. | Beck, Kaitlin | 4. | Inouye, Nancy |
| 2. | Davis, Larry | 5. | Maldonado, Amy |
| 3. | Gramajo, Sonia | | |

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 10

II. Correction of Previously Approved Item

1. Mental Health Extended Year Clinical Counselors

Previously approved on Board Report#1; 7/8/14; item F

Effective June 17, 2014 through July 17, 2014 at current stated hourly rate of pay, not to exceed 10 hours per Clinical Counselor

Funding Source: SELPA

Total Cost: 1,953.60

- | | | |
|----|--------------------|---|
| a. | Cohen, Veronica | From: not to exceed 20 hours |
| b. | Hajeb, Michelle | To: not to exceed 10 hours per Clinical Counselor |
| c. | Hubbell, Christine | |
| d. | Khokha, Danielle | |

2. Assignment Change – Middle School

Previously approved on Board Report #1; 7/8/14; item II, 1

Effective August 20, 2014

- | | | |
|----|---------------------|----------------------|
| 1. | Miguez, Maria Luisa | From: 60% Assignment |
| | | To: 80% Assignment |

III. Location Transfers

- | | | |
|----|---------------------------------|---------------------------|
| 1. | Richardson, Daniel | From: High School |
| | Specialized Academic Instructor | To: Middle School |
| | | Effective August 20, 2014 |

IV. Increase in Hours/Percent of Assignment

- | | | |
|----|-------------------------|---|
| 1. | Halasz, Rita | From: 24 hours per week |
| | Adult School Teacher | To: 28 hours per week |
| | | Effective September 8, 2014 |
| 2. | Hernandez, Jose | From: 24 hours per week |
| | Adult School Teacher | To: 28 hours per week |
| | | Effective September 8, 2014 |
| 3. | Rosenberg, Joyce | From: 20 hours per week |
| | Adult School Teacher | To: 22 hours per week |
| | | Effective September 8, 2014 |
| 4. | Kayoko Ross | From: 40% Assignment |
| | Japanese Teacher – CCHS | To: 100% Assignment |
| | | Effective August 19, 2014 through June 12, 2015 |

BOARD REPORT

9.4 Certificated Personnel Services Report No. 3 – Page 11

IV. Increase in Hours/Percent of Assignment - continued

5. Wheeler, Bradley
Adult School Teacher
From: 10 hours per week
To: 14 hours per week
Effective September 8, 2014

V. Decrease in Hours/Percent of Assignment

1. Indenbaum, Richard
Adult School Teacher
From: 12 hours per week
To: 10 hours per week
Effective September 8, 2014

VI. Leaves

1. Hegarty, Shannon
Specialized Academic Instructor
El Rincon
Part-Time Personal Leave of Absence Without Pay
Effective August 20, 2014 through June 12, 2015
From: 100% Assignment
To: 80% Assignment
2. Proctor, Ira
Elementary Teacher
La Ballona
Part-Time Personal Leave of Absence Without Pay
Effective September 2, 2014 through June 12, 2015
From: 100% Assignment
To: 50% Assignment

VII. Resignations

1. Angel, Holly
Elementary Teacher – La Ballona
Effective August 28, 2014
Reason: Retirement Disability

RECOMMENDED MOTION: That approval be granted for Certificated Personnel Services Report No. 3

Moved by:

Seconded by:

Vote:

BOARD REPORT

9.5 Financial Impact for Classified Personnel Services Report No. 3

Total Funding Fiscal Impact:

Child Development Total:	\$24,881.00 \$13.77 per hour, as needed
CCHS Booster Club Total:	\$1,700.00
General Fund Total:	\$6,564.62 \$15.74 per hour, as needed \$15.23 per hour, as needed \$14.92 per hour, as needed \$9.98 per hour, as needed

BOARD REPORT

9.5 Classified Personnel Services Report No. 3

I. Authorization, Approval & Ratification of Employment

A. Child Development

1. Goodwin, Karlee Substitute Instructional Assistant –
Child Development
Child Development
Funding Source: Child Development
Effective September 2, 2014
Hourly, as needed – \$13.77 per hour

2. Mitri, Veronica Substitute Instructional Assistant –
Child Development
Child Development
Funding Source: Child Development
Effective September 2, 2014
Hourly, as needed – \$13.77 per hour

3. Instructional Assistant – Child Development
Child Development – Extra Assignment –
Winter/Spring Breaks, School Conference Days
Not to exceed 50 hours
Funding Source: Child Development
Effective August 25, 2014 through June 12, 2015
Total Cost: \$11,401.00
 - a. Andrus, Carla Range 11 \$16.85 per hour
 - b. Bedoya, Marilyn Range 11 \$15.23 per hour
 - c. Crespín, Loretta Range 11 \$16.85 per hour
 - d. Gomez, Yolanda Range 11 \$16.85 per hour
 - e. Janacito, Ann Range 11 \$16.85 per hour
 - f. Lewis, Ameenah Range 11 \$16.85 per hour
 - g. Llosa, Silvia Range 11 \$16.85 per hour
 - h. Martin, Maria Range 11 \$14.52 per hour
 - i. Nuñez, Rocío Range 11 \$16.05 per hour
 - j. Orozco, Gema Range 11 \$16.05 per hour
 - k. Padilla, Jose Range 11 \$16.85 per hour
 - l. Roberts, Tanya Range 11 \$16.85 per hour
 - m. Sanchez, Lea Range 11 \$16.85 per hour
 - n. Yoshida, Miwako Range 11 \$14.52 per hour

BOARD REPORT

9.5 Classified Personnel Services Report No. 3 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

A. Child Development – continued

4. Instructional Assistant – Child Development
Child Development – Extra Assignment –
Assist with Morning Care Program
Not to exceed 400 hours
Funding Source: Child Development
Effective August 25, 2014 through June 12, 2015
Total Cost: \$13,480.00

- | | | | |
|----|----------------|----------|------------------|
| a. | Gomez, Yolanda | Range 11 | \$16.85 per hour |
| b. | Lewis, Ameenah | Range 11 | \$16.85 per hour |

B. Clerical & Fiscal

1. Ledo, Sarah
Substitute Clerk Typist
District Office
Funding Source: General Fund
Effective September 8, 2014
Hourly, as needed – \$15.23 per hour

C. Instructional Assistants

1. Mitri, Veronica
Substitute Instructional Assistant
District Office
Funding Source: General Fund
Effective September 2, 2014
Hourly, as needed – \$14.92 per hour
2. Ortega, Brenda
Instructional Assistant – Bilingual
Linwood Howe – Extra Assignment –
Translator – Not to exceed 45 hours
Funding Source: General Fund
Effective August 25, 2014 through
June 12, 2015
Range 16 – \$19.02 per hour
Total Cost: \$855.90

BOARD REPORT

9.5 Classified Personnel Services Report No. 3 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistants – continued

3. Robinson, Shandimar
Instructional Assistant – Special Education IIA
Child Development – Extra Assignment –
Not to exceed 2.5 hours per day
Funding Source: General Fund – Special Ed
Effective August 25, 2014 through
October 24, 2014
Range 16 – \$17.28 per hour
Total Cost: \$760.32

4. Akens, Amanda
Instructional Assistant – Special Education IIA
Middle School – Extra Assignment –
Not to exceed .5 hours per day
Funding Source: General Fund – Special Ed
Effective August 25, 2014 through
June 12, 2015
Range 16 – \$16.36 per hour
Total Cost: \$1,472.40

D. Security

1. Devera, Christine
Substitute Security Guard
Security
Funding Source: General Fund
Effective August 28, 2014
Hourly, as needed – \$15.74 per hour

2. Rios, Alejandro
Substitute Security Guard
Security
Funding Source: General Fund
Effective August 28, 2014
Hourly, as needed – \$15.74 per hour

E. Coaches

1. Bromley, Kristin
Temporary Girls' Assistant Volleyball Coach
High School
Funding Source: General Fund – Athletics
& CCHS Booster Club
Effective August 18, 2014 through
November 7, 2014
Stipend of \$2,700.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 3 – Page 4

I. Authorization, Approval & Ratification of Employment – continued

F. Noon Duty Supervisors

1. Temporary Noon Duty Supervisors/Valets
Linwood Howe – Hourly, as needed
Funding Source: General Fund
Effective August 26, 2014 through June 12, 2015
Total Cost: \$9.98 per hour, as needed

- a. Briones, Maria \$9.98 per hour
- b. Nakanishi, Jackie \$9.98 per hour

G. Stipend Assignments

1. Gourley, Steve
Mock Trial Coordinator
Middle School
Funding Source: General Fund
Effective August 25, 2014 through
June 12, 2015
Stipend of \$2,476.00

II. Authorization, Approval & Ratification of Resignations

1. Lopez, Jose de Jesus
Painter
Maintenance, Operations & Transportation
8 hours per day, 12 months per year
Retired
Funding Source: General Fund
Effective August 22, 2014
Range 29 – \$4,542.22 per month
2. Fleck-Smith, Lisa
Substitute Clerk
District Office
Accepted position outside of district
Funding Source: General Fund
Effective August 29, 2014
Hourly, as needed – \$15.23 per hour
3. Barajas, Cassie
Instructional Assistant – Special Education IIA
Office of Child Development
6 hours per day, school year
Accepted position outside of district
Funding Source: General Fund – Special Ed
Effective August 25, 2014
Range 16 – \$18.18 per hour

BOARD REPORT

9.5 Classified Personnel Services Report No. 3 – Page 5

II. Authorization, Approval & Ratification of Resignations – continued

4. Holmes, Megan
Instructional Assistant – Special Education IIA
El Rincon
6 hours per day, school year
Accepted position outside of district
Funding Source: General Fund – Special Ed
Effective September 16, 2014
Range 16 – \$18.18 per hour

III. Authorization, Approval & Ratification of Unpaid Personal Leave of Absence

1. Jaffe, Kyrn
Instructional Assistant – Special Education IIA
El Rincon
6 hours per day, school year
Funding Source: General Fund – Special Ed
Effective August 28, 2014 through
February 28, 2015
Range 16 – \$19.02 per hour

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 3

Moved by:

Seconded by:

Vote:

9.6 Annual Destruction of Class III Records

The documents on the attached list have been previously classified as Class 3 records.

These records have been retained for the legal period of time as per Article 2, Sections 16023 through 16028, of Article 5, California Code of Regulations. There is no further need to retain these records for use in the District. A request for approval is made to destroy the documents listed on the attached sheets that originated in the school years 2010-2011 and prior.

RECOMMENDED MOTION: That the Class 3 records listed on the attached pages be approved for destruction effective September 9, 2014.

Moved by:

Seconded by:

Vote:

Destruction of Records
Class 3 Records
for the
School Years 2010-2011 and Prior

Accounting and Budget Records

- Accounts Payable Reconciliation
- Accounts Receivable Reconciliation
- Application for Approval of Elementary and High School Summer School
- Application for the 1999-2000 Jack O'Connell Beginning Teacher Salary Incentive Program Education Code Section 45023.4
- Application for the 2000-2001 Beginning Teacher Minimum Salary Program Education Code Section 45023.1
- Appropriation Ledger
- Audio/Visual Worksheet for the County School Service Fund (J-73-A1)
- Bank Reconciliation and Cancelled Checks
- Budget Worksheet (CD-9725, CD-2405)
- Cash Collection Reports
- Census Reports
- Certification of FTE for School Site Employees Performance Bonus and Certification Staff Performance Incentive Act Awards
- Expenditures Worksheet (CD-9725)
- Family Fee Schedule (CD-2600)
- Form and Schedule for the Computation of the Annual Principal Apportionment (K-12-A)
- Form and Schedule for the Computation of the First Principal Apportionment (K-12-P1)
- Form and Schedule for the Computation of the First Principal Revenue Limit for School Districts
- Form and Schedule for the Computation of the Second Principal Apportionment (K-12-P2)
- Form for the Computation of the First Principal Revenue Limit for the County School Service Fund
- Fuel Tax – Claim for Refund
- Impact of Salary Settlement on the School District Budget
- Investment Records
- Invoices, District - Outgoing
- Invoices, Vendor's
- Journals – All Funds
- Journal Vouchers
- Ledgers – All Funds
- Petty Cash Payments Memo
- Preliminary Revenue Limit
- Preschool Incentive Grant Application (CD-2921)
- Purchase Orders – Board Copy
- Receipts – District Collections
- Second Principal Revenue Limit Data Sheets and Schedules for School Districts

Destruction of Records
Class 3 Records
for the
School Years 2010-2011 and Prior

Accounting and Budget Records (continued)

- Second Principal Revenue Limit Form and Schedules for the County School Service Fund
- State, Local Sales and Use Tax Return (BT-401-A)
- State School Register (J-32)
- Stores Inventory Detail
- Textbook Ordering Information: Submissions of Orders/Invoices Charged Against Instructional Materials Fund
- User Use Fuel Tax Report (BT-401-U)
- Vendor Use Fuel Tax Return (BT-401-V)
- Warrant Cancellation Request to County
- Worksheet for Classes for Adults Cost Data Report (J-51-W)
- Worksheet for Compiling Data for Computing Depreciation on District-Owned School Buses Used for Transportation Out-of-State or Communication Recreation (J-141-DEP)
- Worksheet for Cost Data for a Cooperative Pupil Transportation System (J-141-CW-1)
- Worksheet for Cost Data Report for a Single District Pupil Transportation System (J-141-W)
- Worksheet for County School Service Fund Financial Report Supplemental Cost Data Report (J-73-CW)
- Worksheet for Driver Training Cost Data Report (J-22.2A-W)
- Worksheet for the Cost Data Report for the Development Center for Handicapped Pupils Program (J-66-W)

Administration/Board Minutes and Correspondence

- Correspondence
- Notes, transcripts, and Recordings Used in Taking Minutes
- Standard School Crime Reporting Program, District Summary
- Statement of Economic Interest Program District Summary (for school years 2003-2004 and prior only)

Certification Records

- Preliminary Certification for the Application for Allowance for Specialist Teachers in Reading (J-10-B)
- Waiver Request (SBEW-2)

Child Development/Child Care

- Budget Worksheet (CD-9725, CD-2405)
- Calendar (CD-9725)
- Certified Personnel Roster CD-3701, CD-9725)
- Expenditures Worksheet (CD-9725)
- Family Fee Schedule (CD-2600)
- Injury Report (CD-2205)

Destruction of Records
Class 3 Records
for the
School Years 2010-2011 and Prior

Child Development/Child Care (continued)

- Instructions for CD-9602 Application for Child Development Services - Migrant and Federal (CD-9603)
- Latchkey – Personnel Certification (CD-3702)
- Latchkey – Request for a Waiver of The State Participation Limit (CD-3700)
- Order Form (CD-8806)
- Rate Increase Request/Application (CD-1100)
- Request for Approval of Equipment (CD-2703, CD-7801)
- Request for Approval of Facility Renovation
- Request for Approval of Out-of-State Travel (CD-2700)
- Service Data Report for Resource and Referral Program (CD-2504)
- Staffing Worksheet (CD-9725)
- Statement of Incapacity - English and Spanish (CD-9606)
- Training Verification - English and Spanish (CD-9605)
- Worksheet for Rating the Program Quality Rev. (PQR) – Center Based Preschool Age Program (CD-1002A)
- Worksheet for Rating the PQR – Family Child Care (CD-1002D)
- Worksheet for Rating the PQR – Infant Toddler (CD-1002B)
- Worksheet for Rating the PQR – School Age Child Care Program (CD-1002E)
- Worksheet for Rating the PQR – School Age Parenting and Infant Development – SAPID (CD-1002C)

Child Welfare and Attendance

- Exemption from Compulsory Public School Attendance
- Input for Computer/Attendance Information
- Notes from Parents (Including Absence Notices)
- Notice of Student Suspension
- Notification to Parent Regarding Ed. Code 48200 – Absence from School
- Request for Letter, Office Conference or Complaint in Cases Involving Violations of Specified Ed. Code Sections (202-019)
- State School Register (J-32)
- Student Misconduct Statement

Continuation Schools

- Continuation Education Year-end Report (CD-002, CD-001)

Contracts

- Insurance Policies and Endorsements (Closed or Terminated)

Curriculum and Instruction

- Special Studies As Needed
- Survey of Academic Skills: Grade 12
- Textbook Ordering Information: Submission of Orders/Invoices Charged Against Instructional Materials Fund

Destruction of Records
Class 3 Records
for the
School Years 2010-2011 and Prior

Health Services Records

- Annual Report of Hearing Testing (PM-100)
- Billing/Screening – CHDP (PM-160)
- Certificate of Physical to Enter First Grade (PM-171)
- Certificate of Waiver to Enter First Grade
- Consent for Physical
- Consent to Immunize (H519)
- Student Physical Evaluation

Insurance Records

- Accident or Injury Reports – No Claim Filed
- Accident or Injury Reports – Other – After Litigation
- Policies – Other – After Policy Period
- Unemployment Insurance, Local Experience Charges (CD-56, DE-8112)
- Workers' Compensation Insurance Letters from Vendors

Maintenance and Operations

- Budget Justification Forms
- Emergency Orders (Original)
- Inspection Reports
- Job Requisitions Log
- Memoranda – In and Out
- Preventive Maintenance Schedules
- Service Call Orders
- Time Reports
- Vandalism Inspection Reports
- Work Orders
- Work Reports

Payroll Records – Including Payroll Warrants and Registers

- Payroll (“A”) Warrants
- Report of New Employees (DE34)
- Report of Independent Contractors (DE542)
- Time Sheets/Cards

Personnel Records

- Employment Applications
- Employment Eligibility Lists
- Recruitment Files
- Returned Letters – Inactive Recruitment

Destruction of Records
Class 3 Records
for the
School Years 2010-2011 and Prior

Property Records – Including School Sites, Building, etc.

- Bid Envelopes
- Materials and Labor Bonds
- Performance Bonds

Pupil Records

- Crime and Violence – Penal Code Sections 628, 628.1 and 628.2 (SCR-01)
- Input for Computer/Attendance Information
- Notes from Parents
- State School Register (J-32)

Purchasing Records

- Air Travel Reservations
- Purchase Orders (Numerical, Alpha, Blanket, Etc.)
- Purchasing Bids
- Requisitions
- Standard School Supplies Agreements

Retirement Records

- Membership Data Forms – PERS
- Request for Final Payroll Information – PERS
- Membership Data Forms – STRS
- STRS Approval of Disability Allowance
- STRS Verification of Services
- STRS Verification (Part-time and Substitute)
- Authorization for Contribution and/or Rate Adjustment
- Report of Status Change or Separation

Special Education Records

- Individualized Education Program
- Special Materials and Equipment Report for Disabled Students (776-001)
- Structured Interview Guide for Special Education Programs in California
- Worksheet for Cost Data Report for Development Centers for the Handicapped Pupils Program (J-66-W)
- Worksheet for Special Education Pupil Transportation Data Report (J-141-SW)

Special Schools Records

- State Schools Registers – Centralized Attendance at Juvenile Halls (J-32)

Destruction of Records
Class 3 Records
for the
School Years 2010-2011 and Prior

State and Federal Special Projects/Programs

- Sections 321 Letter of Intent
- Worksheet for Classes for Adults Cost Data Report (J-51-W)
- Worksheet for Driver Training Cost Data Report (J-22.2AW)
- California Indian Education Center Evaluation
- Instructions for CD-9602 (CD-9603)
- Bank Statements

Student Body Records

- Bank Statements
- Cash Collection Reports
- Cash Receipts/Disbursements Journals
- Cancelled Checks & Bank Reconciliation
- Corresponding Ledgers (i.e. General Ledgers)
- Invoices from Vendors
- Purchase Orders
- Receipts
- State, Local Sales & Use Tax Return
- Stores Inventory Listing

Transportation Records

- Bus Drivers Daily Report
- Daily Fuel and Oil Report
- Monthly Record of Bus Days
- School Bus Pupil County (Quarterly)
- School Bus Schedule and Load Report
- Worksheet for Compiling Data for Computing Depreciation on District-Owned School Buses Used for Transportation Out-of-State or Community Recreation (J-141-DEP)
- Worksheet for Cost Data for a Cooperative Pupil Transportation System (J-141-CW-1)
- Worksheet for Cost Data Report for a Single District Pupil Transportation System (J-1414)
- Worksheet for Special Education Pupil Transportation Data Report (J-141-SW)

BOARD REPORT

9/9/14
9.7

9.7 Approval is Recommended for El Marino, La Ballona, and Middle School Administrators and Teachers to Attend the International Conference on Language Immersion Education in Salt Lake City, Utah, October 15-18, 2014

Board Policy 4133 states that all out-of-state travel must have Board approval.

Mina Shiratori, Dual Language Immersion Program Specialist, requests approval for 3 administrators and 11 teachers from the CCUSD dual language programs at El Marino School, La Ballona School, and Culver City Middle School to attend the International Conference on Language Immersion Education in Salt Lake City, Utah, October 15-18, 2014.

The Conference is hosted by the University of Utah's Second Language Teaching and Research Center and the Utah State Office of Education, bringing together researchers, practitioners, administrators and teachers for presentations, workshops and visits to Utah dual language immersion schools.

RECOMMENDED MOTION: That the Board approve Administrators and Teachers to Attend the International Conference on Language Immersion Education in Salt Lake City, Utah, October 15-18, 2014.

Moved by:

Seconded by:

Vote:

BOARD REPORT

9.8 The Emergency Permit, Declaration of Need for Fully Qualified Educators

The State of California, Commission on Teacher Credentialing requests that we file a Declaration of Need before they will issue any emergency permits to our district. Emergency Permits are no longer available for regular teaching assignments. Should any out-of-state teachers be hired, they would need an emergency Crosscultural and Academic Language Development Certificate (CLAD) to allow them time to meet the California requirements.

Attached is the Emergency Permit Declaration of Need for Fully Qualified Educators.

Recommended Motion: That the Emergency Permit Declaration of Need for Fully Qualified Educators be approved as presented to be effective July 1, 2014 through June 30, 2015.

Moved by: Seconded by:

Vote:



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2014/2015
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Culver City Unified School District District CDS Code: 64444
 Name of County: Los Angeles County CDS Code: 19

By submitting this annual declaration, the district is certifying the following:

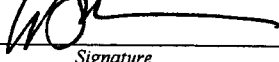
- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 08 / 26 / 14 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► *Enclose a copy of the board agenda item*

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2015.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Dave LaRose</u>		<u>Superintendent</u>
<small>Name</small>	<small>Signature</small>	<small>Title</small>
<u>(310) 842-4326</u>	<u>(310) 842-4220, ext. 4222</u>	_____
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>
<u>4034 Irving Place, Culver City, CA 90232</u>		
<small>Mailing Address</small>		
<u>davelarose@ccusd.org</u>		
<small>E-Mail Address</small>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
 Name of State Agency _____
 Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► *Enclose a copy of the public announcement*

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subject(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	4
<input checked="" type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	4
List target language(s) for bilingual authorization: <u>Japanese & Spanish</u>	
<input type="checkbox"/> Resource Specialist	
<input type="checkbox"/> Teacher Librarian Services	
<input type="checkbox"/> Visiting Faculty Permit	

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	0
Special Education	0
TOTAL	0

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university intern program? Yes No

If yes, how many interns do you expect to have this year? 2

If yes, list each college or university with which you participate in an intern program.

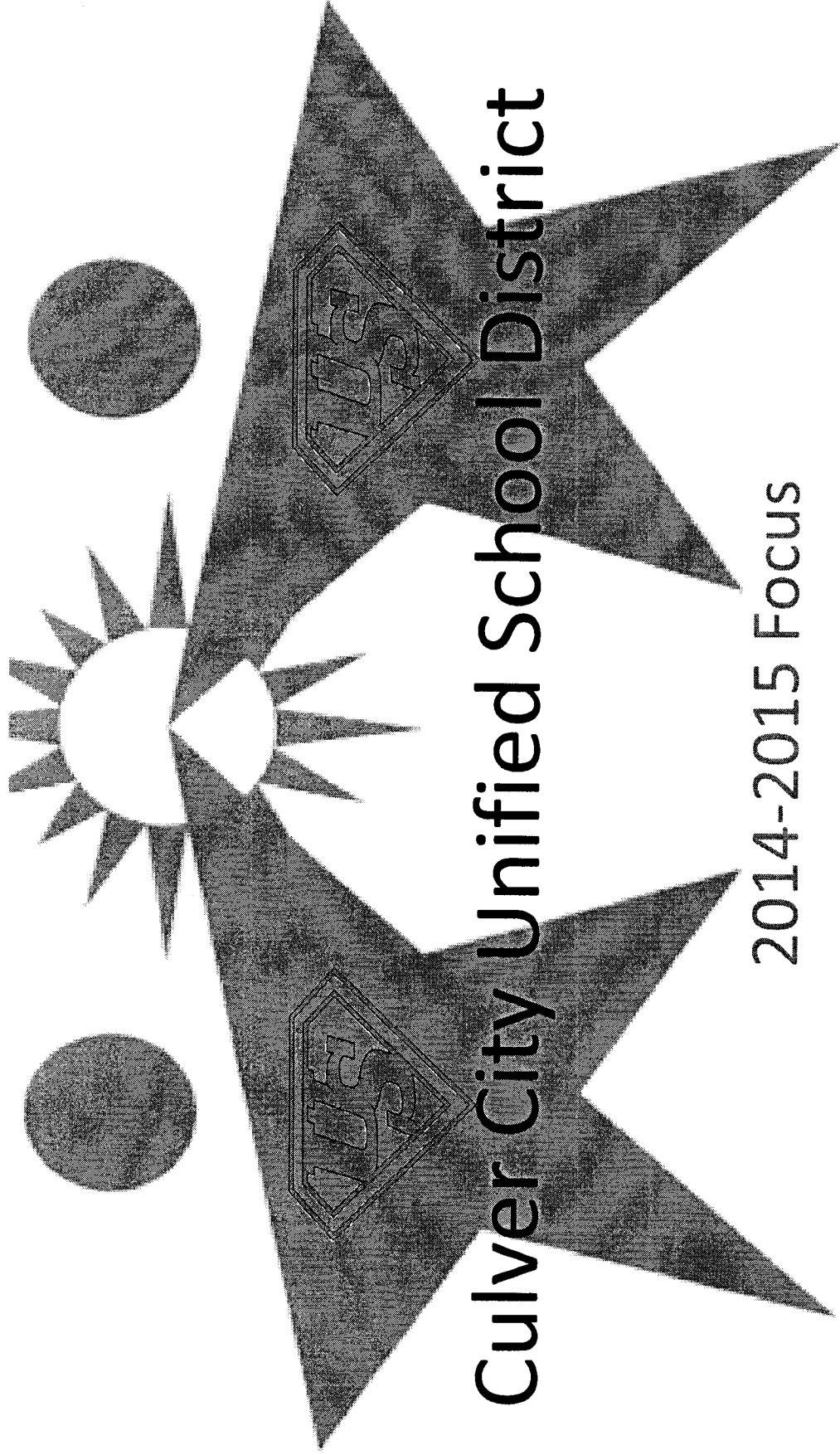
California State University, Dominguez Hills, Northridge, National University, Loyola
Marymount University, Pepperdine University, and University of California, Los Angeles.

If no, explain why you do not participate in an intern program.

BOARD REPORT

12.1 District Focus 2014-2015

District staff will present a brief update on our consistent, unwavering 3 CCUSD priorities: Student Success; Resourceful and Responsible; and Family Engagement/Community & District Partnerships. Information shared will include highlights from 2013-14 and also affirm our “deeper, stronger, better” goal for 2014-15.



Culver City Unified School District

2014-2015 Focus

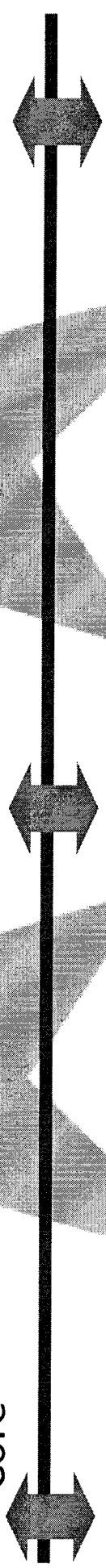
Deeper, Stronger, Better

CULLVER CITY

Student Success 14-15

Compliant/Action Track: Evidence-Based, Systemic Support for ALL Staff and Students

- LCAP Implementation: Targeted, Data Driven Intervention Systems and Structures at all Schools for Students Who Struggle; Whole Child Support;
- Focused Professional Development for Successful Systems: Highly Effective Teams, Systemic Response for Students With Barriers to Learning
- Systemic and Collaborative Focus on “The Four Questions”
- Collaborative Education, Engagement and Implementation of Common Core



Compelling Track: Clarity of Our Purpose and Practice: *Deeper, Stronger Better*



- Success for All Takes US ALL!
- Ensuring High Levels of Learning for ALL Students: No Exceptions
- Multiple Pathways to Success for ALL Students
- A Successful Child is Whole: Safe, Challenge, Connected, Cared For, Healthy and Hopeful
- Whole Child, Whole Adult: Investing in Individual and Organizational Health and Wellness

WHEELER CITY
SCHOOL DISTRICT

Resourceful and Responsible 14-15

Compliant Track: Targeted, Transparent, Values-Based Investments, Master Facility Plan into Action

- Collaborative and Timely Process for Budget Planning
- Implementation of Local Control Funding Formula and Adopted Local Control Accountability Plan
- Engage and Collaborate with Stakeholders for Enhanced Resourcefulness
- Successful, Collaborative and Transparent Bond Implementation: Process, Projects and Priorities
- Continuously Monitor and Assess Impact of our Investments

Compelling Track: Shared and Aligned Investments of Our Values, Purpose and Resources

- Success for All Takes US ALL
- All Investments Align with Our Fundamental Purpose to Ensure High Levels of Learning for ALL Students
- Deepen our Culture of Needs-Based, Transparent Investment of Resources
- Partners in Advocacy for CCUSD Children, Staff and Community
- Purpose Driven Priorities, Investments and Efficiencies



CLERK COUNTY DISTRICT

Family Engagement, Community & District Partnerships 14-15

Compliant/Action Track: Partnerships for ALL CCUSD Students and Staff

- Lead and Facilitate Whole Community-Whole Child Collaborative
- Continuous Recruitment and Enlistment of Community Partners
- Culver City Compact in Action: Nurture and Build Partnerships to Enhance Pathways for All Students from “Cradle to Career”
- Active Engagement of Stakeholders for Master Facility Plan Implementation

Compelling Track: Collective Impact; Declaring our Interdependence

- Success for All Takes US ALL!
- Whole Child, Whole Community
- Trusting Relationships within Schools and Community
- **CCUSD: A Family of Schools! The Power of US!**
- The Success of Every Child is Dependent on Our Collective Beliefs and Behaviors.



TRUSTED SCHOOLS AND COMMUNITY

CCUSD: A FAMILY OF SCHOOLS! THE POWER OF US!

BOARD REPORT

9/9/14
12.2

12.2 Air Mitigation Engineering Update

Mr. Mike Reynolds, Assistant Superintendent of Business Services, will present information provided by Southland Engineering regarding potential air mitigation/ filtration systems at El Marino Language School.

BOARD REPORT

**9/9/14
14.1a**

14.1a Second Reading and Approval of Revised Board Policy and Administrative Regulation 1312.3, Community Relations, Uniform Complaint Procedures

It is recommended practice that the Board of Education review Board Policies and Administrative Regulations on a regular basis. District Administration recommends the revision of Board Policy Regulation, Administration, Superintendent Responsibilities and Duties to reflect new mandated language as recommended by the California School Boards Association.

RECOMMENDED MOTION: That the Board of Education approves Revised Board Policy and Administrative Regulation 1312.3 Community Relations – Uniform Complaint Procedures.

Moved by:

Seconded by:

Vote

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district is ~~primarily~~ **has the primary** responsible **responsibility to ensure compliance** ~~for complying~~ with applicable state and federal laws and regulations governing educational programs. The district shall investigate **and seek to resolve any** complaints alleging failure to comply with such laws and/or alleging **unlawful discrimination, harassment, intimidation, or bullying** and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. ~~(5 CCR 4620)~~

The district shall follow uniform complaint procedures ~~when addressing~~ **to resolve any** complaints alleging unlawful discrimination, **harassment, intimidation, or bullying in district programs and activities based on** ~~against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.~~ ~~sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.~~

~~Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs child care and development programs, child nutrition programs, and special education programs.~~

~~(cf. 0410 - Nondiscrimination in District Programs and Activities)~~

~~(cf. 1312.1 - Complaints Concerning District Employees)~~

~~(cf. 1312.2 - Complaints Concerning Instructional Materials)~~

~~(cf. 3553 - Free and Reduced Price Meals)~~

~~(cf. 4030 - Nondiscrimination in Employment)~~

~~(cf. 4031 - Complaints Concerning Discrimination in Employment)~~

~~(cf. 5131.2 - Bullying)~~

~~(cf. 5141.4 - Child Abuse Reporting Procedures)~~

~~(cf. 5148 - Child Care and Development)~~

~~(cf. 5145.3 - Nondiscrimination/Harassment)~~

~~(cf. 5145.7 - Sexual Harassment)~~

~~(cf. 6159 - Individualized Education Program)~~

~~(cf. 6171 - Title I Programs)~~

~~(cf. 6174 - Education for English Language Learners)~~

~~(cf. 6175 - Migrant Education Program)~~

~~(cf. 6178 - Vocational Education)~~

~~(cf. 6200 - Adult Education)~~

UNIFORM COMPLAINT PROCEDURES (Continued)

Uniform complaint procedures shall also be used ~~when addressing~~ **to address any complaints alleging the District's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation education activities, the requirements for the development and adoption of a school safety plan, and** state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs child care and development programs, child nutrition programs, and special education programs.

(cf. 0450 – Comprehensive Safety Plan)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 3260 – Fees and Charges)

(cf. 3320 – Claims and Actions Against the District)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 – Nutrition Program Compliance)

(cf. 5141.4 - Child Abuse Reporting Procedures)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 – Vocational Education-Career Technical Education)

(cf. 6178.1 – Work-Based Learning)

(cf. 6178.2 – Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

The Board prohibits any form of retaliation against any complainant in the complaint process, ~~including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination.~~ Such ~~p~~ **Participation shall not in the complaint process shall not in** any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.

UNIFORM COMPLAINT PROCEDURES (Continued)

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed.

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 – Student Records)
(cf. 9011 – Disclosure of Confidential/Privileged Information)

~~Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4)~~

The District's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

1. Sufficiency of textbooks or instructional materials
2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
3. Teacher vacancies and misassignments
4. Deficiency in the District's provision of instruction and/or services to any student who, by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 – Williams Uniform Complaint Procedures)

~~The Board encourages the early, informal resolution of complaints at the site level whenever possible.~~

~~The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis.~~

(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 – Student Records)
(cf. 9011 – Disclosure of Confidential/Privileged Information)

UNIFORM COMPLAINT PROCEDURES (Continued)

~~The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades, or work assignments of the complainant.~~

~~The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate mediation. The Superintendent or designee shall ensure that mediation results are consistent with state and federal laws and regulations.~~

Legal Reference:

EDUCATION CODE

200-262.45 Prohibition of Discrimination

8200-8498 Child Care and Development Programs

8500-8538 Adult Basic Education

18100-18172-18203 School Libraries

32289 School safety plan, uniform complaint procedure

35186 Williams uniform complaint procedure

37254 Intensive instruction and services for students who have not passed exit exam

41500-41513 Categorical education block grants

48985 Notices in Language Other than English

49010-49013 Student fees

49060-49079 Student Records

49490-49590 Child Nutrition Programs

52160-52178 Bilingual Education Programs

*52300-52499.6 **52490** Career-technical Education*

52500-52616.24 Adult Schools

52800-52870 School-Based Coordinated Programs

*54000-54041 **54028** Economic Impact Aid Programs*

54100-54145 Miller-Unruh Basic Reading Act

54400-54425 Compensatory Education Programs

54440-54445 Migrant Education

54460-54529 Compensatory Education Programs

*56000-56885 **56867** Special Education Programs*

59000-59300 Special Schools and Centers

64000-64001 Consolidated Application Process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition

Community Relations

BP 1312.3 (e)

UNIFORM COMPLAINT PROCEDURES (Continued)

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4671 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

~~PENAL CODE~~

~~*422.6 Interference with constitutional right or privilege*~~

UNITED STATES CODE, TITLE 20

6301-6577 Title I Basic Programs

6601-6777 Title II Preparing and Recruiting High Quality Teachers and Principals

6801-6871 Title III, Language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act, ~~including~~

7201-7283g Title V Promoting Informed Parental Choice and Innovative Programs

7301-7372 Title VI Rural and Low-Income School Programs

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/OCR>

Policy

adopted: April 1, 1997

Policy

revised: April 1, 2003

Policy

revised: June 7, 2005

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

(cf. 1312.1 – Complaints Concerning District Employees)

(cf. 1312.2 – Complaints Concerning Instructional Materials)

(cf. 1312.4 – Williams Uniform Complaint Procedures)

(cf. 4031 – Complaints Concerning Discrimination in Employment)

The District's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district speak a single primary language other than English, the District's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 – Parental Notifications)

Compliance Officers

The Governing Board designates the The following compliance officer(s) to shall receive and investigate complaints and shall ensure district compliance with law:

Assistant Superintendent, Educational Services

4034 Irving Place Culver City, CA 90232-2848

(310) 842-4220, Ext. 4213

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

UNIFORM COMPLAINT PROCEDURES (Continued)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

(cf. 0420 – School Plans/Site Councils)

(cf. 1220 – Citizen Advisory Committees)

(cf. 3260 – Fees and Charges)

(cf. 4112.9/4212.9/4312.9 – Employee Notifications)

(cf. 5145.6 – Parental Notifications)

The notice shall

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process ~~pursuant to Education Code 262.3,~~ including, **if applicable**, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies
4. Include statements that:
 - a) The district is primarily **has the primary** responsible **responsibility for to ensure** compliance with **applicable** state and federal laws and regulations **governing educational programs.**
 - b) The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the ~~deadline~~ **timeline.**
 - c) A **complainant alleging** unlawful discrimination, **harassment, intimidation, or bullying** ~~complaint~~ must be filed no later than six months from the date ~~the alleged discrimination occurs~~ **it occurred**, or six months from the date the complainant first obtains **obtained** knowledge of the facts of the alleged discrimination, **harassment, intimidation, or bullying.**

UNIFORM COMPLAINT PROCEDURES (Continued)

- d) The complainant has a right to appeal the District's decision to the CDE by filing a written appeal within 15 days of receiving the District's decision
- e) The appeal to the CDE must include a copy of the complaint filed with the District and a copy of the District's decision.

f) Copies of the District's uniform complaint procedures are available free of charge.

(cf. 5145.6 - Parental Notifications)

Procedures

~~The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.~~

All complaints shall be investigated and resolved within 60 calendar days of the District's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in ~~the complaint alleged~~ **allegations** ~~to have committed a wrongful act~~ shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of **the District's** alleged noncompliance ~~by the district~~ **with federal or state laws or regulations governing educational programs.** (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. A **The** complaint shall be initiated no later than six months from the date when the alleged discrimination, **harassment, intimidation, or bullying** occurred, or six months

UNIFORM COMPLAINT PROCEDURES (Continued)

from the date when the complainant first obtained knowledge of the facts of the alleged discrimination: **, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days.** A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

The complaint shall be presented to the compliance officer who will maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as disability or illiteracy, district staff shall help him/her to file the complaint. (5 CCR 4600)

Step 2: Mediation

Within three working days of receiving the complaint, the compliance officer shall **may** informally discuss with **all parties** ~~the complainant~~ the possibility of using mediation. If the ~~complainant~~ **parties** agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a ~~discrimination complaint~~ **complaint alleging discrimination, harassment, intimidation or bullying**, the compliance officer shall ensure that all parties agree to make **the mediator a party to** related confidential information, ~~available to the mediator.~~

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the District's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES (Continued)

Step 3: Investigation of Complaint

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

~~The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.~~

~~The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)~~

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation, or his/her engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

~~The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)~~

In accordance with law, the District shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the District to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Within ~~60~~ **30 calendar** days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the District's investigation and

UNIFORM COMPLAINT PROCEDURES (Continued)

decision, as described in Step #5 below, ~~unless the complainant agrees in writing to an extension of time.~~ **If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.** (5-CCR-4631)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 **calendar** days of the District's initially receiving **receipt of** the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The District's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The District's decision shall be written in English and, **and when required by Education Code 48985 in the complainant's primary language.** ~~in the language of the complainant whenever feasible or required by law.~~

For all complaints, the decision shall include: **(5 CCR 4631)**

1. The findings of fact based on the evidence gathered ~~(5-CCR-4631)~~
2. The conclusion(s) of law ~~(5-CCR-4631)~~
3. Disposition of the complaint ~~(5CCR)4631)~~
4. Rationale for such dispositions ~~(5-CCR-4631)~~
5. Corrective actions, if any are warranted ~~(5CCR-4631)~~
6. Notice of the complainant's right to appeal the district's decision within 15 **calendar** days to the CDE and procedures to be followed for initiating such an appeal ~~(5-CCR-4631)~~
7. ~~For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before~~

UNIFORM COMPLAINT PROCEDURES (Continued)

~~_____ pursuing civil law remedies (Education Code 262.3)~~

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

If investigation of a complaint results in discipline to a student or an employee,

~~If an employee is disciplined as a result of the complaint,~~ the decision shall simply state that effective action was taken and that the **student or** employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

If complaint alleging noncompliance with laws regarding student fees, deposits, and other charges is found to have merit, the District shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the **CDE. (Education Code 49013; 5CCR 4632)** ~~California Department of Education within 15 days of receiving the district's decision.~~

~~When appealing to the CDE, the complainant must~~ **The complainant shall file his/her appeal within 15 calendar days of receiving the District's decision and the appeal shall** specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the District's decision, the Superintendent or designees shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision

Community Relations

AR 1312.3 (h)

UNIFORM COMPLAINT PROCEDURES (Continued)

4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's complaint procedures
7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 exists, including ~~eases in which~~ **when** the District has not taken action within 60 **calendar** days of the date the complaint was filed with the district. **(5 CCR 4650)**

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For **complaints alleging** discrimination, **harassment, intimidation, and bullying based on state law,** ~~complaints, however,~~ a complainant ~~must~~ **shall** wait until 60 **calendar** days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. **provided** ~~The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.~~ **The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)**

Regulation

adopted: April 1, 1997

Regulation revised: April 1, 2003

Regulation revised: June 7, 2005

Regulation revised: September 26, 2006

Regulation revised: February 26, 2008

Regulation revised: March 11, 2008

CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City, California

BOARD REPORT

**9/9/14
14.2a**

14.2a Approval is Recommended for the Supplemental Educational Services 2014-2015 Master Contract , pursuant to the No Child Left Behind Act, and Delegation of Authority to Superintendent or his Representative to Enter into Contracts with Supplemental Educational Services (SES) Providers

It is recommended that the Board approve the 2014-2015 Master Contract for use when entering into agreements with Supplemental Educational Services (SES) Providers, as required by the No Child Left Behind Act.

It is also recommended that the Board delegate authority to the Superintendent or Representative, on behalf of the District, to enter into individual supplemental services agreements whereby Supplemental Educational Services (SES) Providers (pursuant to the Master Contract) agree to provide Supplemental Educational Services (SES) to individual District students.

RECOMMENDED MOTION: That the Board approve the Supplemental Educational Services 2014-2015 Master Contract, pursuant to the No Child Left Behind Act, and Delegation of Authority to Superintendent or his Representative to Enter into Contracts with Supplemental Educational Services (SES) Providers.

Moved by:

Seconded by:

Vote:



**CULVER CITY UNIFIED SCHOOL DISTRICT
STATE AND FEDERAL PROGRAMS
SUPPLEMENTAL EDUCATIONAL SERVICES
2014– 2015 MASTER CONTRACT**

Contract No: _____

THIS MASTER CONTRACT ("Contract") is made and entered into on (Date) _____, between the Culver City Unified School District (hereinafter referred to as "LEA" [local educational agency] or "District"), a public school district duly operating under the laws of the state of California, and (Provider) _____, a Supplemental Service Provider (hereinafter referred to as "PROVIDER") for the purpose of providing supplemental services to eligible LEA students. "Eligible students" are those students identified by the District who meet specific requirements under Title I.

WHEREAS, the LEA is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required:

WHEREAS, the LEA is in need of such special services and advice;

WHEREAS, PROVIDER is specially trained and experienced and competent to perform the special services required by the LEA, and such services are needed on a limited basis;

WHEREAS, the No Child Left Behind Act, 20 U.S.C. Section 6316(e) outlines the requirements for supplemental educational services;

WHEREAS, Section 6316(e) (3) of the No Child Left Behind Act mandates that a school district's contract with a provider must include the following:

- a. Requires the LEA to develop, in consultation with parents (and the provider chosen by parents), a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement, in the case of a student with disabilities, is consistent with the student's Individualized Education Program;
- b. Describes how the student's parents and teacher or teachers will be regularly informed of the student's progress;
- c. Provides for the termination of the agreement if the provider is unable to meet the goals and timetables required;
- d. Contains provision with respect to making payment to the provider by the LEA;
- e. Prohibits the provider from disclosing to the public the identify of any student eligible for, or receiving, supplemental services without the written permission of the parents of such student;

WHEREAS, PROVIDER has been approved by the California State Department of Education and has met the qualifications to be certified as a supplemental service provider; and

WHEREAS, PROVIDER is willing to provide such services to LEA's eligible students if selected by the parents/guardians of eligible students.

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, it is agreed between the parties as follows:

1. Student Learning Plans

- a. A Student Learning Plan (hereinafter referred to as "SLP") shall be developed by PROVIDER in consultation with parents/guardians and LEA for each LEA eligible student whose parent/guardian elects to receive SES from PROVIDER. **This SLP must be submitted to CCUSD two weeks from the date of initial notification or the student will be assigned a new provider.** No services to students may commence without an SLP approved and signed by parent/guardian and then approved by the LEA administrator of SES. Any and all changes to the educational program of an LEA student shall be made solely on the basis of a revision to the LEA student's SLP. Changes in any student's SLP may only be made with the written consent of LEA in consultation with parents/guardians. PROVIDER, LEA, or the parents/guardians may request a review of a student's SLP at any time. PROVIDER shall not unilaterally terminate any SLP. PROVIDER shall obtain written permission from LEA before terminating any SLP. *Note: CCUSD requires a meeting between the school, parent, and provider to develop the SLP.*
- b. The SLP shall be prepared pursuant to requirements specified by LEA and will include statements of specific achievement goals for the student, how the student's progress will be measured, and a timetable for achievement that, in the case of a student with disabilities, is consistent with the student's individualized education program.
- c. PROVIDER shall provide to parents and LEA written progress reports pursuant to the requirements specified by LEA. These written progress reports shall be provided to parents, in a language that they can understand, to LEA student's school of attendance on a monthly basis. A copy of the progress reports will be maintained at PROVIDER'S place of business and made available upon request of LEA or student's parents.

2. Parents/Guardianship

For the purpose of the Contract, a parent is the natural or adoptive parent, legal guardian, or a surrogate parent appointed by LEA.

3. Student Records

The term "student record" is defined as any of Provider's records pertaining to the student which, if prepared, owned, or retained by the LEA, would constitute an "education record" under the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g) or a "pupil record" under the California Pupil Records Act (Education Code §§ 49060-49078). PROVIDER will maintain an access log delineating date, time, agency, and identity of any individual accessing student records who is not in the direct employ of the PROVIDER. PROVIDER agrees to provide access to and copies of student records to LEA and/or the parents/guardians. PROVIDER shall not allow access to any student record without the written consent of the parent/guardian or LEA, except as required by law. Upon completion or termination of the ISSA or termination of this Contract, PROVIDER shall turn over to LEA all student records for LEA's eligible students to whom PROVIDER has provided services under this Contract.

4. Nondisclosure

The PROVIDER shall not disclose to the public the identity of any student eligible for, or receiving, Supplemental Services without the written permission of the parents/guardians of such student.

5. Access by LEA

PROVIDER shall notify LEA of the location and/or any change in location at which it is providing services to LEA's eligible students. It shall allow access to its facilities for periodic monitoring of each student's instructional program by LEA and shall be invited to participate in the review of each student's progress by LEA. LEA representatives shall have access to observe each student at work, observe the instructional setting, interview PROVIDER, and review each student's progress including the behavior intervention plan, if any.

6. Fingerprints

In accordance with Education Code § 45125.1, PROVIDER shall conduct a criminal background check of its employees and/or subcontractors and, upon receipt of those checks, certify to the LEA that no employee and/or subcontractors of PROVIDER working with students of the school district has been convicted of a

violent or serious felony as defined by statutes. The provider will submit to the LEA a copy of the clearance notification received per employee. PROVIDER shall supply LEA with a list of names of those employees and/or subcontractors who are cleared to work with students of the LEA, a fingerprint certification form will be submitted with monthly invoices and attendance registers.

7. Independent Contractor Status

This agreement is by and between two independent agents and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. PROVIDER understands and agrees that it shall be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and all other benefits of any kind, as required by law for its own employees, and assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this agreement.

8. Conflict of Interest:

This Agreement is subject to Board Policy 9270(a) governing conflicts of interest. PROVIDER agrees to furnish to LEA (upon request) a valid copy of the most recently adopted partnership agreements or bylaws of the corporation and also a complete and accurate list of the Governing Board of Directors (or Trustees or Partners) and to timely update said information as changes in such governance occur. PROVIDER shall avoid any actual or potential conflict of interest on behalf of itself or its employees providing services hereunder, including, but not limited, to employment with LEA, including its charter schools.

9. Accident/Incident Report

PROVIDER agrees to submit a written accident report to LEA within 24 hours of an accident or incident when a pupil has suffered an injury, injured another individual, or has been involved in an activity requiring notification of law enforcement or emergency personnel.

10. Discrimination

PROVIDER shall not discriminate on the basis of race, religion, sex, national origin, age, handicap, or sexual orientation in employment or operation of its programs.

11. Child Abuse Reporting

PROVIDER assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to child abuse and/or missing children reporting obligations and procedures under California law, including but not limited to, California Education Code § 49370 and California Penal Code §§ 11166 et seq. PROVIDER agrees to provide annual training to all its employees regarding mandated reporting of child abuse and missing children. PROVIDER agrees that all staff members will abide by such laws in a timely manner. PROVIDER shall, in addition to any other obligation imposed by law, submit immediately by facsimile and mail, within twenty-four (24) hours an accident or incident report to LEA when it becomes aware of circumstances including, but not limited to: allegations of molestation, child abuse, missing children under PROVIDER's supervision.

12. Supplies, Equipment and Facilities

PROVIDER shall be solely responsible for the provision of all appropriate supplies, equipment, and facilities for a pupil as required in his/her ISSA.

13. Inspection and Audit

PROVIDER shall provide access to records or reports, or other matter relating to the Contract, upon request by LEA. Fiscal records shall be maintained by PROVIDER for five (5) years and shall be available for audit.

14. Indemnification

PROVIDER shall defend, hold harmless, and indemnify LEA and its governing board, officers, agents, and employees from and against all liabilities and claims for damage for deaths, sickness, or injury to any person(s) or damage to any property, including, without limitation, all consequential damages and expenses (including attorney fees), from any cause whatsoever arising from or connected with its service hereunder, resulting from the negligence or intentional acts of PROVIDER, its agents, or employees. It is understood and agreed that such indemnity shall survive the termination of this agreement.

LEA shall defend, hold harmless and indemnify PROVIDER and its governing board, offices, agents, and employees from all liabilities and claims for damage for death, sickness, or injury to any person(s) or damage to any property, including, without limitation, all consequential damages and expenses (including attorney fees), from any cause whatsoever resulting from the negligence or intentional acts of LEA, its agents, or employees. It is understood that such indemnity shall survive the termination of this contract. The District shall not be liable for acts of the students or the student's parent/guardian, family member, etc.

15. Insurance

During the entire term of this agreement and any extension or modification thereof, PROVIDER shall keep in effect a policy or policies of general liability insurance, of at least one million dollars (\$1,000,000.00) for each person and one million dollars (\$1,000,000.00) per occurrence for all damages arising out of death, bodily injury, sickness or disease from any one accident or occurrence, and one million dollars (\$1,000,000.00) per occurrence for all damages and liability arising out of injury to or destruction of property for each accident or occurrence. Not later than the effective date of this agreement, PROVIDER shall provide LEA with satisfactory evidence of insurance, naming LEA as additional insured on the policy, including a provision for a twenty (20) calendar day written notice to LEA before cancellation or material change, evidencing the above specific coverage. The PROVIDER will supply to the LEA with an endorsement page listing the LEA on said endorsement page. The PROVIDER shall, at its own cost and expense, procure and maintain insurance under the Worker's Compensation Law of California, if applicable. LEA reserves the right to revise the requirements of this provision at any time. If LEA determines that additional insurance coverage is necessary, LEA will reopen negotiations with PROVIDER to modify the terms of this agreement.

16. Payment

The LEA shall make payment to the PROVIDER for services required under the SLP. Such services shall be billed on an hourly-rate basis of \$_____ per hour, and shall not exceed **\$647.19 per student**. Provided, further, that in no event shall the LEA incur any obligation or expense to PROVIDER, or be responsible for making any payment to PROVIDER in excess of the applicable State and/or Federal reimbursement limits (currently **\$647.19 per student** for the 2014-2015 school year).

17. Monthly Invoices

PROVIDER shall submit to LEA monthly invoices itemized by name/address of students, service provided and actual number of hours for which services were provided, and amount owed. The PROVIDER shall provide no more than one (1) invoice for each student per month within thirty (30) days of the conclusion of each month. The LEA will not process invoices received more than 30 days after the conclusion of each month, or more than one invoice per month per student. **The provider agrees that any services not invoiced within 30 days after the conclusion of the month in which they were provided will not be billable to the LEA.** All services must be concluded prior to June 1, 2015. Services provided on or after June 1st, 2015 will not be billable to the LEA. Final Invoices shall be submitted to LEA by close of the fiscal year, June 30, 2015. LEA shall process payments to PROVIDER within forty-five (45) days of submission of such invoices, except in those situations identified in Paragraph 19, below.

18. Records of Attendance

PROVIDER shall maintain daily records of student services provided, including the name of student, location and time of service, the name of PROVIDER's employee who rendered the service, and the amount of time of such service. PROVIDER shall provide a copy of such records to LEA monthly attached to the invoice, including parent signatures validating services rendered.

19. Right to Withhold

LEA may withhold payment to PROVIDER, on ten (10) working days written notice of such withholding, when in the opinion of the LEA:

- a. PROVIDER's performance, in whole or in part, either has not been carried out or is insufficiently documented.
- b. PROVIDER has neglected, failed, or refused to furnish information or to cooperate with the inspection, review, or audit of its program, work, or records.

- c. PROVIDER has failed to submit the invoice in a timely manner.
- d. PROVIDER has failed to keep insurance payments.

If LEA gives notice of intent to withhold, PROVIDER shall have fourteen (14) days from the date of receipt of said notice to correct such deficiency.

20. Modifications and Amendments:

This Contract may be modified or amended only by a written document signed by authorized representatives of PROVIDER and LEA. No change in this contract or in the ISSA shall result in a LEA financial obligation to PROVIDER in excess of the State/Federal reimbursement rate per student per year to the LEA.

21. Subcontract and Assignment

PROVIDER shall not subcontract or assign any of the work contemplated under this Contract.

22. Termination

- a. This agreement may be terminated by LEA or PROVIDER at any time. PROVIDER's exercise of its right to terminate this contract shall not alleviate its responsibilities to complete any existing ISSA's. To terminate this Contract, either party shall give twenty (20) calendar days written notice as provided herein prior to the date of the termination. Upon termination without default of PROVIDER, LEA shall pay, without duplication, for all services satisfactorily performed to date of termination,
- b. In consideration of this payment, PROVIDER waives all rights to any further payment or damage. Upon termination, PROVIDER shall turn over to LEA all student records in its possession generated as a result of services rendered under this Contract, possessed by PROVIDER or under its control at the time of termination.
- c. An ISSA may be terminated at any time by the LEA or with the consent of the LEA, including, without limitations in the event that the LEA determines the PROVIDER is unable to meet the goals and timetables required under the ISSA with respect to the subject student. An Individual Supplemental Services Agreement may be terminated by PROVIDER only upon consent of the LEA. An ISSA shall terminate if the student ceases to be enrolled in the District. Upon termination under this paragraph, final payment from LEA will be calculated based upon a prorated calculation of total services actually rendered.

23. Compliance with Laws

During the term of this agreement, PROVIDER shall comply with all applicable federal, State Board of Education, and local statutes, laws, ordinances, rules, and regulations relating to the provision of supplemental services, including securing and maintaining in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

24. Entire Agreement

This Agreement constitutes the entire agreement between LEA and PROVIDER and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated.

25. Governing Law

The terms and conditions of this agreement shall be governed by the laws of the state of California with venue in Los Angeles County, California.

26. Severability Clause

If any provision of this agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect, to the extent that the intent of the parties can be fulfilled.

27. Notices

Notices required under this Contract shall be valid when mailed first class postage or personally delivered to the following representatives, as indicated below:

Kevin Kronfeld
Coordinator of State and Federal Programs
Culver City Unified School District
4034 Irving Place.
Culver City, California 90232

28. Authorized Representative

Subject to approval by the Culver City Unified School District's Board of Education, persons signing this Contract certify they are the authorized representatives of the respective parties, and are authorized to sign this document. Services are limited to the per student allocation as set by the California Department of Education per No Child Left Behind regulations.

The parties hereto have executed this agreement by and through their duty as authorized agents or representatives. This contract is effective as of the date of the signature of the LEA, and terminates at 4:00 p.m. on June 30, 2015, unless sooner terminated as provided herein.

**Culver City Unified School District
Provider**

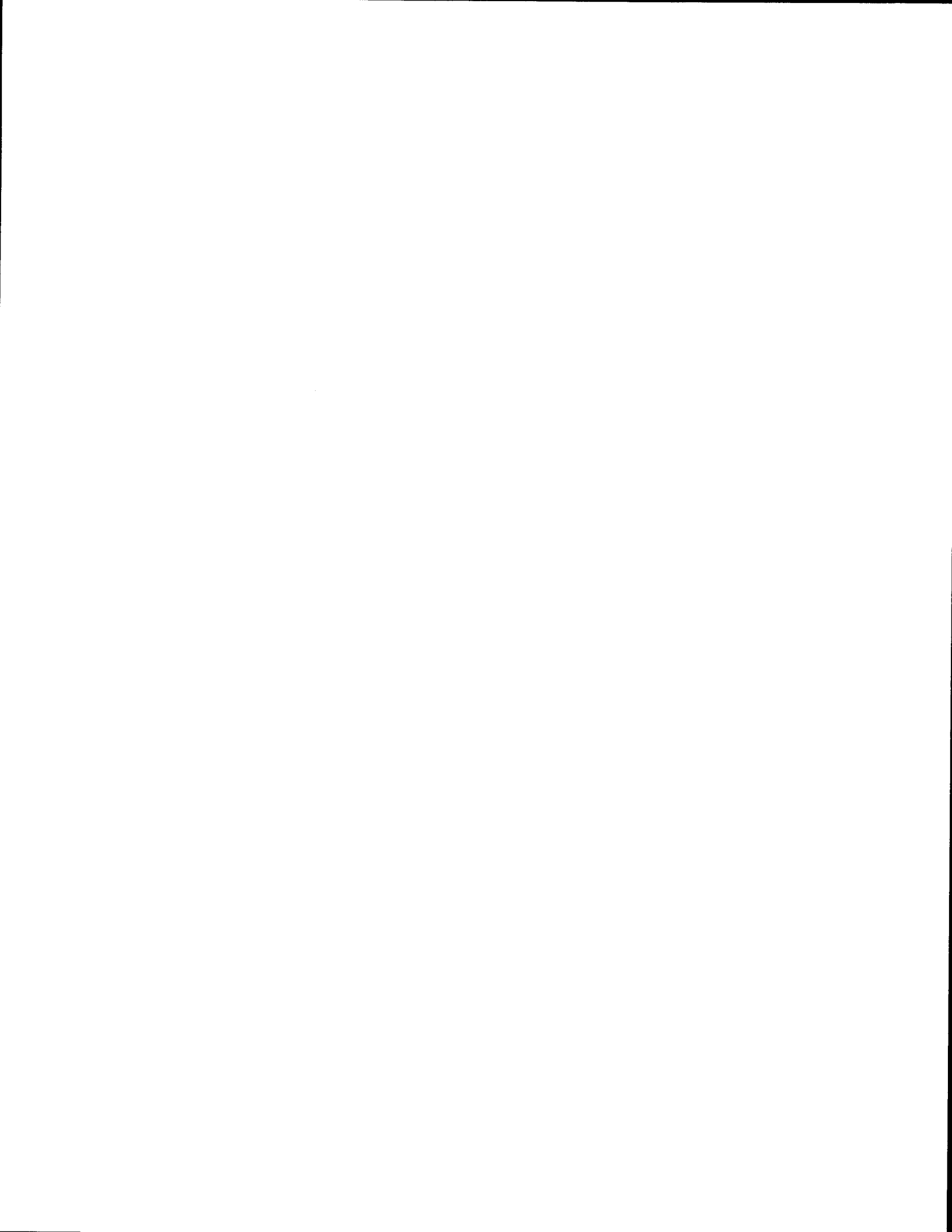
Supplemental Educational Services

Signature **Date**
Kevin Kronfeld, State and Federal Programs
(Type/print Name and Title)

Signature **Date**

(Type/print Name and Title)

Federal ID



BOARD REPORT

9/9/14

14.3a

14.3a Approval of 2013-2014 Unaudited Actuals

The State of California requires all school district governing boards to approve the unaudited actual financial report for the past fiscal year by September 15th. Under AB 1200, the District is required to submit this information for all funds in SACS format, including total revenues, expenditures and ending balances.

Recommended Motion: That the Governing Board of Culver City Unified School District approve the 2013-2014 Unaudited Actuals Financial Report as presented.

Moved by:

Seconded by:

Vote:

BOARD REPORT

9/9/14

14.3b

14.3b Amendment to Summer Projects Agreement

At this time, we need to approve the Addendum to our current Site (Summer) Maintenance Agreement with Balfour Beatty in order to fund:

- Preparing El Rincon and El Marino for additional classroom installation:
 - Electrical and major new fire alarm infrastructure required by DSA, including saw-cutting, demo, excavation, back-fill/slurry, soils removal, concrete and asphalt trench patching
 - New gate and panic hardware required by DSA
 - Parking lot ADA work – striping, etc. at both sites
 - Replacing surface mounted toilet accessories – required by DSA
 - New signage and ADA ramp
 - Guard rail installation at modular AC units - required by DSA
- Adding additional ball walls at El Rincon (with DSA required footing/reinforcement)
- Upgrade the Farragut playfield to sod installation
- New concrete walkway at CCMS
- Provide additional circuits at concession building & storage room at CCHS
- Install new plywood flooring at CCHS
- Install new ceiling tiles in boys' & girls' restroom at CCMS
- Install new pedestrian gate and concrete walkway at La Ballona
- Playground Striping/Slurry and AC patching at El Rincon and El Marino

RECOMMENDED MOTION: That the Board of Education approve the current Site (Summer) Maintenance Agreement with Balfour Beatty as presented.

Moved by:

Seconded by:

Vote:

AMENDMENT NO. 1 TO SITE LEASE AND SUBLEASE
CULVER CITY USD MISCELLANEOUS PROJECTS AT VARIOUS SITES 2014

This Amendment No.1 ("Amendment") to the Site Lease, Sublease and Construction Services Agreement (collectively, "Leases") by and between the Culver City Unified School District ("District") and Balfour Beatty Construction, LLC entered into on April 11th, 2014, is hereby made and entered into this 20th day of August, 2014 ("Effective Date") as follows:

WHEREAS, the District and Balfour Beatty Construction, LLC (referred to herein singularly as "Party" and collectively as "Parties") have entered into the Leases to provide for the construction of the Culver City USD Miscellaneous Projects at Various Sites 2014 more particularly described in the Leases; and

WHEREAS, the District desires to implement the addition of Miscellaneous Maintenance Projects; and

WHEREAS, Section 4 of the Construction Services Agreement (Exhibit C of the Site Lease and Exhibit D of the Sublease) provides for the establishment of a final Guaranteed Maximum Price ("GMP") upon finalization of the Project plans and subcontractor bids are received.

NOW THEREFORE, THE DISTRICT AND BALFOUR BEATTY CONSTRUCTION, LLC HEREBY AGREE AS FOLLOWS:

1. Work for Miscellaneous Maintenance Projects, shall be hereafter referred to respectively as "Miscellaneous Maintenance Projects" and shall include all related scope as shown on El Rincon ES and El Marino ES plans and specifications, DSA APP NO: 03-115892, DSA APP NO: 03-115875 and Farragut ES playfield sod, Culver City High School room #93 wood flooring, Culver City Middle School concrete sidewalk replacement, Culver City Middle School restroom ceiling replacement, District wide elementary school utility locating (GPR), Culver City High School additional electrical circuits at concessions building and Linwood Howe pedestrian gate.
2. Pursuant to Section 3 of the Site Lease, as modified, and Section 3 of the Sublease, as modified, the District will issue a Notice to Proceed made pursuant to Section 5 of the Construction Services Agreement (Exhibit C to the Site Lease and Exhibit D to the Sublease) directing Balfour Beatty Construction, LLC to commence performance of Miscellaneous Maintenance Projects. If the District directs Balfour Beatty Construction, LLC to commence performance of Miscellaneous Maintenance Projects but does not issue a Notice to Proceed, Balfour Beatty Construction, LLC shall be nevertheless entitled to be paid for all District approved services provided, work performed and materials supplied pursuant to this Amendment.
3. The District and Balfour Beatty Construction, LLC agree that the Leases shall be amended and supplemented as it relates specifically for Miscellaneous Maintenance Projects only as follows:
 - a. Exhibit "B" of the Construction Services Agreement as it pertains to Miscellaneous Maintenance Projects only shall be supplemented with the attached Exhibit "B".
 - b. The GMP for Miscellaneous Maintenance Projects is \$620,757.00 (Six Hundred Twenty Thousand Seven Hundred Fifty Seven Dollars) as set forth in Exhibit "B". No contingencies or allowances are in effect for Miscellaneous Maintenance Projects.
 - c. The time of completion for Miscellaneous Maintenance Projects as set forth in Section 10 of the Construction Services Agreement shall be 120 calendar days from the date of the Notice to Proceed issued by the District for Miscellaneous Maintenance Projects.

d. As a condition of the District issuing a Notice to Proceed for Miscellaneous Maintenance Projects, Balfour Beatty Construction, LLC shall complete and submit Exhibits "C" through "T" to cover the work for Miscellaneous Maintenance Projects.

4. All work performed, services provided and/or materials supplied pursuant to this Amendment shall be performed in accordance with the Leases.

5. This Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns. If any provision of this Amendment shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Amendment or the Leases.

6. The Leases are hereby modified with respect to the terms set forth herein, and any other portion necessary to implement the foregoing. Except as specifically set forth in this Amendment, the Leases shall remain unmodified and in full force and effect as executed by the Parties.

7. In order to expedite execution of this Amendment, telecopied or scanned signatures may be used in place of original signatures on this document. The Parties intend to be bound by the signatures on the telecopied or scanned document, are aware that the other Party will rely on the telecopied or scanned signatures, and hereby waive any defenses to the enforcement of the terms of this Amendment based on the form of signature.

8. This Amendment may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument.

9. In the event of any inconsistency between the terms of this Amendment and those of the Lease, the terms of this Amendment shall control.

IN WITNESS HEREOF, the Parties have, by their duly authorized representatives, executed this Amendment, as of the Effective Date set forth above, and agree that this Amendment shall constitute binding modifications to the Leases.

CULVER CITY UNIFIED SCHOOL DISTRICT

BY: _____

TITLE: SUPERINTENDENT

BALFOUR BEATTY CONSTRUCTION, LLC

BY: _____

TITLE: _____

EXHIBIT 'A' - PROJECTS LIST FOR ORIGINAL LLB AND ADDENDUM COMBINED

Item#	Scope of Projects	Site
1	Remove existing ceiling and provide new tectum ceiling system	CCMS
2	Library HVAC	CCMS
3	Provide Additional Hydration Stations 11 qty.	CCMS/CCHS
4	Landscape	CPHS
5	Food Services/Lunch	CPHS
6	Install Owner's Modular Restroom	El Marino
7	Provide ADA Parking as Required	El Rincon
8	Provide New Storage Bin	Elementary Schools
9	Remove Existing and Provide 11 New Ball Walls	Farragut
10	Provide New Playground Layout and Play Field (Turf)	La Ballona
11	Install Owner Provided Modular Classroom	La Ballona
12	Install Owner Provided Modular Restroom	La Ballona
13	Provide New Play Field (Turf)	Lin Howe
14	Install Owner Provided Modular Classroom	
15	Room 93 - Provide wood plywood flooring, cut doors, change thresholds, AC build up at door for ADA.	CCHS
16	Provide Sod in lieu of patching at play field turf	Farragut ES
17	Install Owner Provided Modular Classroom - demo existing ball walls, asphalt, concrete, pull up bars, fencing, foundations, provide 4 new CMU ball walls, new fire alarm panel, electrical and fire alarm for unit including trench AC and concrete patch back, remove existing toilet accessories and provide ADA compliant accessories, new building signage, condenser unit guardrails, playground slurry and striping, ADA compliant pedestrian gate, ADA parking and striping including truncated domes and site signage, AC ramp build up for unit.	El Rincon
18	Install Owner Provided Modular Classroom w/sink - demo existing ball walls, asphalt, concrete, planters, fencing, foundations, provide 4 new CMU ball walls, provide AC paving pad for new unit, new fire alarm panel, electrical and fire alarm for unit including trench AC and concrete patch back, sewer and water for restroom including trench AC and concrete patch back, remove existing toilet accessories and provide ADA compliant accessories, new building signage, condenser unit guardrails, playground slurry and striping, ADA compliant pedestrian gate, ADA parking and striping including truncated domes and site signage, AC ramp build up for unit.	El Marino ES
19	Fire Alarm devices added to existing bldg #9 and #10 by DSA.	El Marino ES
20	DSA fire alarm & Voice EVAC system revisions post bid	La Ballona ES
21	DSA fire alarm & Voice EVAC system revisions post bid	Farragut ES/Culver Park HS
22	<i>Overage from preliminary budget (additional scope)</i> - Ball walls foundation size increased by DSA, chainlink fencing and ADA gate, new fire alarm panel per DSA, modular classroom building w/sink and restroom.	Farragut ES/Culver Park HS

23	<i>Overage from preliminary budget vs competitive (additional scope) - chainlink fencing and ADA gate, additional demo, new fire alarm panel, playground slurry and striping, new fire alarm panel per DSA.</i>	Linwood Howe ES
24	<i>Overage from preliminary budget vs competitive bids (additional scope) - Ball wall foundations size increased by DSA, chainlink fencing and ADA gates, basketball standards, new fire alarm panel per DSA.</i>	La Ballona ES
25	Concrete walkway removal and replacement	CCMS
26	Remove existing ceiling tiles in boys & girls restroom, provide new hard lid ceiling and paint	CCMS
27	Existing utility locating (GPR) and mapping	Elementary Schools
28	Provide additional circuits at concessions bldg and storage room	CCHS
29	Pedestrian gate and concrete walkway on Irving	Linwood Howe ES
30	Change Scope of Item #2 to Complete Gym Ceiling Replacement	CCMS
31	Transfer Item #1 - ADA Ramps Athletic Field to Athletic Field LLB	CCHS
32	Coordinate installation of Shade Structures	El Marino ES

EXHIBIT "B"
AMENDMENT #1
Culver City USD Miscellaneous Projects at Various Sites 2014

<i>Subcontractor Cost of Work</i>	\$	564,849
<i>Subtotal Estimated Subcontracted Costs</i>	\$	564,849
<i>Balfour Beatty General Conditions</i>	\$	21,518
	\$	-
SUBTOTAL HARD COSTS	\$	586,367
Owners Contingency - 2%	\$	-
Contractors Contingency 5%	\$	-
Errors & Omissions allowance 3%	\$	-
CONSTRUCTION COSTS WITH CONTINGENCY / E&O ALLOWANCE	\$	586,367
General Liability/ WC Ins. (Calculated on Contract Amount)	1.04% \$	6,456
COC Insurance (N/A by district)	\$	-
BUILDERS FEE (Calculated on Contract Amount)	3.50% \$	21,726
BONDS (Calculated on Contract Amount)	1.00% \$	6,208
TOTAL	\$	620,757

EXHIBIT "T"

CONDUCT RULES FOR CONTRACTORS

Each contractor/subcontractor, when performing work on Culver City Unified School District property, in addition to complying with the provisions of the Construction Services Agreement, shall adhere to the following rules of conduct:

1. Professional and courteous conduct is expected and will be displayed at all times.
2. Interaction with students, staff, and/or other visitors is prohibited with the exception of designated administrators.
3. The use of profanity and/or disparaging language will not be tolerated.
4. All contractors/subcontractors shall wear a means of identification on site when school is in session which must be approved by the District prior to commencement of work.
5. All contractors/subcontractors shall remain in the vicinity of his/her work and will not stray to other areas of the property not involved in the project, including student and staff toilet facilities.
6. Pursuant to Government Code Section 8350 et seq., the Culver City Unified School District is a drug-free workplace. This policy shall be strictly enforced.
7. Alcoholic beverages are prohibited from being consumed or brought on any District property.
8. The use of any tobacco products on District property is strictly prohibited.
9. Any lewd, obscene or otherwise indecent acts, words, or behavior by any contractor/subcontractor shall not be tolerated.
10. All contractors/subcontractors shall conform to a dress code whereby:
 - A. No clothing that contains violent, suggestive, derogatory, obscene, or racially-biased material may be worn.
 - B. Garments, accessories or personal grooming artifacts with slogans, graphics, or pictures promoting drugs, alcohol, tobacco, or any other controlled substances which are prohibited to minors will not be allowed.
11. No fire arms are allowed on campuses/District property.
12. All contractors/subcontractors shall comply with Education Code section 45125 et seq. with respect to all finger printing requirements.

Non-compliance with any of the above-stated rules of conduct by any contractor/subcontractor may be sufficient grounds for immediate removal from the job site and termination of the contract.

I acknowledge that I am aware of the above-stated rules of conduct and hereby certify that all of my Company's employees, consultants, suppliers, and/or any subcontractors will adhere to these provisions.

9-4-14
Date


Authorized Signature

BALFOUR BRADY
Print Name

BALFOUR BRADY CONSTRUCTION LLC
Company

EXHIBIT "H"

DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification form is required from all successful bidders pursuant to the requirements mandated by Government Code Sections 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any State agency must certify that it will provide a drug-free workplace by performing certain specified acts. In addition, the Act provides that each contract or grant awarded by a State agency may be subject to suspension of payments or termination of the contract or grant, and the Trade Contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

1. Publishing a statement, notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace, and specifying actions which will be taken against employees for violations of the prohibition.
2. Establishing a drug-free awareness program to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace;
 - b. The person's or organization's policy of maintaining a drug-free workplace;
 - c. The availability of drug counseling, rehabilitation and employee-assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations;
3. Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will (a) publish a statement notifying employees concerning the prohibition of controlled substance at the workplace, (b) establish a drug-free awareness program, and (c) require each employee engaged in the performance of the contract be given a copy of the statement required by section 8355(a) and require such employee agree to abide by the terms of that statement.

I also understand that if the Culver City Unified School District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Sections 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code Sections 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

DATE: 9-4-2014

BALFOUR BRATBY CONSTRUCTION
CONTRACTOR

By: 
Signature

EXHIBIT "G"

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, either as an individual employee or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Construction Services Agreement.

Contractor DANIEL BASTIN CONSTRUCTION LLC
Title PROJECT EXECUTIVE
Date 9-9-2014

(In accordance with article 5 (commencing at section 1860), chapter 1, part 7, division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this Construction Services Agreement.)

ATTACHMENT A:

CONTRACTOR CERTIFICATION REGARDING BACKGROUND CHECKS

(INSERT NAMES OF EMPLOYEES WHO MAY COME IN CONTACT WITH PUPILS)

EXHIBIT "D"
PAYMENT BOND
(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, the CULVER CITY UNIFIED SCHOOL DISTRICT (sometimes referred to hereinafter as "Obligee") has awarded to BALFOUR BEATTY CONSTRUCTION LLC (hereinafter designated as the "Principal" or "Contractor"), an agreement for the work described as follows: _____ (hereinafter referred to as the "Public Work"); and

WHEREAS, said Contractor is required to furnish a bond in connection with said Contract, and pursuant to California Civil Code Section 9550;

NOW, THEREFORE, We, BALFOUR BEATTY CONSTRUCTION LLC, the undersigned Contractor, as Principal; and _____, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the CULVER CITY UNIFIED SCHOOL DISTRICT and to any and all persons, companies, or corporations entitled by law to file stop notices under California Civil Code Section 9100, or any person, company, or corporation entitled to make a claim on this bond, in the sum of _____ Dollars (\$ _____), such sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which payment will and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, its heirs, executors, administrators, successors, or assigns, or subcontractor, shall fail to pay any person or persons named in Civil Code Section 9100; or fail to pay for any materials, provisions, or other supplies, used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code, with respect to work or labor thereon of any kind; or shall fail to deduct, withhold, and pay over to the Employment Development Department, any amounts required to be deducted, withheld, and paid over by Unemployment Insurance Code Section 13020 with respect to work and labor thereon of any kind, then said Surety will pay for the same, in an amount not exceeding the amount herein above set forth, and in the event suit is brought upon this bond, also will pay such reasonable attorneys' fees as shall be fixed by the court, awarded and taxed as provided in California Civil Code Section 9550 et seq.

This bond shall inure to the benefit of any person named in Civil Code Section 9100 giving such person or his/her assigns a right of action in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, Plans, or specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described; or pertaining or relating to the furnishing of labor, materials, or equipment therefor; nor by any change or modification of any terms of payment or extension of time for payment pertaining or relating to any scheme or work of improvement herein above described; nor by any rescission or attempted rescission of the contract, agreement or bond; nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond; nor by any fraud practiced by any person other than the claimant seeking to recover on the bond; and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given; and under no circumstances shall the Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the Obligee and the Contractor or on the part of any obligee named in such bond; that the sole condition of recovery shall be that the claimant is a person described in California Civil Code Section 9100, and who has not been paid the full amount of his or her claim; and that the Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

IN WITNESS WHEREOF this instrument has been duly executed by the Principal and Surety above named, on the _____ day of _____, 20__.

PRINCIPAL/CONTRACTOR:

BALFOUR BEATTY CONSTRUCTION LLC

By: _____

SURETY:

By: _____

Attorney-in-Fact

IMPORTANT: THIS IS A REQUIRED FORM.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety's name must also appear on the Treasury Department's most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(Name and Address of Surety)

(Name and Address of agent or representative for service for service of process in California)

Telephone: _____

Telephone: _____

STATE OF CALIFORNIA)

) ss.

COUNTY OF)

On _____ before me, _____, a Notary Public in and for said State, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument as the Attorney-in-Fact of the _____ (Surety) and acknowledged to me that he/she/they subscribed the name of the _____ (Surety) thereto and his own name as Attorney-in-Fact on the executed instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public in and for said State

(SEAL)

Commission expires: _____

NOTE: A copy of the power-of-attorney to local representatives of the bonding company must be attached hereto.

EXHIBIT "E"
CONTRACT PERFORMANCE BOND
(CALIFORNIA PUBLIC WORK)

KNOW ALL MEN BY THESE PRESENTS:

THAT WHEREAS, the CULVER CITY UNIFIED SCHOOL DISTRICT (sometimes referred to hereinafter as "Obligee") has awarded to BALFOUR BEATTY CONSTRUCTION LLC (hereinafter designated as the "Principal" or "Contractor"), an agreement for the work described as follows: _____ (hereinafter referred to as the "Public Work"); and

WHEREAS, the work to be performed by the Contractor is more particularly set forth in that certain contract for said Public Work dated April 11, 2014, (hereinafter referred to as the "Contract"), which Contract is incorporated herein by this reference; and

WHEREAS, the Contractor is required by said Contract to perform the terms thereof and to provide a bond both for the performance and guaranty thereof.

NOW, THEREFORE, we, BALFOUR BEATTY CONSTRUCTION LLC, the undersigned Contractor, as Principal, and _____, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the CULVER CITY UNIFIED SCHOOL DISTRICT in the sum of _____ Dollars (\$ _____), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the bounded Contractor, his or her heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in said Contract and any alteration thereof made as therein provided, on his or her part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill guarantees of all materials and workmanship; and indemnify, defend and save harmless the Obligee, its officers and agents, as stipulated in said Contract, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any change, extension of time, alteration in or addition to the terms of the contract or to the work to be performed there under or the specifications accompanying the same, nor by any change or modification to any terms of payment or extension of time for any payment pertaining or relating to any scheme of work of improvement under the contract. Surety also stipulates and agrees that it shall not be exonerated or released from the obligation of this bond (either by total exoneration or pro tanto) by any overpayment or underpayment by the Obligee that is based upon estimates approved by the Architect. The Surety stipulates and agrees that none of the aforementioned changes, modifications, alterations, additions, extension of time or actions shall in any way affect its obligation on this bond, and it does hereby waive notice of any such changes, modifications, alterations, additions or extension of time to the terms of the contract, or to the work, or the specifications as well notice of any other actions that result in the foregoing.

Whenever Principal shall be, and is declared by the Obligee to be, in default under the Contract, the Surety shall promptly either remedy the default, or shall promptly take over and complete the Contract through its agents or independent contractors, subject to acceptance and approval of such agents or independent contractors by Obligee as hereinafter set forth, in accordance with its terms and conditions and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages; or, at Obligee's sole discretion and election, Surety shall obtain a bid or bids for

completing the Contract in accordance with its terms and conditions, and upon determination by Oblige of the lowest responsible bidder, arrange for a contract between such bidder and the Oblige and make available as Work progresses (even though there should be a default or succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the "balance of the Contract price" (as hereinafter defined), and to pay and perform all obligations of Principal under the Contract, including, without limitation, all obligations with respect to warranties, guarantees and the payment of liquidated damages. The term "balance of the Contract price," as used in this paragraph, shall mean the total amount payable to Principal by the Oblige under the Contract and any modifications thereto, less the amount previously paid by the Oblige to the Principal, less any withholdings by the Oblige allowed under the Contract. Oblige shall not be required or obligated to accept a tender of a completion contractor from the Surety.

Surety expressly agrees that the Oblige may reject any agent or contractor which may be proposed by Surety in fulfillment of its obligations in the event of default by the Principal. Unless otherwise agreed by Oblige, in its sole discretion, Surety shall not utilize Principal in completing the Contract nor shall Surety accept a bid from Principal for completion of the work in the event of default by the Principal.

No final settlement between the Oblige and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

The Surety shall remain responsible and liable for all patent and latent defects that arise out of or relate to the Contractor's failure and/or inability to properly complete the Public Work as required by the Contract and the Contract Documents. The obligation of the Surety hereunder shall continue so long as any obligation of the Contractor remains.

Contractor and Surety agree that if the Oblige is required to engage the services of an attorney in connection with enforcement of the bond, Contractor and Surety shall pay Oblige's reasonable attorneys' fees incurred, with or without suit, in addition to the above sum.

In the event suit is brought upon this bond by the Oblige and judgment is recovered, the Surety shall pay all costs incurred by the Oblige in such suit, including reasonable attorneys' fees to be fixed by the Court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this ____ day of _____,
20__.

PRINCIPAL/CONTRACTOR:

BALFOUR BEATTY CONSTRUCTION LLC

By: _____

SURETY:

By: _____

Attorney-in-Fact

The rate of premium on this bond is _____ per thousand.

The total amount of premium charged: \$ _____ (This must be filled in by a corporate surety).

IMPORTANT: THIS IS A REQUIRED FORM.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety's name must also appear on the Treasury Department's most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:
(Name and Address of Surety)

(Name and Address of agent or representative for
service for service of process in California)

Telephone: _____

Telephone: _____

STATE OF CALIFORNIA)
) ss.
COUNTY OF)

On _____, before me, _____, a Notary Public in and for said State, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument as the Attorney-in-Fact of the _____ (Surety) and acknowledged to me that he/she/they subscribed the name of the _____ (Surety) thereto and his own name as Attorney-in-Fact on the executed instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Notary Public in and for said State

(SEAL)

Commission expires: _____

NOTE: A copy of the power-of-attorney to local representatives of the bonding company must be attached hereto.

EXHIBIT "F"

CONTRACTOR FINGERPRINTING REQUIREMENTS

Balfour Beatty Construction LLC certifies that it has performed one of the following:

- Pursuant to Education Code Section 45125.1, Trade Contractor has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the Culver City Unified District, pursuant to the contract/purchase order dated February 5, 2014, and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

As further required by Education Code Section 45125.1, attached hereto as Attachment "A" is a list of the names of the employees of the undersigned who may come in contact with pupils.

OR

Pursuant to Education Code Section 45125.2, Trade Contractor will ensure the safety of pupils by one or more of the following methods:

- 1. The installation of a physical barrier at the worksite to limit contact with pupils.
- 2. Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Date _____, 20____




By its: _____

**CERTIFICATION - PARTICIPATION OF
DISABLED VETERAN BUSINESS ENTERPRISES**

In accordance with Education Code Section 17076.11, the District has a participation goal for Disabled Veteran Business Enterprises of at least three percent (3%) per year of the overall dollar amount of funds allocated to the District by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act of 1998 for construction or modernization of school buildings and expended each year by the District. At the time of execution of the contract, the Contractor will provide a statement to the District of anticipated participation of Disabled Veteran Business Enterprises in the contract. Prior to, and as a condition precedent for final payment under the contract, the Contractor will provide appropriate documentation to the District identifying the amount paid to Disabled Veteran Business Enterprises pursuant to the contract, so that the District can assess the Contractor's success at meeting this goal.

The Contractor may provide the anticipated participation of Disabled Veteran Business Enterprises in terms of percentage of its total contract or the dollar amount anticipated to be paid to Disabled Veteran Business Enterprises or by providing the names of the Disabled Veteran Business Enterprises that will participate in the contract. If there is a discrepancy between the anticipated goals and the actual DVBE participation at completion of the contract or a failure to meet the anticipated goal or dollar amounts, the District will require the Contractor to provide, at the completion of the contract, a detailed statement of the reason(s) for the discrepancy or failure to meet the anticipated goals or dollar amounts.

I certify that I have read the above and will comply with the anticipated participation of Disabled Veteran Business Enterprises in this contract.



Signature
PROJECT EXECUTIVE

Title
2 PARK PLAZA, SUITE 1000

Address
310-633-3427

Telephone

BRYAN OSBORNE

Typed or Printed Name
BALFOUR BEATTY CONSTRUCTION

Company
IRVINE, CA 92614

City, State, Zip
949-502-4001

Fax

EXHIBIT "C"

STATEMENT OF ANTICIPATED DISABLED
VETERAN BUSINESS ENTERPRISE PARTICIPATION

CULVER CITY UNIFIED SCHOOL DISTRICT

Project: Culver City USD Project(s) at Various Sites 2014

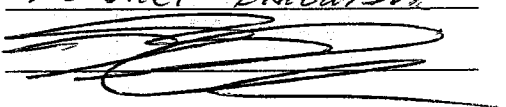
Our firm anticipates using Disabled Veteran Business Enterprise (DVBE) participation on this project to the maximum degree possible and will, following execution of an agreement, make a Good Faith Effort to invite and encourage DVBE participation.

At the conclusion of the project, we will report to the District the total dollar amount of DVBE participation (service/materials) used under our contract in compliance with the District's Policy.

OR

Our firm anticipates using Disabled Veteran Business Enterprise (DVBE-supplied services/materials amounting to \$_____ or _____% on this project. Attached is the DVBE Certification Letter(s) for the DVBE firms/individuals we anticipate using.

At the conclusion of the project, we will report to the District the total dollar amount of DVBE participation (service/materials) used under our contract in compliance with the District's Policy.

Company: BALFOUR BEATTY CONSTRUCTION LLC
Name: BRYAN BOORNE
Title: PROJECT EXECUTIVE
Signature: 

Division 1 Forms

IMMEDIATE CONSTRUCTION CHANGE DIRECTIVE NO.

PROJECT: _____

TO: _____

You are hereby directed to provide the extra work necessary to comply with this ICD.

DESCRIPTION OF CHANGE: _____

COST (This cost shall not be exceeded): _____

TIME FOR COMPLETION: _____

NOTE:

Pursuant to Article 17.4.1.2 An Immediate Change Directive is a written order to the Contractor prepared by the Architect and signed by the District (and CM if there is a CM on the Project) and the Architect, directing a change in the Work and stating a proposed basis for adjustment, if any, in the Contract Sum or Contract Time, or both. The District may by ICD, without invalidating the Contract, direct immediate changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions within. If applicable, the Contract Sum and Contract Time will be adjusted accordingly. **CONTRACTOR SHALL PROCEED WITH WORK SET FORTH IN THIS ICD IMMEDIATELY UPON RECEIPT OR THE DISTRICT MAY EITHER HOLD THE CONTRACTOR IN EITHER PARTIAL DEFAULT PURSUANT TO ARTICLE 12.2 OR TOTAL DEFAULT PURSUANT TO ARTICLE 19.**

Architect

District

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: _____

TO: _____

As the Architect for the Project described above, the Project has reached Substantial Completion. Substantial Completion is not reached unless and until each of the following three (3) conditions have been met: (1) all contractually required items have been installed with the exception of only minor and Incomplete Punch Items (See Article 13.16 of the Construction Services Agreement); (2) All Fire/Life Safety Systems have been installed, and are working and signed off on the DSA Form 152 Inspection Card, all building systems including mechanical, electrical and plumbing are all functioning; and (3) the Project is fit for occupancy and its intended use

I certify that the Project has reached Substantial Completion as defined above.

Architect

BOARD REPORT

14.4a Approval is Recommended for Resolution #4-2014/2015 (HR), To Reinstate Accounting Supervisor Position

Due to the needs of the District and the pupils it serves, it is necessary to take action to reinstate one classified supervisory position previously eliminated for lack of work and/or lack of funds.

RECOMMENDED MOTION: It is recommended that the Board approve Resolution #4-2014/2015 (HR), to reinstate Accounting Supervisor position.

Moved:

Seconded by:

Vote:

**RESOLUTION #4-2014/2015 (HR), TO REINSTATE ACCOUNTING SUPERVISOR
POSITION**

BE IT RESOLVED that the Governing Board of the Culver City Unified School District hereby determines that the following classified supervisory position be reinstated.

<u>Position</u>	<u>No. Affected</u>	<u>IMPACT</u>
Accounting Supervisor 8 hours per day, 12 months per year	1	Reinstate

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That it is in the best interest of the District and of the pupils of the District that the Board reinstate said classified supervisory position as specified above.
2. That said reinstatement shall become effective on September 10, 2014, subject to negotiations to the extent required by law.

Adopted by the Governing Board of the Culver City Unified School District on September 9, 2014, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Clerk of the Board

15.1 Self-Evaluation of the Board

Board members will complete a self-assessment of their collective governance of/for the current board meeting. Prior to adjournment, one board member will complete and share his/her assessment of board performance by answering the following questions:

In your opinion, did every Board Member:

Study the agenda prior to the meeting and clarify questions in advance?

Participate in the meeting, with no one dominating?

Listen attentively as each participant spoke, avoiding side conversations?

Treat each other with respect and courtesy?

Contribute to an atmosphere of trust and openness?

Focus on governance rather than operations during presentations and discussions?

Follow the agenda and not get sidetracked?

Was information provided in a manner that made it easily understandable?

Was the agenda well-planned to focus on the work of the Board?