

**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.**

**City Hall, Mike Balkman Chambers  
9770 Culver Blvd., Culver City, CA 90232**

**October 22, 2013**

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**

Katherine Paspalis, Esq., President  
Patricia Siever, Professor, Vice President  
Nancy Goldberg, Clerk  
Laura Chardiet, Member  
Karlo Silbiger, Member

**2. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

**3. RECESS TO CLOSED SESSION**

3.1 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) and Association of Classified Employees (ACE); Management Association of Culver City Schools (MACCS)

- 3.2 Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to litigation pursuant subdivision (b) of GC §54956.9 (1 Potential Case)
- 3.3 Public Employee Discipline/Dismissal/Release (Pursuant to GC §54947)
- 3.4 Public Appointment/Employment (Pursuant to GC §54947)  
Certificated Personnel Services Report No. 6  
Classified Personnel Services Report No. 6

4. **ADJOURNMENT OF CLOSED SESSION**

5. **REGULAR MEETING – 7:00 p.m.**

- 5.1 Roll Call – Board of Trustees  
Katherine Paspalis, Esq., President  
Patricia Siever, Professor, Vice President  
Nancy Goldberg, Clerk  
Laura Chardiet, Member  
Karlo Silbiger, Member

5.2 Flag Salute

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

7. **PUBLIC HEARING**

- 7.1 Culver City Unified School District (CCUSD) Initial Collective Bargaining Proposal to the Culver City Federation of Teachers (CCFT) for the 2013/2014 School Year

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 – October 8, 2013
- 9.2 Approval is Recommended for Purchase Orders and Warrants

- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 6
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 6
- 9.6 Acceptance of Board Compensation Report
- 9.7 Approval is Recommended for the Destruction of Records

**10. AWARDS, RECOGNITIONS AND PRESENTATIONS**

- 10.1 CCUSD PLC – Question 1 and Common Core

**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 Representative's 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 Actuarial Study of Retiree Health Liability
- 12.2 Capital Needs/Bond and Subgroups Report

**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 - None
- 14.2 Education Services Items - None

**14.3 Business Items**

14.3a Approval is Recommended to Modify the Construction Cost Budget for Athletic Field Improvements

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

14.3b Approval is Recommended for the Rejection of Claim

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**14.4 Personnel Items**

14.4a Approval is Recommended for the 2013/2014 Initial Collective Bargaining Proposal from Culver City Unified School District (CCUSD) to the Culver City Federation of Teachers (CCFT)

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Vote \_\_\_\_\_

**15. BOARD BUSINESS - None**

**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**

November 12 – 7:00 p.m. – Regular Meeting (6:00 p.m. Closed Session), District Office, 4034 Irving Place  
November 26 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), City Hall (Chambers), 9770 Culver Blvd.

**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](http://www.ccusd.org). Each school office has a suggestion box. We look forward to receiving your comments and suggestions.

10/22/13  
7.1

**BOARD REPORT**

**7.1 Culver City Unified School District (CCUSD) Initial Collective Bargaining Proposal to the Culver City Federation of Teachers (CCFT) for the 2013-2014 School Year**

The Initial Collective Bargaining Proposal from the Culver City Unified School District (CCUSD) 2013-2014 school year has been presented to the Culver City Federation of Teachers (CCFT). Pursuant to Government Code §3547, this proposal is presented for the purpose of public discussion and comment.

## Culver City Unified School District

### Board/District Interests

### 2013-2014 Negotiations

October 9, 2013

The Culver City Unified School District Governing Board hereby submits its proposal for the 2013-2014 negotiations with the Culver City Federation of Teachers (CCFT), and proposes to maintain the provisions of the current 2012-2013 certificated collective bargaining agreement. The following Governing Board will explore the following interests:

#### Article 32: Wages

- Continue to make progress on our shared goal of reaching the median salary in Los Angeles County over the next 4 years.

#### Article 31: Health and Welfare:

- Collaboratively analyze the needs of our staff and the implications of health care costs for all employees.
- As partners, engage in discussions with all providers to ensure that our employees are receiving the highest quality care at a fair and manageable cost.
- Explore immediate investments to offset the dramatic increases in healthcare costs for all employees.

#### Article 25: Hours of Work

- Establishing procedures and use of available resources to ensure for timely, accurate communication with students and parents regarding academic progress
- Develop a shared vision to maximize time for professional development and collaboration

#### Other points of Discussion:

- Collaboratively developing a meaningful evaluation tool and process (already tied to our MOU with CCFT)
- Analyze the possibility of an early retirement incentive

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

|                 |  |              |  |
|-----------------|--|--------------|--|
| <b>Meeting:</b> | <b><u>Regular Meeting</u></b>                | <b>Date:</b> | <b><u>October 8, 2013</u></b>            |
| <b>Place:</b>   | <b><u>District Administration Office</u></b> | <b>Time:</b> | <b><u>6:00 p.m. – Public Meeting</u></b> |
|                 | <b><u>4034 Irving Place</u></b>              |              | <b><u>6:01 p.m. – Closed Session</u></b> |
|                 | <b><u>Culver City 90232</u></b>              |              | <b><u>7:00 p.m. – Public Meeting</u></b> |

**Board Members Present**

**Katherine Paspalis, Esq., President**  
**Patricia Siever, Professor, Vice President**  
**Nancy Goldberg, Clerk**  
**Laura Chardiet, Member**  
**Karlo Silbiger, Member**

**Staff Members Present**

**David LaRose, Superintendent**  
**Mike Reynolds**

**Call to Order**

Board President Ms. Paspalis 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 7:00 p.m. with all Board members in attendance. Wendy Mendoza 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.

**7. Public Hearing**

**7.1 Culver City Federation of Teachers (CCFT) Initial Collective Bargaining Proposal to the Culver City Unified School District (CCUSD) for the 2013-2014 School Year**

Ms. Paspalis opened the public hearing at 7:05 p.m. With no comments from the audience Ms. Paspalis closed the public hearing at 9:06 p.m.

**8. Adoption of Agenda**

It was moved by Ms. Chardiet and seconded by Ms. Goldberg that the Board adopt the October 8, 2013 agenda as presented. The motion was unanimously approved.

**9. Consent Agenda**

Ms. Paspalis called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. Mr. Silbiger requested that item 9.1 be withdrawn. Ms. Siever requested that item 9.4 be withdrawn. It was moved by Ms. Goldberg and seconded by Ms. Chardiet to approve Consent Agenda Items 9.2, 9.3 and 9.5 – 9.8 as presented. The motion was unanimously approved.

9.2 Purchase Orders

9.3 Acceptance of Gifts

9.5 Classified Personnel Reports No. 5

9.6 Williams Quarterly Report on Uniform Complaints

9.7 CCMS Overnight GATE Field Trip to Catalina, CA

9.8 CCHS Teacher to Attend Out-of-State Conference in Portland, Oregon

**9.1 Approval is Recommended for the Minutes of Regular Meeting – September 24, 2013**

Mr. Silbiger withdrew this item to make a correction on page 26 item 11.5 under his comments. He would like the last sentence corrected to state that “Mr. Silbiger stated that he mentioned two weeks ago that he would like to see the Board present staff with the end goals for the Immersion Program.”

**9.4 Approval is Recommended for the Certificated Personnel Reports No. 5**

Ms. Siever requested that this time be withdrawn to thank Mike Reynolds for following through with her request regarding the extra stipends. She hopes he has the final information by the next meeting.

It was moved by Ms. Siever and seconded by Ms. Chardiet that the Board approve 9.1 as amended and 9.4 as presented. The motion was unanimously approved.

**10. Awards, Recognitions and Presentations****10.1 Environmental Sustainability Committee Presentation**

Todd Johnson, Co-Chair of the committee, introduced the members present. He showed a Power Point presentation showing the activities that have been going on around the District to promote the Green 5 campaign. Shea Cunningham, Co-Chair of the committee, spoke about the Three E's of sustainability which are Environment, Economy, and Social Equity. They informed the Board of the five simple ways the District can be more sustainable. Cully Nordby spoke about their goal of trying to make the District uniform in its bins and signage so they are the same from elementary through high school. Jon Barton spoke about the 2013-2014 opportunities such as the "Zero Waste" lunch challenges; The Power Save Schools program from Alliance to save energy; SunPower solar company leading tours; and investment in energy efficiency via Prop 39 funding. He thanked the District for the support from Mike Reynolds, Mike Korgan, Dave LaRose, Julie Garcia, and all of the Principals. Ms. Siever stated that she remembers when the committee began and they have done a fantastic job. She thanked them for their time. Mr. Silbiger thanked the committee for their incredible work and asked if there were any areas that needed Board support to be more successful. Mr. Barton stated that other districts are getting Resolutions passed and really making the claims that they are "Green Districts." Mr. Silbiger suggested getting something official for the committee's structure and looking at the Resolutions of other Districts. Ms. Goldberg stated that the committee was instrumental in her running for the Board. She attended one of their meetings and later decided to retire so that she could run for the Board. Mr. Silbiger suggested that El Rincon might be a logical place to pilot their education and curriculum efforts since it has a Science Lab. Ms. Siever stated that when she saw the Committee present at El Rincon, one statement that resonated with her was when they taught students to not put anything in recycling that is "oowey, gooeey, or chewy." Ms. Chardiet asked if the committee could remind everyone how much of a grant they received. Mr. Johnson stated that they had received their first grant for \$23,000 and this year they have applied for a grant for \$232,000. They would like to use the grant funds for sturdier bins, to pay for the custodians, and to help roll-out the program at other sites. Kristen Abdamalek, who was substituting for Student Board Member Roy Gonzalez, stated that bins for bottles could be used more at the High School and that they have been really motivating. Mr. Johnson stated that the committee can bring some Resolutions to the Board. Ms. Cunningham added that while doing research they have found that many districts have a dedicated staff doing their environmental work.

**10.2 Professional Learning Communities (PLC) and the "4 Questions"**

Superintendent David LaRose commended the Environmental Sustainability Committee for their hard work. He provided a brief introduction on Professional Learning Communities (PLCs) with an emphasis on how and why this work will drive school and District improvement efforts. He stated that the focus for the District is on learning for all. He went over the "4 Questions" that drive the PLC which are 1) What do we want our kids to know; 2) How will we know if they know it? 3) What will we do if they don't? and 4) What will we do if they already do? Mr. LaRose informed the Board of the Culver City PLC and covered alignment, organizational culture, system-wide focus. He spoke about the District, Principals, and sites as highly effective teams, and clarity discussing the purpose, practice, and professional development. Dr. Luther Henderson thanked Mr. LaRose for the presentation and stated that it reminded him of things taught in graduate school. It is our responsibility that the students get what they need. Dr. Henderson also spoke about teaching in the state of California and the overall goal of what students should learn. Mr. LaRose commented that the typical component has been what students do when they are with us. The true measure is not what students do when they are with us, but what they do when they graduate from the District. Mr. Silbiger commented that everyone talks about PLCs. He appreciates that it is being discussed with the Principals and others in the District. What can the Board do to better resemble a PLC? Ms. Paspalis thinks that the answer might be what Ms. Chardiet mentioned previously with getting a data dashboard. Ms. Siever reiterated her prior suggestion that the Board should find out what the students are doing once they leave the District. Not only what schools the students attend once they



graduate but how they do in that first year. Further discussion ensued about what is done with students already at a high level of learning and what does “high level” mean. Miss Abdamalek commented on a discussion in one of her classes about how teachers can review data and put students “in a box” from the data. By doing this and putting labels on students it sometimes puts a barrier on the student to do better.

## **11. Public Recognition**

### **11.1. Superintendent’s Report**

Mr. LaRose reported that he would like to celebrate La Ballona as they were nominated for the National Whole Child Vision and Action Award. He also spoke about the work that the District is doing with the City and how the Liaison Committee is working together.

### **11.2 Assistant Superintendents’ Reports**

Mr. Reynolds reported on the budget and provided the Board with information looking at the next two years.

### **11.3 Student Representatives’ Reports**

#### **Middle School Student Representative**

Natalya Tapia, Culver City Middle School Student Representative, reported on activities at Culver City Middle School, including stated that PTSA asked ASB for help with the Magazine Drive. She also spoke about the promotion of “Duck Days” and explained what those days consisted of. PTSA is covering their conference in Pasadena and they will learn new ideas for rallies, posters, and learn what ASB is really about. ASB is also preparing for Halloween O’Grams to be sold. It will help raise money for the Halloween Dance. Hopefully more dances will come in the future. Ms. Chardiet asked what was different about ASB this year. Ms. Tapia explained that Mr. Garcia is no longer in charge of ASB. Instead there are a few teachers that are now in charge.

#### **Culver Park Student Representative**

Wendy Mendoza, Culver Park High School Student Representative, reported on activities at Culver Park High School, including the Student Council being formed and meetings are on Tuesdays. Since Halloween is coming they would like to do something for the kids so ideas are being discussed. Miss Mendoza also reported that many students have signed up for Art Works L.A.

#### **Culver City High School Student Representative/Student Board Member**

Kristen Abdamalek, who was substituting for Student Board Member Roy Gonzalez, reported on activities at Culver City High School, including the meeting of the House of Representatives where a proposal was passed to put birthdates on student I.D. cards. She stated that Homecoming is this week and Hell Week is next week. “A Night in Greece” is the Homecoming theme this year and the Homecoming game is on October 18<sup>th</sup>. The half-time show is being planned. There will be a tailgate at 4:30 p.m. Their goal is to help the clubs raise money. There is also a dance on October 19<sup>th</sup>. Miss Abdamalek also reported on the Youth and Government activities this weekend and updates on AVPA. She stated that there is a Senior Class fundraiser tomorrow at Blaze Pizza; and a Daphne’s fundraiser on the 16<sup>th</sup> along with a Homecoming assembly. The first blood drive was on September 16<sup>th</sup>. There was one hundred and ten pints of blood donated. The goal was 120. The next blood drive is on November 25<sup>th</sup> from 8:00 a.m. to 1:00 p.m., and the third drive with Red Cross is on February 21<sup>st</sup>. The school is aiming for a fourth blood drive and that would be the first time the school had four blood drives. Miss Abdamalek spoke about the first assembly which had the theme of *Legacy*. The senior class wanted to plant the seed of motivation and impact. The focus was that your ideas can turn into a movement. They are trying to change the dynamic of the school where everyone will know that bullying will not be tolerated. The legacy would be a No-Bullying Zone school.

### **11.4 Members of the Audience**

Members of the audience spoke about:

- Robert Zirgulis spoke about refurbishing the Natatorium and why water safety is important. Robert Smith spoke about the maintenance of the Natatorium.

**11.5 Members of the Board**

Board Members spoke about:

- Patricia Siever addressed Veronica Montes, Principal at Culver Park. Ms. Siever stated that she noticed an alliance with South Western College. She congratulated Ms. Montes because she stated that there is a student at South Western that attended Culver Park. Ms. Siever spoke about the Capital Needs Committee and stated that there was a great agenda for the last meeting. It included the purpose and the committee is gathering information on the bond. It is a meeting that is open to the public. Ms. Siever also addressed the topic of the homeless students in the District and stated that the District has really responded to their needs. She commented Mr. LaRose and stated that we might want to take a look at the population of foster children in the District. She asked Mr. LaRose if we have anything to address that population. Ms. Siever commented on the latest Liaison Committee meeting and stated that the last meeting was great. We have discussed sustainability and the homeless population. It has been a great functioning committee. She also requested a list of acronyms for items that are discussed at the meetings. Ms. Siever thanked staff for all of their hard work.
- Mr. Silbiger requested that it be noted that it was after 8:30 p.m. by the time we got to Public Recognition for the students to report out. He would like presentations to maybe be placed under Information Items so that the students can get out of the meeting earlier. He spoke to Wendy Mendoza of Culver Park and informed her that the Board has committed to making Culver Park a functioning school and comfortable. If anything is needed from the Board please let them know. He stated that there was a ceremony on Friday at half-time during the football game for a dedication of the athletic stadium and he was proud to be there.
- Ms. Chardiet wanted to add that it is also because of the members serving that the ESC is doing such a great job. She attended the CCHS Back to School Night which was very inspiring. Ms. Chardiet mentioned that at the event the ROP teachers spoke to her about her needs for the program. AB86 will cause big changes with adult education. She is looking forward to working with Ms. Montes Principal at the Adult School. Ms. Chardiet suggested that since the Ad Hoc meetings are underway maybe we can get the information out to the community. She asked if CBAC was invited to the meeting.
- Ms. Goldberg commented on the facilities prioritization meeting. She is realigning her thoughts because of a discussion with an Environmental Sustainability Committee member. She found herself engrossed in the conversation. She also stated that she has a different view on education as some of the other members because of a woman named Diane Ravage. She then shared a story on how she has come to her current views on education and noted that she is not big on depending on data to gauge a student's intelligence. Ms. Goldberg is worried about the signage for Culver Park at the old site. She said that it is ill advised that it stay there. She has spoken with the Clean Air Committee at El Marino and she supports continued involvement with this group. Ms. Goldberg announced that tomorrow is the Rollers and Walkers time to walk with the student from El Marino for International Walk t School Day.
- Ms. Paspalis stated that Linwood Howe students are walking and dancing for International Walk to School Day. She attended Back to School night at the Middle School which was fun and she was encouraged by the participation. Ms. Paspalis was honored to be at the High School football game with the dedication of the Athletic Stadium naming it the Jerry Chabola Stadium. She also asked for an update on the solar panels.

**13. Recess**

The Board recessed at 9:05 p.m. and reconvened at 9:17 p.m.

**12. Information Items****12.1 Capital Projects Update**

Mr. Reynolds provided an update on the Athletic Field Project which is very close to final completion with just a few punch list items to attend to. He stated Balfour Beatty has done an outstanding job on our facility and was

able to meet our very aggressive target date to have our season opener on our new artificial turf playing field. Regarding the Solar Panel Project, SunPower has erected all of the supporting structures and is now in the process of installing the panels. They ran into some issues with their subcontractors and they are working on resolving those issues. The Elevator Project has finally been approved the by DSA and we are ready to move forward quickly with its construction. We have had several conversation with Hodgetts and Fung, our architects for the Robert Frost Auditorium, and we are poised to have them proceed with drawing up the schematic plans to provide Balfour Beatty with the basis for calculating the costs for each of the three components they have discussed (HVAC System, Stage Improvements, and Back of House improvements). George Laase asked if the District's M.O.T. Department was too small for the project or if it could have been done without Balfour Beatty. Mr. Reynolds stated that with the scope of the project our M.O.T. Department would have required an expanded timeline. Balfour Beatty also brought in additional resources that we did not have. Mr. Silbiger spoke about the timelines. He stated that Keygent provided a very general timeline. Both he and Ms. Siever would like to see actual dates. Ms. Paspalis thinks the Board needs to push SunPower to meet their third deadline. She feels that they are costing us money because it should have been completed. She asked for a directive from the Board to get the job completed. Board members agreed. Mr. Reynolds provided a brief explanation of why there have been delays. Miss Abdamalek stated that the panels are blocking the security cameras in the High School Student Parking Lot. Her car was hit and they could not see who hit the car since the cameras are blocked. She also thought that the Board might want to consider additional security cameras.

14. Action Items

14.1 Superintendent's Items - None

14.2 Education Services Items - None

14.3 Business Services Items

14.3a Approval is Recommended to give Authorization for the Superintendent to Approve the Lease Lease-Back for the Elevator

It was moved by Ms. Siever and seconded by Ms. Goldberg that the Board Authorize the Superintendent to Approve the Lease Lease-Back for the Elevator as presented. The motion was unanimously approved.

14.4 Personnel Items - None

15. Board Business - None

Adjournment

Ms. Paspalis requested to adjourn the meeting in memory of Joe Chabola, Sidney Galanty, and her Uncle Paul Paspalis. There being no further business, it was moved by Ms. Chardiet, seconded by Ms. Goldberg and unanimously approved to adjourn the meeting. Board President Ms. Paspalis adjourned the meeting at 9:40 p.m. in memory of Joe Chabola, Sidney Galanty, and Paul Paspalis.

Approved: \_\_\_\_\_  
Board President

\_\_\_\_\_  
Superintendent

On: \_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

**9.2 PURCHASE ORDERS AND WARRANTS**

The attached purchase order list and warrants report are 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 September 29, 2013 through October 12, 2013 is \$1,740,583.91. Warrants issued for the period September 12, 2013 through October 10, 2013 total \$7,765,944.59. This includes \$3,937,332.00 in commercial warrants, and \$3,828,612.59 in payroll warrants.

**BUDGET NUMBER LEGEND FOR FUNDS**

- 01.0 general fund
- 01.7 tri-city selpa fund
- 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 September 29, 2013 through October 12, 2013 in the amount of \$1,740,583.91 and warrants for September 12, 2013 through October 10, 2013 in the amount of \$7,765,944.59 be ratified by the Board of Education.

**Moved by:**

**Seconded by:**

**Vote:**

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 9/29/2013 To 10/12/2013  
 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    | Amount   | PO Amt   | Distrib |
|----------|---------|------|------|------------|--------------------------------|-------------------------|---------------------------|---------------------------------------|---------|-------|-------|------|---------|-------|----------|----------|---------|
| 10/02/13 | 61038M  | C    |      | 10/02/2013 | C. JUAREZ, INC.                | REPAIRS - OTHER         | Maintenance               | 01.0                                  | 81500.0 | 00000 | 81100 | 5630 | 0005040 | 13-14 | 1,200.00 | 1,200.00 |         |
|          |         |      |      |            |                                | 10/02/2013              | 61038M                    | C. JUAREZ, INC.                       |         |       |       |      |         |       |          |          |         |
| 10/03/13 | 61203EF | A    |      | 10/03/2013 | FOLLETT LIBRARY RESOURCES      | BOOKS                   | Linwood Howe Elementary   | 01.0                                  | 90127.0 | 11100 | 10000 | 4210 | 2020000 | 13-14 | 286.45   | 286.45   |         |
|          |         |      |      |            |                                | 10/03/2013              | 61203EF                   | FOLLETT LIBRARY RESOURCES             |         |       |       |      |         |       |          |          |         |
| 10/10/13 | 61204EF | A    |      | 10/10/2013 | JIM'S MUSICAL INSTRUMENT       | REPAIRS - OTHER         | Culver City Middle School | 01.0                                  | 90127.0 | 11100 | 10000 | 5630 | 3010000 | 13-14 | 545.00   | 545.00   |         |
|          |         |      |      |            |                                | 10/10/2013              | 61204EF                   | JIM'S MUSICAL INSTRUMENT REPAIR, INC. |         |       |       |      |         |       |          |          |         |
| 10/10/13 | 61205EF | A    |      | 10/10/2013 | CORIOLAN PRODUCTIONS, INC.     | REPAIRS - OTHER         | Culver City Middle School | 01.0                                  | 90127.0 | 11100 | 10000 | 5630 | 3010000 | 13-14 | 100.00   | 100.00   |         |
|          |         |      |      |            |                                | 10/10/2013              | 61205EF                   | CORIOLAN PRODUCTIONS, INC.            |         |       |       |      |         |       |          |          |         |
| 10/10/13 | 61206EF | A    |      | 10/10/2013 | JIM'S MUSICAL INSTRUMENT       | REPAIRS - OTHER         | Culver City Middle School | 01.0                                  | 90127.0 | 11100 | 10000 | 5630 | 3010000 | 13-14 | 200.00   | 200.00   |         |
|          |         |      |      |            |                                | 10/10/2013              | 61206EF                   | JIM'S MUSICAL INSTRUMENT REPAIR, INC. |         |       |       |      |         |       |          |          |         |
| 09/30/13 | 61857   | A    |      | 09/30/2013 | SANCHEZ TROPHIES & ENGRAVING   | OFFICE SUPPLIES         | Superintendent's Office   | 01.0                                  | 00000.0 | 00000 | 71000 | 4350 | 0001000 | 13-14 | 8.21     | 8.21     |         |
|          |         |      |      |            |                                | 09/30/2013              | 61857                     | SANCHEZ TROPHIES & ENGRAVING          |         |       |       |      |         |       |          |          |         |
| 10/02/13 | 61879   | A    |      | 10/02/2013 | XEROX CORPORATION              | EQUIPMENT RENTAL/LEASE  | Culver City Middle School | 01.0                                  | 00000.0 | 11100 | 10000 | 5610 | 3010001 | 13-14 | 3,600.84 | 3,600.84 |         |
|          |         |      |      |            |                                | 10/02/2013              | 61879                     | XEROX CORPORATION                     |         |       |       |      |         |       |          |          |         |
| 10/01/13 | 61899   | A    |      | 10/01/2013 | WAXIE SANITARY SUPPLY          | JANITORIAL SUPPLY/EQUIP | Undistributed             | 01.0                                  | 00000.0 | 00000 | 73001 | 4310 | 0000000 | 13-14 | 2,064.52 | 2,064.52 |         |
|          |         |      |      |            |                                | 10/01/2013              | 61899                     | WAXIE SANITARY SUPPLY                 |         |       |       |      |         |       |          |          |         |
| 09/30/13 | 61901   | C    |      | 09/30/2013 | CLAREMONT USD - BTSA CLUSTER 4 | INSTRUCTIONAL SUPPLIES  | Educational Services      | 01.0                                  | 07392.0 | 00000 | 21000 | 4310 | 0004000 | 13-14 | 131.40   | 131.40   |         |
|          |         |      |      |            |                                | 09/30/2013              | 61901                     | CLAREMONT USD - BTSA CLUSTER 4        |         |       |       |      |         |       |          |          |         |

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

\* Prior Year Payments

Board List Purchase Order Report

CULVER CITY UNIFIED SD

Page No. 2  
 Run Date: 10/12/2013  
 Run Time: 02:41:05AM  
 FY: 13-14  
 WEEKLY

9/29/2013 To 10/12/2013

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   |
|----------|-------|------|------|------------|-------------------------------|------------------------|-----------|------|---------|-------|-------|------|---------|-------|---------|----------|----------|
| 09/30/13 | 61902 | A    |      | 09/30/2013 | GUITAR CENTER, INC.           | BOOKS                  | 61902     | 01.0 | 63000.0 | 11100 | 10000 | 4110 | 0000000 | 13-14 |         | 2,500.00 | 2,500.00 |
|          |       |      |      |            |                               |                        |           |      |         |       |       |      |         |       |         |          |          |
| 09/30/13 | 61903 | C    |      | 09/30/2013 | MULTIMEDIA SERVICES           | MEMBERSHIPS            | 61903     | 01.0 | 30100.0 | 11100 | 10000 | 5310 | 2060000 | 13-14 |         | 565.00   | 565.00   |
|          |       |      |      |            |                               |                        |           |      |         |       |       |      |         |       |         |          |          |
| 09/30/13 | 61905 | A    |      | 09/30/2013 | CDW-G                         | COMPUTER SUPP/EQUIP    | 61905     | 01.0 | 33100.0 | 50010 | 27000 | 4410 | 0004040 | 13-14 |         | 105.56   | 105.56   |
|          |       |      |      |            |                               |                        |           |      |         |       |       |      |         |       |         |          |          |
| 09/30/13 | 61906 | A    |      | 09/30/2013 | CURRICULUM ASSOCIATES, INC.   | INSTRUCTIONAL SUPPLIES | 61906     | 01.0 | 56400.0 | 50010 | 11360 | 4310 | 0004026 | 13-14 |         | 1,646.79 | 1,646.79 |
|          |       |      |      |            |                               |                        |           |      |         |       |       |      |         |       |         |          |          |
| 09/30/13 | 61907 | A    |      | 09/30/2013 | DON JOHNSTON INC.             | INSTRUCTIONAL SUPPLIES | 61907     | 01.0 | 33100.0 | 57700 | 11100 | 4310 | 0004040 | 13-14 |         | 466.88   | 466.88   |
|          |       |      |      |            |                               |                        |           |      |         |       |       |      |         |       |         |          |          |
| 09/30/13 | 61908 | A    |      | 09/30/2013 | DISCOUNT SCHOOL SUPPLY        | FURNITURE, SCHOOL      | 61908     | 01.0 | 33100.0 | 57700 | 11100 | 4400 | 0004040 | 13-14 |         | 1,241.49 | 1,241.49 |
|          |       |      |      |            |                               |                        |           |      |         |       |       |      |         |       |         |          |          |
| 09/30/13 | 61909 | C    |      | 09/30/2013 | DEPARTMENT OF SOCIAL SERVICES | FEES, LICENSE          | 61909     | 12.0 | 50253.0 | 85000 | 27000 | 5890 | 0000002 | 13-14 |         | 220.00   | 220.00   |
|          |       |      |      |            |                               |                        |           |      |         |       |       |      |         |       |         |          |          |
| 09/30/13 | 61910 | A    |      | 09/30/2013 | CDW-G                         | COMPUTER SUPP/EQUIP    | 61910     | 01.0 | 00000.0 | 00000 | 27000 | 4350 | 2020001 | 13-14 |         | 131.75   | 131.75   |
|          |       |      |      |            |                               |                        |           |      |         |       |       |      |         |       |         |          |          |
| 09/30/13 | 61911 | C    |      | 09/30/2013 | BUREAU OF EDUCATION &         | CONFERENCE AND TRAVEL  | 61911     | 01.0 | 07395.0 | 11100 | 10000 | 5220 | 4010000 | 13-14 |         | 229.00   | 229.00   |
|          |       |      |      |            |                               |                        |           |      |         |       |       |      |         |       |         |          |          |

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

\* Prior Year Payments

| PO Date  | PO #  | Stat | Ord# | Date       | Vendor Name                  | Description                          | Dept/Site                          | Fund                                  | Res.Prj | Goal  | Funct | Obj  | Sch/Loc | BP    | Distrib | Amount   | PO Amt   |  |
|----------|-------|------|------|------------|------------------------------|--------------------------------------|------------------------------------|---------------------------------------|---------|-------|-------|------|---------|-------|---------|----------|----------|--|
| 09/30/13 | 61912 | A    |      | 09/30/2013 | APPERSON EDUCATION           | INSTRUCTIONAL SUPPLIES<br>09/30/2013 | Culver City Middle School<br>61912 | 01.0                                  | 00000.0 | 11100 | 10000 | 4310 | 3010001 | 13-14 |         | 824.55   | 824.55   |  |
|          |       |      |      |            |                              |                                      |                                    | APPERSON EDUCATION PRODUCTS           |         |       |       |      |         |       |         |          | 824.55   |  |
| 09/30/13 | 61913 | A    |      | 09/30/2013 | EINSTRUCTION                 | INSTRUCTIONAL SUPPLIES<br>09/30/2013 | Culver City High School<br>61913   | 01.0                                  | 00000.0 | 16001 | 10000 | 4310 | 4010000 | 13-14 |         | 286.75   | 286.75   |  |
|          |       |      |      |            |                              |                                      |                                    | EINSTRUCTION                          |         |       |       |      |         |       |         |          | 286.75   |  |
| 09/30/13 | 61914 | A    |      | 09/30/2013 | MELROSEMAC, INC.             | COMPUTER SUPP/EQUIP<br>09/30/2013    | Special Projects<br>61914          | 01.0                                  | 40350.0 | 00000 | 27000 | 4410 | 0004030 | 13-14 |         | 1,204.50 | 1,204.50 |  |
|          |       |      |      |            |                              |                                      |                                    | MELROSEMAC, INC.                      |         |       |       |      |         |       |         |          | 1,204.50 |  |
| 10/01/13 | 61915 | A    |      | 10/01/2013 | TROXELL COMMUNICATIONS       | COMPUTER SUPP/EQUIP<br>10/01/2013    | Educational Services<br>61915      | 01.0                                  | 40350.0 | 00000 | 21000 | 4410 | 0004000 | 13-14 |         | 8,453.49 | 8,453.49 |  |
|          |       |      |      |            |                              |                                      |                                    | TROXELL COMMUNICATIONS                |         |       |       |      |         |       |         |          | 8,453.49 |  |
| 09/30/13 | 61916 | A    |      | 09/30/2013 | McGRAW-HILL SCHOOL EDUCATION | BOOKS<br>09/30/2013                  | Undistributed<br>61916             | 01.0                                  | 63000.0 | 11100 | 10000 | 4110 | 0000000 | 13-14 |         | 1,490.54 | 1,490.54 |  |
|          |       |      |      |            |                              |                                      |                                    | McGRAW-HILL SCHOOL EDUCATION          |         |       |       |      |         |       |         |          | 1,490.54 |  |
| 09/30/13 | 61920 | A    |      | 10/02/2013 | MEMO & CO LANDSCAPE          | GARDENING SUPP/EQUIP<br>09/30/2013   | Linwood Howe Elementary<br>61920   | 01.0                                  | 00000.0 | 00000 | 82001 | 5890 | 2020000 | 13-14 |         | 485.00   | 485.00   |  |
|          |       |      |      |            |                              |                                      |                                    | MEMO & CO LANDSCAPE                   |         |       |       |      |         |       |         |          | 485.00   |  |
| 09/30/13 | 61921 | A    |      | 09/30/2013 | MOBILE MODULAR MANAGEMENT    | STORAGE SUPP/EQUIP<br>09/30/2013     | Culver Park High School<br>61921   | 40.0                                  | 00000.0 | 00000 | 85000 | 5610 | 5010000 | 13-14 |         | 3,600.00 | 3,600.00 |  |
|          |       |      |      |            |                              |                                      |                                    | MOBILE MODULAR MANAGEMENT CORPORATION |         |       |       |      |         |       |         |          | 3,600.00 |  |
| 09/30/13 | 61922 | C    |      | 09/30/2013 | CFP STUDIO                   | OFFICE SUPPLIES<br>09/30/2013        | Superintendent's Office<br>61922   | 01.0                                  | 00000.0 | 00000 | 71000 | 4350 | 0001000 | 13-14 |         | 49.28    | 49.28    |  |
|          |       |      |      |            |                              |                                      |                                    | CFP STUDIO                            |         |       |       |      |         |       |         |          | 49.28    |  |
| 10/03/13 | 61923 | A    |      | 10/03/2013 | SCHOOL SPECIALTY             | FURNITURE, SCHOOL<br>10/03/2013      | La Ballona Elementary<br>61923     | 01.0                                  | 00000.0 | 00000 | 27000 | 4400 | 2060000 | 13-14 |         | 505.73   | 505.73   |  |
|          |       |      |      |            |                              |                                      |                                    | SCHOOL SPECIALTY                      |         |       |       |      |         |       |         |          | 505.73   |  |
| 09/30/13 | 61924 | A    |      | 09/30/2013 | VIRCO MFG CORP               | FURNITURE, SCHOOL<br>09/30/2013      | Undistributed<br>61924             | 01.0                                  | 00000.0 | 11100 | 10000 | 4400 | 0000000 | 13-14 |         | 164.61   | 164.61   |  |
|          |       |      |      |            |                              |                                      |                                    | VIRCO MFG CORP                        |         |       |       |      |         |       |         |          | 164.61   |  |

\* Prior Year Payments

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Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

9/29/2013 To 10/12/2013  
 Page No. 4  
 Run Date: 10/12/2013  
 Run Time: 02:41:05AM  
 FY: 13-14  
 WEEKLY

| PO Date    | PO #  | Stat | Ord#       | Date       | Vendor Name         | Description         | Dept/Site                          | Fund                | Res.Prj | Goal  | Funct | Obj  | Sch/Loc | BP    | Distrib | Amount   | PO Amt   |
|------------|-------|------|------------|------------|---------------------|---------------------|------------------------------------|---------------------|---------|-------|-------|------|---------|-------|---------|----------|----------|
| 09/30/13   | 61925 | A    | 09/30/2013 | 09/30/2013 | CDW-G               | COMPUTER SUPP/EQUIP | Culver City Middle School<br>61925 | 01.0                | 07395.0 | 11100 | 10000 | 4410 | 3010000 | 13-14 |         | 1,104.29 | 1,104.29 |
| 09/30/2013 |       |      |            |            |                     |                     | 61925                              | CDW-G               |         |       |       |      |         |       |         | 1,104.29 |          |
| 09/30/13   | 61926 | C    | 09/30/2013 | 09/30/2013 | MULTIMEDIA SERVICES | MEMBERSHIPS         | El Marino Language<br>61926        | 01.0                | 07395.0 | 00000 | 27000 | 5310 | 2030000 | 13-14 |         | 749.00   | 749.00   |
| 09/30/2013 |       |      |            |            |                     |                     | 61926                              | MULTIMEDIA SERVICES |         |       |       |      |         |       |         | 749.00   |          |
| 09/30/13   | 61927 | C    | 09/30/2013 | 09/30/2013 | MULTIMEDIA SERVICES | MEMBERSHIPS         | Linwood Howe Elementary<br>61927   | 01.0                | 07395.0 | 00000 | 27000 | 5310 | 2020000 | 13-14 |         | 549.00   | 549.00   |
| 09/30/2013 |       |      |            |            |                     |                     | 61927                              | MULTIMEDIA SERVICES |         |       |       |      |         |       |         | 549.00   |          |
| 09/30/13   | 61928 | C    | 09/30/2013 | 09/30/2013 | CHASE CARD SERVICES | OFFICE SUPPLIES     | Superintendent's Office<br>61928   | 01.0                | 00000.0 | 00000 | 71000 | 4350 | 0001000 | 13-14 |         | 49.26    | 49.26    |
| 09/30/2013 |       |      |            |            |                     |                     | 61928                              | CHASE CARD SERVICES |         |       |       |      |         |       |         | 49.26    |          |
| 10/02/13   | 61929 | A    | 10/02/2013 | 10/02/2013 | CENGAGE LEARNING    | BOOKS               | Culver City Middle School<br>61929 | 01.0                | 00000.0 | 16003 | 10000 | 4210 | 3010000 | 13-14 |         | 522.02   | 522.02   |
| 10/02/2013 |       |      |            |            |                     |                     | 61929                              | CENGAGE LEARNING    |         |       |       |      |         |       |         | 522.02   |          |
| 09/30/13   | 61930 | A    | 09/30/2013 | 09/30/2013 | VIRCO MFG CORP      | FURNITURE, SCHOOL   | Special Education<br>61930         | 01.0                | 33100.0 | 57300 | 11100 | 4400 | 0004040 | 13-14 |         | 398.88   | 398.88   |
| 09/30/2013 |       |      |            |            |                     |                     | 61930                              | VIRCO MFG CORP      |         |       |       |      |         |       |         | 398.88   |          |
| 09/30/13   | 61931 | A    | 09/30/2013 | 09/30/2013 | VIRCO MFG CORP      | FURNITURE, SCHOOL   | Undistributed<br>61931             | 01.0                | 00000.0 | 11100 | 10000 | 4400 | 0000000 | 13-14 |         | 288.95   | 288.95   |
| 09/30/2013 |       |      |            |            |                     |                     | 61931                              | VIRCO MFG CORP      |         |       |       |      |         |       |         | 288.95   |          |
| 09/30/13   | 61932 | A    | 09/30/2013 | 09/30/2013 | VIRCO MFG CORP      | FURNITURE, SCHOOL   | Undistributed<br>61932             | 01.0                | 00000.0 | 11100 | 10000 | 4400 | 0000000 | 13-14 |         | 316.90   | 316.90   |
| 09/30/2013 |       |      |            |            |                     |                     | 61932                              | VIRCO MFG CORP      |         |       |       |      |         |       |         | 316.90   |          |
| 09/30/13   | 61933 | A    | 10/02/2013 | 10/02/2013 | VIRCO MFG CORP      | FURNITURE, SCHOOL   | Undistributed<br>61933             | 01.0                | 00000.0 | 11100 | 10000 | 4400 | 0000000 | 13-14 |         | 1,808.85 | 1,808.85 |
| 09/30/2013 |       |      |            |            |                     |                     | 61933                              | VIRCO MFG CORP      |         |       |       |      |         |       |         | 1,808.85 |          |





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

Page No. **6**  
Run Date: **10/12/2013**  
Run Time: **02:41:05AM**  
FY: **13-14**  
**WEEKLY**

Report ID: **LAPO009C**  
District: **64444**  
Purchase Orders/Buyouts To The Board for Ratification From : **9/29/2013 To 10/12/2013**  
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 |
|----------|-------|------|------|------------|------------------------------|------------------------|-------------------------|------|---|-------|-------|------|----------|-------|---------|----------|--------|
| 10/07/13 | 61943 | A    |      | 10/07/2013 | NORTHERN PARTS & SERVICE     | REPAIRS - OTHER        | Undistributed           | 13.0 | 53100.0                                 | 00000 | 37000 | 5630 | 00000000 | 13-14 |         | 219.29   |        |
|          |       |      |      |            |                              | 10/07/2013             | 61943                   |      | NORTHERN PARTS & SERVICE                |       |       |      |          |       |         | 219.29   |        |
| 10/07/13 | 61944 | C    |      | 10/07/2013 | ACSAS FOUNDATION FOR         | CONFERENCE AND TRAVEL  | Human Resources         | 01.0 | 00000.0                                 | 00000 | 74000 | 5220 | 00030000 | 13-14 |         | 1,197.00 |        |
|          |       |      |      |            |                              | 10/07/2013             | 61944                   |      | ACSAS FOUNDATION FOR EDUCATIONAL ADMIN. |       |       |      |          |       |         | 1,197.00 |        |
| 10/07/13 | 61945 | A    |      | 10/07/2013 | DELL COMPUTER CORP.          | COMPUTER SUPP/EQUIP    | Culver City High School | 01.0 | 96352.0                                 | 71100 | 10000 | 4410 | 40100000 | 13-14 |         | 886.23   |        |
|          |       |      |      |            |                              | 10/07/2013             | 61945                   |      | DELL COMPUTER CORP.                     |       |       |      |          |       |         | 886.23   |        |
| 10/07/13 | 61946 | A    |      | 10/07/2013 | CDW-G                        | COMPUTER SUPP/EQUIP    | Culver City High School | 01.0 | 96352.0                                 | 71100 | 10000 | 4410 | 40100000 | 13-14 |         | 184.87   |        |
|          |       |      |      |            |                              | 10/07/2013             | 61946                   |      | CDW-G                                   |       |       |      |          |       |         | 184.87   |        |
| 10/07/13 | 61947 | A    |      | 10/07/2013 | CDW-G                        | COMPUTER SUPP/EQUIP    | Undistributed           | 01.0 | 00000.0                                 | 00000 | 24200 | 4410 | 00000000 | 13-14 |         | 525.65   |        |
|          |       |      |      |            |                              | 10/07/2013             | 61947                   |      | CDW-G                                   |       |       |      |          |       |         | 525.65   |        |
| 10/07/13 | 61948 | A    |      | 10/07/2013 | CDW-G                        | COMPUTER SUPP/EQUIP    | Undistributed           | 13.0 | 53100.0                                 | 00000 | 37000 | 4410 | 00000000 | 13-14 |         | 237.88   |        |
|          |       |      |      |            |                              | 10/07/2013             | 61948                   |      | CDW-G                                   |       |       |      |          |       |         | 237.88   |        |
| 10/07/13 | 61949 | A    |      | 10/07/2013 | PEARSON CLINICAL ASSESSMENTS | TEST/TEST MATERIALS    | Special Education       | 01.0 | 33100.0                                 | 50010 | 31600 | 4312 | 00040400 | 13-14 |         | 194.49   |        |
|          |       |      |      |            |                              | 10/07/2013             | 61949                   |      | PEARSON CLINICAL ASSESSMENTS            |       |       |      |          |       |         | 194.49   |        |
| 10/07/13 | 61950 | A    |      | 10/07/2013 | WESTERN PSYCHOLOGICAL        | TEST/TEST MATERIALS    | Special Education       | 01.0 | 33100.0                                 | 50010 | 31600 | 4312 | 00040400 | 13-14 |         | 825.65   |        |
|          |       |      |      |            |                              | 10/07/2013             | 61950                   |      | WESTERN PSYCHOLOGICAL SERVICES          |       |       |      |          |       |         | 825.65   |        |
| 10/10/13 | 61951 | A    |      | 10/10/2013 | AVC OFFICE AUTOMATION        | MAINTENANCE AGREEMENTS | Linwood Howe            | 01.0 | 00000.0                                 | 00000 | 27000 | 5630 | 20200010 | 13-14 |         | 583.37   |        |
|          |       |      |      |            |                              | 10/10/2013             | 61951                   |      | AVC OFFICE AUTOMATION                   |       |       |      |          |       |         | 583.37   |        |

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\* Prior Year Payments

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

Page No. **7**  
 Run Date: **10/12/2013**  
 Run Time: **02:41:05AM**  
 FY: **13-14**  
**WEEKLY**

Report ID: **LAPO009C**  
 District: **64444**

Purchase Orders/Buyouts To The Board for Ratification From : **9/29/2013 To 10/12/2013**  
 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     |
|----------|-------|------|------|------------|---------------------------------------|---------------------------------------|------------------------------------|------|---------|-------|-------|------|---------|-------|---------|------------|------------|
| 10/10/13 | 61952 | A    |      | 10/10/2013 | HARCOURT ASSESSMENT, INC.             | TEST/TEST MATERIALS<br>10/10/2013     | Psych-Soc Work<br>61952            | 01.0 | 56400.0 | 00000 | 39000 | 4312 | 0004023 | 13-14 |         | 248.76     | 248.76     |
| 10/09/13 | 61953 | A    |      | 10/09/2013 | PRESIDIO INX, LLC, A PRESIDIO COMPANY | REPAIRS - OTHER<br>10/09/2013         | Technology<br>61953                | 01.0 | 00000.0 | 00000 | 77000 | 5630 | 0005020 | 13-14 |         | 1,000.00   | 1,000.00   |
| 10/04/13 | 61954 | A    |      | 10/04/2013 | APPLE INC.                            | INSTRUCTIONAL SUPPLIES<br>10/04/2013  | Culver City Middle School<br>61954 | 01.0 | 00000.0 | 16002 | 10000 | 4310 | 3010000 | 13-14 |         | 100.00     | 100.00     |
| 10/09/13 | 61955 | A    | 1    | 10/11/2013 | COPYLAND                              | INSTRUCTIONAL SUPPLIES<br>10/09/2013  | Undistributed<br>61955             | 01.0 | 00000.0 | 00000 | 73001 | 4310 | 0000000 | 13-14 |         | 677.82     | 677.82     |
| 10/08/13 | 61956 | A    |      | 10/08/2013 | AUDIO DYNAMIX                         | AUDIOVISUAL SUPP/EQUIP<br>10/08/2013  | Culver City High School<br>61956   | 01.0 | 00000.0 | 00000 | 85000 | 4410 | 4010000 | 13-14 |         | 6,275.08   | 6,275.08   |
| 10/08/13 | 61957 | A    |      | 10/08/2013 | AUDIO DYNAMIX                         | AUDIOVISUAL SUPP/EQUIP<br>10/08/2013  | Culver City High School<br>61957   | 01.0 | 00000.0 | 00000 | 85000 | 4410 | 4010000 | 13-14 |         | 687.66     | 687.66     |
| 10/09/13 | 61958 | A    |      | 10/09/2013 | ENGINEERED STORAGE SYSTEMS            | CONSTRUCTION SUPP/EQUIP<br>10/09/2013 | Culver City High School<br>61958   | 40.0 | 00000.0 | 00000 | 85000 | 6201 | 4010000 | 13-14 |         | 199,892.90 | 199,892.90 |
| 10/09/13 | 61959 | A    |      | 10/09/2013 | IXL LEARNING                          | INSTRUCTIONAL SUPPLIES<br>10/09/2013  | EI Marino Language<br>61959        | 01.0 | 91400.0 | 00000 | 21000 | 4310 | 2030000 | 13-14 |         | 49.00      | 49.00      |
| 10/09/13 | 61960 | A    |      | 10/09/2013 | COMPLETE BUSINESS SYSTEMS             | MAINTENANCE AGREEMENTS<br>10/09/2013  | Farragut<br>61960                  | 01.0 | 00000.0 | 00000 | 27000 | 5630 | 2050001 | 13-14 |         | 795.00     | 795.00     |
| 10/09/13 | 61961 | A    |      | 10/09/2013 | PRADO SIGNS INC.                      | OFFICE SUPPLIES<br>10/09/2013         | Adult School<br>61961              | 11.0 | 06390.0 | 41100 | 27000 | 4350 | 0000010 | 13-14 |         | 213.53     | 213.53     |

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

\* Prior Year Payments

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

Page No. **8**  
Run Date: **10/12/2013**  
Run Time: **02:41:05AM**  
FY: **13-14**  
**WEEKLY**

Report ID: **LAPO09C**  
District: **64444**

Purchase Orders/Buyouts To The Board for Ratification From : **9/29/2013 To 10/12/2013**  
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    |
|----------|-------|------|------|------------|---------------------------------------|--------------------------|-----------|---------------------------------------|---------|---------|-------|-------|---------|---------|---------|-----------|-----------|
| 10/09/13 | 61962 | A    |      | 10/09/2013 | MENDOCINO FARMS                       | FOOD PRODUCTS            | 61961     | PRADO SIGNS INC.                      | 01.0    | 00000.0 | 00000 | 37000 | 4710    | 0001000 | 13-14   | 1,093.10  | 213.53    |
| 10/09/13 | 61962 | A    |      | 10/09/2013 | MENDOCINO FARMS                       | FOOD PRODUCTS            | 61962     | MENDOCINO FARMS                       | 01.0    | 00000.0 | 00000 | 37000 | 4710    | 0001000 | 13-14   | 1,093.10  | 1,093.10  |
| 10/10/13 | 61963 | A    |      | 10/10/2013 | PEARSON CLINICAL ASSESSMENTS          | TEST/TEST MATERIALS      | 61963     | PEARSON CLINICAL ASSESSMENTS          | 01.0    | 56400.0 | 00000 | 39000 | 4312    | 0004023 | 13-14   | 2,715.02  | 2,715.02  |
| 10/09/13 | 61964 | A    |      | 10/09/2013 | ECOLAB EQUIPMENT CARE                 | FOOD SERVICES SUPP/EQUIP | 61964     | ECOLAB EQUIPMENT CARE                 | 13.0    | 53100.0 | 00000 | 37000 | 4790    | 0000000 | 13-14   | 777.64    | 777.64    |
| 10/09/13 | 61965 | A    |      | 10/09/2013 | ECOLAB EQUIPMENT CARE                 | FOOD SERVICES SUPP/EQUIP | 61965     | ECOLAB EQUIPMENT CARE                 | 13.0    | 53100.0 | 00000 | 37000 | 4790    | 0000000 | 13-14   | 370.99    | 370.99    |
| 10/09/13 | 61966 | A    |      | 10/09/2013 | MENDOCINO FARMS                       | FOOD PRODUCTS            | 61966     | MENDOCINO FARMS                       | 01.0    | 00000.0 | 00000 | 37000 | 4710    | 0001000 | 13-14   | 1,093.10  | 1,093.10  |
| 10/09/13 | 61967 | A    |      | 10/09/2013 | SOUTHWEST SCHOOL SUPPLY               | OFFICE SUPPLIES          | 61967     | SOUTHWEST SCHOOL SUPPLY               | 01.0    | 00000.0 | 16003 | 10000 | 4350    | 2050000 | 13-14   | 1,062.00  | 1,062.00  |
| 10/09/13 | 61968 | A    |      | 10/09/2013 | PRESIDIO INX, LLC, A PRESIDIO COMPANY | CONTRACTED SERVICES      | 61968     | PRESIDIO INX, LLC, A PRESIDIO COMPANY | 01.0    | 00000.0 | 00000 | 77000 | 5810    | 0005020 | 13-14   | 20,146.90 | 20,146.90 |
| 10/09/13 | 61969 | A    |      | 10/09/2013 | CDW-G                                 | OFFICE SUPPLIES          | 61969     | CDW-G                                 | 01.0    | 00000.0 | 00000 | 77000 | 4350    | 0005020 | 13-14   | 391.18    | 391.18    |
| 10/09/13 | 61970 | A    |      | 10/09/2013 | CDW-G                                 | COMPUTER SUPP/EQUIP      |           |                                       | 01.0    | 00000.0 | 00000 | 77000 | 4410    | 0005020 | 13-14   | 36,783.79 | 36,783.79 |

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

\* Prior Year Payments

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

Purchase Orders/Buyouts To The Board for Ratification From :  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified  
 9/29/2013 To 10/12/2013

| PO Date    | PO #  | Stat | Ord# | Date       | Vendor Name                 | Description                              | Dept/Site                        | Fund         | Res.Prj | Goal  | Funct | Obj     | Sch/Loc | BP    | Distrib | Amount    | PO Amt   |
|------------|-------|------|------|------------|-----------------------------|--|----------------------------------|--------------|---------|-------|-------|---------|---------|-------|---------|-----------|----------|
| 10/09/2013 |       |      |      |            |                             | 10/09/2013                               | 61970                            | CDW-G        |         |       |       |         |         |       |         | 36,783.79 |          |
| 10/10/13   | 61971 | A    |      | 10/10/2013 | 360 DYNAMIC TECHNOLOGY INC. | EQUIPMENT RENTAL/LEASE<br>10/10/2013     | Fiscal Services<br>61971         | 01.0 00000.0 | 00000   | 00000 | 73000 | 5610    | 0005010 | 13-14 |         | 1,709.37  | 1,709.37 |
| 10/10/13   | 61972 | A    |      | 10/10/2013 | 360 DYNAMIC TECHNOLOGY INC. | EQUIPMENT RENTAL/LEASE<br>10/10/2013     | Superintendent's Office<br>61972 | 01.0 00000.0 | 00000   | 00000 | 71000 | 5610    | 0001000 | 13-14 |         | 1,709.37  | 1,709.37 |
| 10/09/13   | 61973 | A    |      | 10/09/2013 | UNDERWOOD FAMILY FARM       | FIELD TRIPS<br>10/09/2013                | El Marino Language<br>61973      | 01.0 00000.0 | 16003   | 10000 | 10000 | 5816    | 2030000 | 13-14 |         | 512.00    | 512.00   |
| 10/09/13   | 61974 | A    |      | 10/09/2013 | STAR ECO STATION            | FIELD TRIPS<br>10/09/2013                | El Marino Language<br>61974      | 01.0 00000.0 | 16003   | 10000 | 10000 | 5816    | 2030000 | 13-14 |         | 150.00    | 150.00   |
| 10/09/13   | 61975 | A    |      | 10/09/2013 | UNDERWOOD FAMILY FARM       | FIELD TRIPS<br>10/09/2013                | El Marino Language<br>61975      | 01.0 00000.0 | 16003   | 10000 | 10000 | 5816    | 2030000 | 13-14 |         | 536.00    | 536.00   |
| 10/11/13   | 61978 | A    |      | 10/11/2013 | ACCREDITING COMMISSION FOR  | CONTRACT SERVICES RENDERED<br>10/11/2013 | Culver Park High School<br>61978 | 01.0 07395.0 | 32000   | 10000 | 10000 | 5890    | 5010000 | 13-14 |         | 750.00    | 750.00   |
| 10/11/13   | 61979 | A    |      | 10/11/2013 | ACHIEVEMENT PRODUCTS FOR    | COMPUTER SUPP/EQUIP<br>10/11/2013        | Special Education<br>61979       | 01.0 33100.0 | 57300   | 11100 | 4400  | 0004040 | 13-14   |       | 57.51   | 57.51     | 57.51    |
| 10/11/13   | 61980 | A    |      | 10/11/2013 | ACSA'S FOUNDATION FOR       | CONFERENCE AND TRAVEL<br>10/11/2013      | Human Resources<br>61980         | 01.0 00000.0 | 00000   | 00000 | 74100 | 5220    | 0003000 | 13-14 |         | 798.00    | 798.00   |
| 10/11/13   | 61981 | A    |      | 10/11/2013 | SOFTWARE MACKIEV            | SOFTWARE<br>10/11/2013                   | La Ballona Elementary            | 01.0 30100.0 | 11100   | 10000 | 4310  | 2060000 | 13-14   |       | 911.04  | 911.04    | 911.04   |

Stat: P=Pending, A=Active, C=Completed, X=Canceled \* Prior Year Payments

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

Page No. 10  
Run Date: 10/12/2013  
Run Time: 02:41:05AM  
FY: 13-14  
WEEKLY

9/29/2013 To 10/12/2013

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 |
|------------|-------|------|------------|------------|---------------------------------|---------------------------|-----------------------|--|---------|-------|-------|------|---------|-------|---------|------------|--------|
| 10/11/2013 |       |      |            |            |                                 | 10/11/2013                | 61981                 | SOFTWARE MACKIEV EDUCATION               |         |       |       |      |         |       |         | 911.04     |        |
| 10/10/2013 | 61982 | A    | 10/10/2013 | 10/10/2013 | PEARSON CURRICULUM              | BOOKS                     | Undistributed         | 01.0                                     | 63000.0 | 11100 | 10000 | 4110 | 0000000 | 13-14 |         | 2,236.15   |        |
| 10/10/2013 |       |      |            |            |                                 | 10/10/2013                | 61982                 | PEARSON CURRICULUM                       |         |       |       |      |         |       |         | 2,236.15   |        |
| 10/11/2013 | 61983 | A    | 10/11/2013 | 10/11/2013 | AVC OFFICE AUTOMATION           | MAINTENANCE AGREEMENTS    | Undistributed         | 01.0                                     | 00000.0 | 00000 | 24200 | 5630 | 0000000 | 13-14 |         | 385.13     |        |
| 10/11/2013 |       |      |            |            |                                 | 10/11/2013                | 61983                 | AVC OFFICE AUTOMATION                    |         |       |       |      |         |       |         | 385.13     |        |
| 10/11/2013 | 61985 | A    | 10/11/2013 | 10/11/2013 | CDW-G                           | COMPUTER SUPP/EQUIP       | La Ballona Elementary | 01.0                                     | 30100.0 | 11100 | 10000 | 4410 | 2060000 | 13-14 |         | 1,253.14   |        |
| 10/11/2013 |       |      |            |            |                                 | 10/11/2013                | 61985                 | CDW-G                                    |         |       |       |      |         |       |         | 1,253.14   |        |
| 10/11/2013 | 61986 | A    | 10/11/2013 | 10/11/2013 | SUPER DUPER PUBLICATIONS        | OFFICE SUPPLIES           | Speech                | 01.0                                     | 56400.0 | 50010 | 11360 | 4310 | 0004024 | 13-14 |         | 194.71     |        |
| 10/11/2013 |       |      |            |            |                                 | 10/11/2013                | 61986                 | SUPER DUPER PUBLICATIONS                 |         |       |       |      |         |       |         | 194.71     |        |
| 10/10/2013 | 61987 | A    | 10/10/2013 | 10/10/2013 | OFFICE DEPOT                    | INSTRUCTIONAL SUPPLIES    | El Rincon Elementary  | 01.0                                     | 42030.0 | 11100 | 10000 | 4320 | 2040000 | 13-14 |         | 186.64     |        |
| 10/10/2013 |       |      |            |            |                                 | 10/10/2013                | 61987                 | OFFICE DEPOT                             |         |       |       |      |         |       |         | 186.64     |        |
| 10/11/2013 | 61989 | A    | 10/11/2013 | 10/11/2013 | ACSA'S FOUNDATION FOR           | CONFERENCE AND TRAVEL     | Human Resources       | 01.0                                     | 00000.0 | 00000 | 74000 | 5220 | 0003000 | 13-14 |         | 554.00     |        |
| 10/11/2013 |       |      |            |            |                                 | 10/11/2013                | 61989                 | ACSA'S FOUNDATION FOR EDUCATIONAL ADMIN. |         |       |       |      |         |       |         | 554.00     |        |
| 09/30/2013 | 62585 | A    | 09/30/2013 | 09/30/2013 | GRECO'S WORLD, INC.             | NONPUBLIC SCHOOLS SERVICE | Special Education     | 01.0                                     | 65000.0 | 57500 | 11800 | 5880 | 0004040 | 13-14 |         | 13,970.00  |        |
| 09/30/2013 |       |      |            |            |                                 | 09/30/2013                | 62585                 | GRECO'S WORLD, INC.                      |         |       |       |      |         |       |         | 13,970.00  |        |
| 09/30/2013 | 62586 | A    | 09/30/2013 | 09/30/2013 | THE HELP GROUP                  | NONPUBLIC SCHOOLS SERVICE | Special Education     | 01.0                                     | 65000.0 | 57500 | 11800 | 5880 | 0004040 | 13-14 |         | 694,453.00 |        |
| 09/30/2013 |       |      |            |            |                                 | 09/30/2013                | 62586                 | THE HELP GROUP                           |         |       |       |      |         |       |         | 694,453.00 |        |
| 10/08/2013 | 62587 | A    | 10/08/2013 | 10/08/2013 | AUTISM SPECTRUM THERAPIES, INC. | NONPUBLIC SCHOOLS SERVICE | Special Education     | 01.0                                     | 65000.0 | 57500 | 11800 | 5880 | 0004040 | 13-14 |         | 430,840.00 |        |

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

\* Prior Year Payments

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

Page No. 11  
 Run Date: 10/12/2013  
 Run Time: 02:41:05AM  
 FY: 13-14  
**WEEKLY**

9/29/2013 To 10/12/2013

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 |
|--------------------------------------|-------|------|------|------------|----------------------------|---------------------------|---------------------------|------|---------|-------|-------|------|---------|-------|---------|-----------|--------|
| 10/08/13                             | 62588 | A    |      | 10/08/2013 | CALIFORNIA UNIFIED SERVICE | NONPUBLIC SCHOOLS         | Special Education         | 01.0 | 65000.0 | 57500 | 11800 | 5880 | 0004040 | 13-14 |         | 26,664.00 |        |
| 10/08/2013                           |       |      |      |            |                            |                           | 62588                     |      |         |       |       |      |         |       |         | 26,664.00 |        |
| AUTISM SPECTRUM THERAPIES, INC.      |       |      |      |            |                            |                           |                           |      |         |       |       |      |         |       |         |           |        |
| 10/10/13                             | 62589 | A    |      | 10/10/2013 | CENTER FOR AUTISM SPECTRUM | NONPUBLIC SCHOOLS SERVICE | Special Education         | 01.0 | 65000.0 | 57500 | 11800 | 5880 | 0004040 | 13-14 |         | 35,457.00 |        |
| 10/10/2013                           |       |      |      |            |                            |                           | 62589                     |      |         |       |       |      |         |       |         | 35,457.00 |        |
| CENTER FOR AUTISM SPECTRUM TREATMENT |       |      |      |            |                            |                           |                           |      |         |       |       |      |         |       |         |           |        |
| 10/02/13                             | 62645 | A    |      | 10/02/2013 | 24th STREET THEATRE        | CONTRACTED SERVICES       | Undistributed             | 01.0 | 90127.0 | 11100 | 10000 | 5850 | 0000000 | 13-14 |         | 15,000.00 |        |
| 10/02/2013                           |       |      |      |            |                            |                           | 62645                     |      |         |       |       |      |         |       |         | 15,000.00 |        |
| 24th STREET THEATRE                  |       |      |      |            |                            |                           |                           |      |         |       |       |      |         |       |         |           |        |
| 10/02/13                             | 62646 | A    |      | 10/02/2013 | DEBORAH BOHN               | CONTRACTED SERVICES       | Special Education         | 01.0 | 65000.0 | 57520 | 11360 | 5810 | 0004040 | 13-14 |         | 1,000.00  |        |
| 10/02/2013                           |       |      |      |            |                            |                           | 62646                     |      |         |       |       |      |         |       |         | 1,000.00  |        |
| DEBORAH BOHN                         |       |      |      |            |                            |                           |                           |      |         |       |       |      |         |       |         |           |        |
| 10/02/13                             | 62647 | A    |      | 10/02/2013 | JENNIFER FLACK             | CONTRACTED SERVICES       | Culver City Middle School | 01.0 | 00000.0 | 16002 | 10000 | 5850 | 3010000 | 13-14 |         | 8,750.00  |        |
| 10/02/2013                           |       |      |      |            |                            |                           | 62647                     |      |         |       |       |      |         |       |         | 8,750.00  |        |
| JENNIFER FLACK                       |       |      |      |            |                            |                           |                           |      |         |       |       |      |         |       |         |           |        |
| 10/02/13                             | 62648 | A    |      | 10/08/2013 | ERIC PRICE                 | CONTRACTED SERVICES       | Culver City Middle School | 01.0 | 00000.0 | 16002 | 10000 | 5850 | 3010000 | 13-14 |         | 8,750.00  |        |
| 10/02/2013                           |       |      |      |            |                            |                           | 62648                     |      |         |       |       |      |         |       |         | 8,750.00  |        |
| ERIC PRICE                           |       |      |      |            |                            |                           |                           |      |         |       |       |      |         |       |         |           |        |
| 10/08/13                             | 62649 | A    |      | 10/08/2013 | CENTER THEATRE GROUP       | CONTRACTED SERVICES       | Undistributed             | 01.0 | 90127.0 | 11100 | 10000 | 5850 | 0000000 | 13-14 |         | 15,000.00 |        |
| 10/08/2013                           |       |      |      |            |                            |                           | 62649                     |      |         |       |       |      |         |       |         | 15,000.00 |        |
| CENTER THEATRE GROUP                 |       |      |      |            |                            |                           |                           |      |         |       |       |      |         |       |         |           |        |
| 10/08/13                             | 62650 | A    |      | 10/06/2013 | MICHAEL SHLEYFER           | CONTRACTED SERVICES       | Special Education         | 01.0 | 65000.0 | 57700 | 11360 | 5810 | 0004040 | 13-14 |         | 81,900.00 |        |
| 10/08/2013                           |       |      |      |            |                            |                           | 62650                     |      |         |       |       |      |         |       |         | 81,900.00 |        |
| MICHAEL SHLEYFER                     |       |      |      |            |                            |                           |                           |      |         |       |       |      |         |       |         |           |        |
| 10/08/13                             | 62651 | A    |      | 10/08/2013 | SUSAN WETZEL, M.A. CCC-SLP | CONTRACTED SERVICES       | Special Education         | 01.0 | 65000.0 | 57700 | 11360 | 5810 | 0004040 | 13-14 |         | 68,400.00 |        |
| 10/08/2013                           |       |      |      |            |                            |                           |                           |      |         |       |       |      |         |       |         | 68,400.00 |        |

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

\* Prior Year Payments

Report ID: LAP0009C  
 District: 64444  
 Purchase Orders/Buyouts To The Board for Ratification From :  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

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

9/29/2013 To 10/12/2013  
 WEEKLY

| PO Date  | PO #  | Stat | Ord# | Date       | Vendor Name     | Description         | Dept/Site | Fund | Res.Prj | Goal  | Funct | Obj  | Sch/Loc  | BP    | Amount    | PO Amt |
|----------|-------|------|------|------------|-----------------|---------------------|-----------|------|---------|-------|-------|------|----------|-------|-----------|--------|
| 10/08/13 | 62652 | A    |      | 10/08/2013 | WE TELL STORIES | CONTRACTED SERVICES | 62651     | 01.0 | 90127.0 | 11100 | 10000 | 5850 | 00000000 | 13-14 | 5,000.00  |        |
|          |       |      |      |            |                 |                     |           |      |         |       |       |      |          |       | 5,000.00  |        |
|          |       |      |      |            |                 |                     |           |      |         |       |       |      |          |       | 68,400.00 |        |

Total by District : 64444      1,740,583.91      1,740,583.91

End of Report LAP0009C

**NONPUBLIC SCHOOLS:**

**THIS PERIOD: \$1,201,384.00**  
**APPROVED YTD: \$2,246,366.00**







**BOARD REPORT**

9.4 **Financial Implication for Certificated Services Report no. 6**

Total Fiscal Impact per Funding Source :

Fee Based \$ 7,371.29

## BOARD REPORT

### 9.4 Certificated Personnel Services Report No. 6

#### I. Authorization and Ratification of Employment

- A. Fee Based Teacher – Adult School, Sewing  
Effective September 16, 2013 through December 13, 2013 at \$35.87 per hour, not to exceed  
3 hours per week  
Funding Source: Fee Based  
Total Cost: 1,398.93

1. Albert, Deborah

- B. Fee Based Teacher – Adult School, Painting  
Effective September 17, 2013 through December 13, 2013 at \$35.87 per hour, not to exceed  
2.5 hours per week  
Funding Source: Fee Based  
Total Cost: \$1,165.78

1. Jones, Stephen

- C. Fee Based Teacher – Adult School, Tennis  
Effective September 21, 2013 through December 13, 2013 at \$35.87 per hour, not to exceed  
4 hours per week  
Funding Source: Fee Based  
Total Cost: \$1,865.24

1. Ramirez, Vince

- D. Fee Based Teacher – Adult School, Music  
Effective September 24, 2013 through December 13, 2013 at \$35.87 per hour, not to exceed  
5 hours per week  
Funding Source: Fee Based  
Total Cost: \$2,152.20

1. Sikorski, Patricia

- E. Fee Based Teacher – Adult School, French  
Effective October 2, 2013 through December 13, 2013 at \$35.87 per hour, not to exceed  
2 hours per week  
Funding Source: Fee Based  
Total Cost: \$789.14

1. Stein, Eileen



**BOARD REPORT**

**9.5 Financial Impact for Classified Personnel Services Report No. 6**

Total Funding Fiscal Impact:

|                           |                             |
|---------------------------|-----------------------------|
| General Fund Total:       | \$29,806.90                 |
|                           | \$50.00 per game, as needed |
| Panther Partners Total:   | \$999.60                    |
| School Improvement Total: | \$10,734.57                 |

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 6**

**I. Authorization, Approval & Ratification of Employment**

**A. Instructional Assistants**

1. Gaines, Marlene  
Instructional Assistant  
Linwood Howe  
3.5 hours per day, school year  
Funding Source: School Improvement  
Effective October 23, 2013  
Range 12 – \$15.49 per hour  
Total Cost: \$10,734.57

**B. Stipend Assignments**

1. Blair-Henderson, Natalie  
Temporary After School Instructor  
Middle School – Panther Partners Program  
Not to exceed 2 hours per week  
Funding Source: Panther Partners  
Effective September 16, 2013 through  
December 20, 2013  
Stipend of \$35.70 per hour  
Total Cost: \$999.60
2. Quesada, Antonio  
Football & Basketball Ticket Seller  
High School  
Funding Source: General Fund – Athletics  
Effective September 6, 2013 through  
April 30, 2014  
Stipend of \$50.00 per game

**II. Authorization, Approval & Ratification of Change of Assignments**

1. Akens, Amanda  
Instructional Assistant – Special Education IIA  
Linwood Howe  
6 hours per day, school year  
Funding Source: General Fund – Special Ed  
Effective October 23, 2013  
Range 16 – \$15.49 per hour  
Total Cost: \$18,402.12

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 6 – Page 2**

II. Authorization, Approval & Ratification of Change of Assignments – continued

- |    |                    |   |
|----|--------------------|---|
| 2. | Alexander, Ontario | Instructional Assistant – Special Education<br>High School<br>3.9 hours per day, school year<br>Funding Source: General Fund – Special Ed<br>Effective October 23, 2013<br>Range 14 – \$14.90 per hour<br>Total Cost: \$11,404.78 |
|----|--------------------|---|

RECOMMENDED MOTION:            That approval be granted for Classified Personnel Services Report No. 6

Moved by:

Seconded by:

Vote:



**9.6 Compensation Report of the Members of the Board of Education**

The attached reports list the cost to the District of all expenditures paid out on behalf of each Board Member. The reports are separated to show YTD totals for the fiscal year ending June 30, 2013 and the first quarter of fiscal year 2013-2014.

**RECOMMENDED MOTION:** That the Board of Education for Culver City Unified School District accept the attached Compensation Reports.

**Moved by:**

**Seconded by:**

**2012-13  
Compensation and Expenditure Report  
of the  
Members of the Board of Education**

**July 1, 2012 to June 30, 2013**

| Board Member        | Stipend +<br>Retro | Statutory<br>Benefits | Health & Welfare  |                   |                 |                  | Quarterly<br>Total  |
|---------------------|--------------------|-----------------------|-------------------|-------------------|-----------------|------------------|---------------------|
|                     |                    |                       | Medical           | Dental            | Vision          | Life Insurance   |                     |
| Chardiet, Laura J   | \$ 2,937.60        | \$ 382.92             | \$ -              | \$ -              | \$ -            | \$ -             | \$ 3,320.52         |
| Goldberg, Nancy     | \$ 2,937.60        | \$ 382.92             | \$ -              | \$ -              | \$ -            | \$ -             | \$ 3,320.52         |
| Paspalis, Katherine | \$ 2,937.60        | \$ 201.37             | \$8,985.50        | \$2,162.40        | \$199.40        | \$ 108.00        | \$ 14,594.27        |
| Siever, Patricia    | \$ 2,937.60        | \$ 382.92             | \$ -              | \$ -              | \$ -            | \$ 108.00        | \$ 3,428.52         |
| Silbiger, Karlo     | \$ 2,937.60        | \$ 382.92             |                   |                   |                 |                  | \$ 3,320.52         |
| <b>TOTAL</b>        | <b>\$14,688.00</b> | <b>\$1,733.05</b>     | <b>\$8,985.50</b> | <b>\$2,162.40</b> | <b>\$199.40</b> | <b>\$ 216.00</b> | <b>\$ 27,984.35</b> |

This report represents all expenditures made by the District to, or on behalf of, Members of the Board of Education:

- A Stipend is "compensation" made to elected officials for the public service they provide pursuant to Education Code 35120.
- Statutory Benefits are expenditures paid by the District related to the Stipend.
- Health & Welfare represents expenditures for medical, dental and life insurance.
- Other Expenditures are travel/conference related expenses while on District business.
- At the end of each Fiscal Year, Staff will present the annual board compensation report.

**Annual District Cap on Benefits**

|                   |            |
|-------------------|------------|
| Medical Insurance | \$8,985.48 |
| Dental Insurance  | \$2,012.50 |
| Vision Insurance  | \$199.40   |
| Life Insurance    | \$108.00   |

**2013-14  
Quarterly Compensation and Expenditure Report  
of the  
Members of the Board of Education**

July 1, 2013 to September 30, 2013

| Board Member        | Stipend           | Statutory Benefits | Health & Welfare  | Other Expenditures | Quarterly Total    |
|---------------------|-------------------|--------------------|-------------------|--------------------|--------------------|
| Chardiet, Laura J   | \$ 734.40         | \$ 85.69           | \$ -              | \$ -               | \$ 820.09          |
| Goldberg, Nancy     | \$ 734.40         | \$ 85.69           | \$ -              | \$ -               | \$ 820.09          |
| Paspalis, Katherine | \$ 734.40         | \$ 69.53           | \$1,160.51        | \$ -               | \$ 1,964.44        |
| Siever, Patricia    | \$ 734.40         | \$ 85.69           | \$ 10.80          | \$ -               | \$ 830.89          |
| Silbiger, Karlo     | \$ 734.40         | \$ 85.69           | \$ -              | \$ -               | \$ 820.09          |
| <b>TOTAL</b>        | <b>\$3,672.00</b> | <b>\$ 412.29</b>   | <b>\$1,171.31</b> | <b>\$ -</b>        | <b>\$ 5,255.60</b> |

| Board Member        | Coverage                       |
|---------------------|--------------------------------|
| Chardiet, Laura J   |                                |
| Goldberg, Nancy     |                                |
| Paspalis, Katherine | Medical, Dental, Vision & Life |
| Siever, Patricia    | Life Insurance                 |
| Silbiger, Karlo     |                                |

- A Stipend is "compensation" made to elected officials for the public service they provide pursuant to Education Code 35120.
- Statutory Benefits are expenditures paid by the District related to the Stipend.
- Health & Welfare represents expenditures for medical, dental and life insurance.
- Other Expenditures are travel/conference related expenses while on District business.
- At the end of each Fiscal Year, Staff will present the annual board compensation report.

**Annual District Cap on Benefits**

|                   |            |
|-------------------|------------|
| Medical Insurance | \$8,985.48 |
| Dental Insurance  | \$2,012.50 |
| Vision Insurance  | \$199.40   |
| Life Insurance    | \$108.00   |

**9.7 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 2009-2010 and prior.

**RECOMMENDED MOTION:** That the Class 3 records listed on the attached pages be approved for destruction effective October July 24, 2012.

Moved by:

Seconded by:

Vote:

Destruction of Records  
Class 3 Records  
for the  
School Years 2009-2010 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 2009-2010 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 2009-2010 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 2009-2010 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 2009-2010 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 2009-2010 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

### 10.1 CCUSD PLC – Question 1 and Common Core

The work of highly effective collaborative teams focus on four questions:

- What do we want our kids to know?
- How will we know if they know it?
- What will we do if they don't?
- What will we do if they already do?

Dr. Krumpe's presentation will focus on question #1 – What do we want our kids to know? Dr. Krumpe will share details of our efforts to collaboratively identify essential learning standards and will emphasize how this process is critical to our effective implementation of common core.

**12.1 Actuarial Study of Retiree Health Liability**

Education Code Sections 42140 and 17566(e) specify actuarial reporting requirements for school districts with self-funded Health and Welfare Benefit programs.

If a school district, either individually or as a member of a joint powers agency, provides Health and Welfare Benefits for employees upon their retirement, and those benefits will continue after the employees reach 65 years of age, the following requirements must apply:

- The district superintendent must annually provide information to the governing board at a public meeting regarding the estimated accrued but unfunded cost of those benefits.
- The estimated cost must be based upon an actuarial report completed at least every three years.
- The actuarial report must be performed by an actuary who is a member of the American Academy of Actuaries.
- The cost information and a copy of the actuarial report shall be presented at a public meeting of the Board.

In keeping with these Education Code requirements, Mr. Geoffrey L. Kischuk of Total Compensation Systems, Inc. is presenting the results of the actuarial study.

**Total Compensation Systems, Inc.**

**Culver City Unified School District  
Actuarial Study of  
Retiree Health Liabilities  
As of May 1, 2013**

*Prepared by:  
Total Compensation Systems, Inc.*

*Date: September 20, 2013*

# Total Compensation Systems, Inc.

## Table of Contents

|  |           |
|--|-----------|
| <b>PART I: EXECUTIVE SUMMARY .....</b>                                     | <b>3</b>  |
| <u>A. INTRODUCTION.....</u>  | 3         |
| <u>B. GENERAL FINDINGS.....</u>  | 4         |
| <u>C. DESCRIPTION OF RETIREE BENEFITS .....</u>                            | 4         |
| <u>D. RECOMMENDATIONS.....</u>   | 5         |
| <b>PART II: BACKGROUND.....</b>  | <b>7</b>  |
| <u>A. SUMMARY.....</u>   | 7         |
| <u>B. ACTUARIAL ACCRUAL.....</u>   | 7         |
| <b>PART III: LIABILITIES AND COSTS FOR RETIREE BENEFITS.....</b>           | <b>9</b>  |
| <u>A. INTRODUCTION.....</u>  | 9         |
| <u>B. MEDICARE.....</u>  | 9         |
| <u>C. LIABILITY FOR RETIREE BENEFITS.....</u>                              | 9         |
| <u>D. COST TO PREFUND RETIREE BENEFITS .....</u>                           | 10        |
| <u>1. Normal Cost.....</u>   | 10        |
| <u>2. Amortization of Unfunded Actuarial Accrued Liability (UAAL).....</u> | 11        |
| <u>3. Annual Required Contributions (ARC).....</u>                         | 11        |
| <u>4. Other Components of Annual OPEB Cost (AOC).....</u>                  | 12        |
| <b>PART IV: "PAY AS YOU GO" FUNDING OF RETIREE BENEFITS.....</b>           | <b>13</b> |
| <b>PART V: RECOMMENDATIONS FOR FUTURE VALUATIONS.....</b>                  | <b>14</b> |
| <b>PART VI: APPENDICES .....</b>   | <b>15</b> |
| <u>APPENDIX A: MATERIALS USED FOR THIS STUDY.....</u>                      | 15        |
| <u>APPENDIX B: EFFECT OF ASSUMPTIONS USED IN CALCULATIONS .....</u>        | 16        |
| <u>APPENDIX C: ACTUARIAL ASSUMPTIONS AND METHODS.....</u>                  | 17        |
| <u>APPENDIX D: DISTRIBUTION OF ELIGIBLE PARTICIPANTS BY AGE .....</u>      | 21        |
| <u>APPENDIX E: CALCULATION OF GASB 43/45 ACCOUNTING ENTRIES.....</u>       | 22        |
| <u>APPENDIX F: GLOSSARY OF RETIREE HEALTH VALUATION TERMS.....</u>         | 24        |

# Total Compensation Systems, Inc.

## Culver City Unified School District Actuarial Study of Retiree Health Liabilities

### PART I: EXECUTIVE SUMMARY

#### A. Introduction

Culver City Unified School District engaged Total Compensation Systems, Inc. (TCS) to analyze liabilities associated with its current retiree health program as of May 1, 2013 (the valuation date). The numbers in this report are based on the assumption that they will first be used to determine accounting entries for the fiscal year ending June 30, 2013. If the report will first be used for a different fiscal year, the numbers will need to be adjusted accordingly.

This report does not reflect any cash benefits paid unless the retiree is required to provide proof that the cash benefits are used to reimburse the retiree's cost of health benefits. Costs and liabilities attributable to cash benefits paid to retirees are reportable under Governmental Accounting Standards Board (GASB) Standards 25/27.

This actuarial study is intended to serve the following purposes:

- To provide information to enable Culver City USD to manage the costs and liabilities associated with its retiree health benefits.
- To provide information to enable Culver City USD to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties.
- To provide information needed to comply with Governmental Accounting Standards Board Accounting Standards 43 and 45 related to "other postemployment benefits" (OPEB's).

Because this report was prepared in compliance with GASB 43 and 45, as appropriate, Culver City USD should not use this report for any other purpose without discussion with TCS. This means that any discussions with employee groups, governing Boards, etc. should be restricted to the implications of GASB 43 and 45 compliance.

This actuarial report includes several estimates for Culver City USD's retiree health program. In addition to the tables included in this report, we also performed cash flow adequacy tests as required under Actuarial Standard of Practice 6 (ASOP 6). Our cash flow adequacy testing covers a twenty-year period. We would be happy to make this cash flow adequacy test available to Culver City USD in spreadsheet format upon request.

We calculated the following estimates separately for active employees and retirees. As requested, we also separated results by the following employee classifications: Certificated, Certificated Management, Classified and Classified Management. We estimated the following:

- the total liability created. (The actuarial present value of total projected benefits or APVTPB)
- the ten year "pay-as-you-go" cost to provide these benefits.
- the "actuarial accrued liability (AAL)." (The AAL is the portion of the APVTPB attributable to employees' service prior to the valuation date.)

## **Total Compensation Systems, Inc.**

- the amount necessary to amortize the UAAL over a period of 30 years.
- the annual contribution required to fund retiree benefits over the working lifetime of eligible employees (the "normal cost").
- The Annual Required Contribution (ARC) which is the basis of calculating the annual OPEB cost and net OPEB obligation under GASB 43 and 45.

We summarized the data used to perform this study in Appendix A. No effort was made to verify this information beyond brief tests for reasonableness and consistency.

All cost and liability figures contained in this study are estimates of future results. Future results can vary dramatically and the accuracy of estimates contained in this report depends on the actuarial assumptions used. Normal costs and liabilities could easily vary by 10 - 20% or more from estimates contained in this report.

### **B. General Findings**

We estimate the "pay-as-you-go" cost of providing retiree health benefits in the year beginning May 1, 2013 to be \$619,319 (see Section IV.A.). The "pay-as-you-go" cost is the cost of benefits for current retirees.

For current employees, the value of benefits "accrued" in the year beginning May 1, 2013 (the normal cost) is \$677,625. This normal cost would increase each year based on covered payroll. Had Culver City USD begun accruing retiree health benefits when each current employee and retiree was hired, a substantial liability would have accumulated. We estimate the amount that would have accumulated to be \$15,987,368. This amount is called the "actuarial accrued liability" (AAL). The remaining unamortized balance of the initial unfunded AAL (UAAL) is \$17,271,894. This leaves a "residual" AAL of *negative* \$1,284,526.

We calculated the annual cost to amortize the residual unfunded actuarial accrued liability using a 5% discount rate. We used an open 30 year amortization period. The current year cost to amortize the residual unfunded actuarial accrued liability is *negative* \$56,896.

Combining the normal cost with both the initial and residual UAAL amortization costs produces an annual required contribution (ARC) of \$1,461,100. The ARC is used as the basis for determining expenses and liabilities under GASB 43/45. The ARC is used in lieu of (rather than in addition to) the "pay-as-you-go" cost.

We based all of the above estimates on employees as of April, 2013. Over time, liabilities and cash flow will vary based on the number and demographic characteristics of employees and retirees.

### **C. Description of Retiree Benefits**

Following is a description of the current retiree benefit plan:



## Total Compensation Systems, Inc.

|                         | <u>Certificated</u>                      | <u>Classified</u>                        | <u>Management/Confidential</u>              |
|-------------------------|--|--|---|
| Applies to              | Hired after 6/30/06                      | Hired after 6/30/06                      | Hired after 6/30/06                         |
| Benefit types provided  | Medical and dental                       | Medical and dental                       | Medical and dental                          |
| Duration of Benefits    | Lifetime for medical<br>Dental to age 65 | Lifetime for medical<br>Dental to age 65 | Lifetime                                    |
| Required Service        | 15 years*                                | 15 years*                                | 10 years                                    |
| Minimum Age             | 55                                       | 55*                                      | 55*   |
| Dependent Coverage      | Yes                                      | Yes                                      | Yes   |
| District Contribution % | 100%                                     | 100%                                     | 100%  |
| District Cap            | Pre-65: \$3,207*<br>Post-65: \$2,000     | Pre-65: \$3,207*<br>Post-65: \$2,000     | Pre-65: Active benefits<br>Post-65: \$2,000 |

\*Those certificated and classified employees hired prior to 7/1/06 have a 10 year service requirement and the same cap that applies to active employees.

### D. Recommendations

It is outside the scope of this report to make specific recommendations of actions Culver City USD should take to manage the substantial liability created by the current retiree health program. Total Compensation Systems, Inc. can assist in identifying and evaluating options once this report has been studied. The following recommendations are intended only to allow the District to get more information from this and future studies. Because we have not conducted a comprehensive administrative audit of Culver City USD's practices, it is possible that Culver City USD is already complying with some or all of our recommendations.

- We recommend that Culver City USD inventory all benefits and services provided to retirees – whether contractually or not and whether retiree-paid or not. For each, Culver City USD should determine whether the benefit is material and subject to GASB 43 and/or 45.
- We recommend that Culver City USD conduct a study whenever events or contemplated actions significantly affect present or future liabilities, but no less frequently than every two years, as required under GASB 43/45.
- We recommend that the District communicate the magnitude of these costs to employees and include employees in discussions of options to control the costs.
- Under GASB 45, it is important to isolate the cost of retiree health benefits. Culver City USD should have all premiums, claims and expenses for retirees separated from active employee premiums, claims, expenses, etc. To the extent any retiree benefits are made available to retirees over the age of 65 – *even on a retiree-pay-all basis* – all premiums, claims and expenses for post-65 retiree coverage should be segregated from those for pre-65 coverage. Furthermore, Culver City USD should arrange for the rates or prices of all retiree benefits to be set on what is expected to be a self-sustaining basis.
- Culver City USD should establish a way of designating employees as eligible or ineligible for future OPEB benefits. Ineligible employees can include those in ineligible job classes; those hired after a designated date restricting eligibility; those who, due to their age at hire cannot qualify for District-paid OPEB benefits; employees who exceed the termination age for OPEB benefits, etc.

## Total Compensation Systems, Inc.

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- Several assumptions were made in estimating costs and liabilities under Culver City USD's retiree health program. Further studies may be desired to validate any assumptions where there is any doubt that the assumption is appropriate. (See Appendices B and C for a list of assumptions and concerns.) For example, Culver City USD should maintain a retiree database that includes – in addition to date of birth, gender and employee classification – retirement date and (if applicable) dependent date of birth, relationship and gender. It will also be helpful for Culver City USD to maintain employment termination information – namely, the number of OPEB-eligible employees in each employee class that terminate employment each year for reasons other than death, disability or retirement.

Respectfully submitted,



Geoffrey L. Kischuk, FSA, MAAA, FCA  
Consultant  
Total Compensation Systems, Inc.  
(805) 496-1700

# Total Compensation Systems, Inc.

## PART II: BACKGROUND

### A. Summary

Accounting principles provide that the cost of retiree benefits should be “accrued” over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in 2004 Accounting Standards 43 and 45 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees).

### B. Actuarial Accrual

To actuarially accrue retiree health benefits requires determining the amount to expense each year so that the liability accumulated at retirement is, on average, sufficient (with interest) to cover all retiree health expenditures without the need for additional expenses. There are many different ways to determine the annual accrual amount. The calculation method used is called an “actuarial cost method.”

Under most actuarial cost methods, there are two components of actuarial cost - a “normal cost” and amortization of something called the “unfunded actuarial accrued liability.” Both accounting standards and actuarial standards usually address these two components separately (though alternative terminology is sometimes used).

The normal cost can be thought of as the value of the benefit earned each year if benefits are accrued during the working lifetime of employees. This report will not discuss differences between actuarial cost methods or their application. Instead, following is a description of a commonly used, generally accepted actuarial cost method that will be permitted under GASB 43 and 45. This actuarial cost method is called the “entry age normal” method.

Under the entry age normal cost method, the actuary determines the annual amount needing to be expensed from hire until retirement to fully accrue the cost of retiree health benefits. This amount is the normal cost. Under GASB 43 and 45, normal cost can be expressed either as a level dollar amount or a level percentage of payroll.

The normal cost is determined using several key assumptions:

- The current *cost of retiree health benefits* (often varying by age, Medicare status and/or dependent coverage). The higher the current cost of retiree benefits, the higher the normal cost.
- The “*trend*” rate at which retiree health benefits are expected to increase over time. A higher trend rate increases the normal cost. A “cap” on District contributions can reduce trend to zero once the cap is reached thereby dramatically reducing normal costs.
- *Mortality rates* varying by age and sex. (Unisex mortality rates are not often used as individual OPEB benefits do not depend on the mortality table used.) If employees die prior to retirement, past contributions are available to fund benefits for employees who live to retirement. After retirement, death results in benefit termination or reduction. Although higher mortality rates reduce normal costs, the mortality assumption is not likely to vary from employer to employer.
- *Employment termination rates* have the same effect as mortality inasmuch as higher termination rates reduce normal costs. Employment termination can vary considerably between public agencies.
- The *service requirement* reflects years of service required to earn full or partial retiree benefits.

## Total Compensation Systems, Inc.

While a longer service requirement reduces costs, cost reductions are not usually substantial unless the service period exceeds 20 years of service.

- **Retirement rates** determine what proportion of employees retire at each age (assuming employees reach the requisite length of service). Retirement rates often vary by employee classification and implicitly reflect the minimum retirement age required for eligibility. Retirement rates also depend on the amount of pension benefits available. Higher retirement rates increase normal costs but, except for differences in minimum retirement age, retirement rates tend to be consistent between public agencies for each employee type.
- **Participation rates** indicate what proportion of retirees are expected to elect retiree health benefits if a significant retiree contribution is required. Higher participation rates increase costs.
- The **discount rate** estimates investment earnings for assets earmarked to cover retiree health benefit liabilities. The discount rate depends on the nature of underlying assets. For example, employer funds earning money market rates in the county treasury are likely to earn far less than an irrevocable trust containing a diversified asset portfolio including stocks, bonds, etc. A higher discount rate can dramatically lower normal costs. GASB 43 and 45 require the interest assumption to reflect likely *long term* investment return.

The assumptions listed above are not exhaustive, but are the most common assumptions used in actuarial cost calculations. The actuary selects the assumptions which - taken together - will yield reasonable results. It's not necessary (or even possible) to predict individual assumptions with complete accuracy.

If all actuarial assumptions are exactly met and an employer expensed the normal cost every year for all past and current employees and retirees, a sizeable liability would have accumulated (after adding interest and subtracting retiree benefit costs). The liability that would have accumulated is called the actuarial accrued liability or AAL. The excess of AAL over the **actuarial value of plan assets** is called the **unfunded** actuarial accrued liability (or UAAL). Under GASB 43 and 45, in order for assets to count toward offsetting the AAL, the assets have to be held in an irrevocable trust that is safe from creditors and can only be used to provide OPEB benefits to eligible participants.

The actuarial accrued liability (AAL) can arise in several ways. At inception of GASB 43 and 45, there is usually a substantial UAAL. Some portion of this amount can be established as the "transition obligation" subject to certain constraints. UAAL can also increase as the result of operation of a retiree health plan - e.g., as a result of plan changes or changes in actuarial assumptions. Finally, AAL can arise from actuarial gains and losses. Actuarial gains and losses result from differences between actuarial assumptions and actual plan experience.

Under GASB 43 and 45, employers have several options on how the UAAL can be amortized as follows:

- The employer can select an amortization period of 1 to 30 years. (For certain situations that result in a reduction of the AAL, the amortization period must be at least 10 years.)
- The employer may apply the same amortization period to the total combined UAAL or can apply different periods to different components of the UAAL.
- The employer may elect a "closed" or "open" amortization period.
- The employer may choose to amortize on a level dollar or level percentage of payroll method.

# **Total Compensation Systems, Inc.**

## **PART III: LIABILITIES AND COSTS FOR RETIREE BENEFITS**

### **A. Introduction.**

We calculated the actuarial present value of projected benefits (APVPB) separately for each employee. We determined eligibility for retiree benefits based on information supplied by Culver City USD. We then selected assumptions for the factors discussed in the above Section that, based on plan experience and our training and experience, represent our best prediction of future plan experience. For each employee, we applied the appropriate factors based on the employee's age, sex and length of service.

We summarized actuarial assumptions used for this study in Appendix C.

### **B. Medicare**

The extent of Medicare coverage can affect projections of retiree health costs. The method of coordinating Medicare benefits with the retiree health plan's benefits can have a substantial impact on retiree health costs. We will be happy to provide more information about Medicare integration methods if requested.

### **C. Liability for Retiree Benefits.**

For each employee, we projected future premium costs using an assumed trend rate (see Appendix C). To the extent Culver City USD uses contribution caps, the influence of the trend factor is further reduced.

We multiplied each year's projected cost by the probability that premium will be paid; i.e. based on the probability that the employee is living, has not terminated employment and has retired. The probability that premium will be paid is zero if the employee is not eligible. The employee is not eligible if s/he has not met minimum service, minimum age or, if applicable, maximum age requirements.

The product of each year's premium cost and the probability that premium will be paid equals the expected cost for that year. We discounted the expected cost for each year to the valuation date May 1, 2013 at 5% interest.

Finally, we multiplied the above discounted expected cost figures by the probability that the retiree would elect coverage. A retiree may not elect to be covered if retiree health coverage is available less expensively from another source (e.g. Medicare risk contract) or the retiree is covered under a spouse's plan.

For any current retirees, the approach used was similar. The major difference is that the probability of payment for current retirees depends only on mortality and age restrictions (i.e. for retired employees the probability of being retired and of not being terminated are always both 1.0000).

We added the APVPB for all employees to get the actuarial present value of total projected benefits (APVTPB). The APVTPB is the estimated present value of all future retiree health benefits for all **current** employees and retirees. The APVTPB is the amount on May 1, 2013 that, if all actuarial assumptions are exactly right, would be sufficient to expense all promised benefits until the last current employee or retiree dies or reaches the maximum eligibility age.

## Total Compensation Systems, Inc.

### Actuarial Present Value of Total Projected Benefits at May 1, 2013

|                  | <i>Total</i> | <i>Certificated</i> | <i>Certificated<br/>Management</i> | <i>Classified</i> | <i>Classified<br/>Management</i> |
|------------------|--------------|---------------------|------------------------------------|-------------------|----------------------------------|
| Active: Pre-65   | \$4,908,854  | \$2,798,120         | \$247,943                          | \$1,750,712       | \$112,079                        |
| Post-65          | \$11,508,692 | \$6,136,318         | \$616,568                          | \$4,509,012       | \$246,794                        |
| Subtotal         | \$16,417,546 | \$8,934,438         | \$864,511                          | \$6,259,724       | \$358,873                        |
| Retiree: Pre-65  | \$406,698    | \$201,759           | \$85,802                           | \$119,137         | \$0                              |
| Post-65          | \$5,326,360  | \$2,989,611         | \$413,163                          | \$1,785,548       | \$138,038                        |
| Subtotal         | \$5,733,058  | \$3,191,370         | \$498,965                          | \$1,904,685       | \$138,038                        |
| Grand Total      | \$22,150,604 | \$12,125,808        | \$1,363,476                        | \$8,164,409       | \$496,911                        |
| Subtotal Pre-65  | \$5,315,552  | \$2,999,879         | \$333,745                          | \$1,869,849       | \$112,079                        |
| Subtotal Post-65 | \$16,835,052 | \$9,125,929         | \$1,029,731                        | \$6,294,560       | \$384,832                        |

The APVTPB should be accrued over the working lifetime of employees. At any time much of it has not been "earned" by employees. The APVTPB is used to develop expense and liability figures. To do so, the APVTFB is divided into two parts: the portions attributable to service rendered prior to the valuation date (the past service liability or actuarial accrued liability under GASB 43 and 45) and to service after the valuation date but prior to retirement (the future service liability).

The past service and future service liabilities are each funded in a different way. We will start with the future service liability which is funded by the normal cost.

#### D. Cost to Prefund Retiree Benefits

##### 1. Normal Cost

The average hire age for eligible employees is 35. To accrue the liability by retirement, the District would accrue the retiree liability over a period of about 25 years (assuming an average retirement age of 60). We applied an "entry age normal" actuarial cost method to determine funding rates for active employees. The table below summarizes the calculated normal cost.

#### Normal Cost Year Beginning May 1, 2013

|                               | <i>Total</i> | <i>Certificated</i> | <i>Certificated<br/>Management</i> | <i>Classified</i> | <i>Classified<br/>Management</i> |
|-------------------------------|--------------|---------------------|------------------------------------|-------------------|----------------------------------|
| # of Employees                | 729          | 349                 | 41                                 | 322               | 17                               |
| <b>Per Capita Normal Cost</b> |              |                     |                                    |                   |                                  |
| Pre-65 Benefit                | N/A          | \$238               | \$231                              | \$213             | \$225                            |
| Post-65 Benefit               | N/A          | \$702               | \$796                              | \$692             | \$719                            |
| <b>First Year Normal Cost</b> |              |                     |                                    |                   |                                  |
| Pre-65 Benefit                | \$164,944    | \$83,062            | \$9,471                            | \$68,586          | \$3,825                          |
| Post-65 Benefit               | \$512,681    | \$244,998           | \$32,636                           | \$222,824         | \$12,223                         |
| Total                         | \$677,625    | \$328,060           | \$42,107                           | \$291,410         | \$16,048                         |

Accruing retiree health benefit costs using normal costs levels out the cost of retiree health benefits over time and more fairly reflects the value of benefits "earned" each year by employees. This normal cost would increase each year based on covered payroll.

## Total Compensation Systems, Inc.

### 2. Amortization of Unfunded Actuarial Accrued Liability (UAAL)

If actuarial assumptions are borne out by experience, the District will fully accrue retiree benefits by expensing an amount each year that equals the normal cost. If no accruals had taken place in the past, there would be a shortfall of many years' accruals, accumulated interest and forfeitures for terminated or deceased employees. This shortfall is called the actuarial accrued liability (AAL). We calculated the AAL as the APVTPB minus the present value of future normal costs.

The initial UAAL was amortized using a closed amortization period of 30 years. The District can amortize the remaining or residual UAAL over many years. The table below shows the annual amount necessary to amortize the UAAL over a period of 30 years at 5% interest. (Thirty years is the longest amortization period allowable under GASB 43 and 45.) GASB 43 and 45 will allow amortizing the UAAL using either payments that stay the same as a dollar amount, or payments that are a flat percentage of covered payroll over time. The figures below reflect the level percentage of payroll method.

#### Actuarial Accrued Liability as of May 1, 2013

|   | <i>Total</i>  | <i>Certificated</i> | <i>Certificated<br/>Management</i> | <i>Classified</i> | <i>Classified<br/>Management</i> |
|---|---------------|---------------------|------------------------------------|-------------------|----------------------------------|
| Active: Pre-65                                    | \$3,400,580   | \$1,919,640         | \$149,667                          | \$1,250,101       | \$81,172                         |
| Post-65   | \$6,853,732   | \$3,545,170         | \$277,920                          | \$2,882,613       | \$148,029                        |
| Subtotal  | \$10,254,312  | \$5,464,810         | \$427,587                          | \$4,132,714       | \$229,201                        |
| Retiree: Pre-65                                   | \$406,698     | \$201,759           | \$85,802                           | \$119,137         | \$0                              |
| Post-65   | \$5,326,360   | \$2,989,611         | \$413,163                          | \$1,785,548       | \$138,038                        |
| Subtotal  | \$5,733,058   | \$3,191,370         | \$498,965                          | \$1,904,685       | \$138,038                        |
| Subtot Pre-65                                     | \$3,807,278   | \$2,121,399         | \$235,469                          | \$1,369,238       | \$81,172                         |
| Subtot Post-65                                    | \$12,180,092  | \$6,534,781         | \$691,083                          | \$4,668,161       | \$286,067                        |
| Grand Total                                       | \$15,987,368  | \$8,656,180         | \$926,551                          | \$6,037,398       | \$367,239                        |
| Unamortized Initial UAAL                          | \$17,271,894  |                     |                                    |                   |                                  |
| Plan assets at 4/30/13                            | \$0           |                     |                                    |                   |                                  |
| Residual UAAL                                     | (\$1,284,526) |                     |                                    |                   |                                  |
| Residual UAAL Amortization<br>at 5% over 30 Years | (\$56,896)    |                     |                                    |                   |                                  |

### 3. Annual Required Contributions (ARC)

If the District determines retiree health plan expenses in accordance with GASB 43 and 45, costs will include both normal cost and one or more components of UAAL amortization costs. The sum of normal cost and UAAL amortization costs is called the Annual Required Contribution (ARC) and is shown below.

## Total Compensation Systems, Inc.

### Annual Required Contribution (ARC) Year Beginning May 1, 2013

|                            | <i>Total</i>       |
|----------------------------|--------------------|
| Normal Cost                | \$677,625          |
| Initial UAAL Amortization  | \$840,371          |
| Residual UAAL Amortization | (\$56,896)         |
| ARC                        | <u>\$1,461,100</u> |

The normal cost remains as long as there are active employees who may some day qualify for District-paid retiree health benefits. This normal cost would increase each year based on covered payroll.

#### 4. Other Components of Annual OPEB Cost (AOC)

Expense and liability amounts may include more components of cost than the normal cost plus amortization of the UAAL. This will apply to employers that don't fully fund the Annual Required Cost (ARC) through an irrevocable trust.

- The annual OPEB cost (AOC) will include assumed interest on the net OPEB obligation (NOO). The annual OPEB cost will also include an amortization adjustment for the net OPEB obligation. (It should be noted that there is no NOO if the ARC is fully funded through a qualifying "plan".)
- The net OPEB obligation will equal the accumulated differences between the (AOC) and qualifying "plan" contributions.



## Total Compensation Systems, Inc.

### PART IV: "PAY AS YOU GO" FUNDING OF RETIREE BENEFITS

We used the actuarial assumptions shown in Appendix C to project ten year cash flow under the retiree health program. Because these cash flow estimates reflect average assumptions applied to a relatively small number of employees, estimates for individual years are certain to be *inaccurate*. However, these estimates show the size of cash outflow.

The following table shows a projection of annual amounts needed to pay the District share of retiree health premiums.

| <i>Year Beginning<br/>May 1</i> | <i>Total</i> | <i>Certificated</i> | <i>Certificated<br/>Management</i> | <i>Classified</i> | <i>Classified<br/>Management</i> |
|---------------------------------|--------------|---------------------|------------------------------------|-------------------|----------------------------------|
| 2013                            | \$619,319    | \$358,811           | \$34,885                           | \$210,198         | \$15,425                         |
| 2014                            | \$658,087    | \$372,626           | \$36,703                           | \$232,130         | \$16,628                         |
| 2015                            | \$731,104    | \$405,909           | \$39,600                           | \$267,181         | \$18,414                         |
| 2016                            | \$789,083    | \$432,548           | \$42,128                           | \$296,285         | \$18,122                         |
| 2017                            | \$825,993    | \$445,369           | \$44,272                           | \$317,148         | \$19,204                         |
| 2018                            | \$851,862    | \$453,185           | \$35,649                           | \$343,016         | \$20,012                         |
| 2019                            | \$869,052    | \$447,781           | \$38,489                           | \$361,278         | \$21,504                         |
| 2020                            | \$876,511    | \$454,091           | \$38,615                           | \$361,324         | \$22,481                         |
| 2021                            | \$901,251    | \$458,711           | \$41,812                           | \$376,849         | \$23,879                         |
| 2022                            | \$938,567    | \$478,004           | \$46,320                           | \$387,251         | \$26,992                         |

## **Total Compensation Systems, Inc.**

### **PART V: RECOMMENDATIONS FOR FUTURE VALUATIONS**

To effectively manage benefit costs, an employer must periodically examine the existing liability for retiree benefits as well as future annual expected premium costs. GASB 43/45 require biennial valuations. In addition, a valuation should be conducted whenever plan changes, changes in actuarial assumptions or other employer actions are likely to cause a material change in accrual costs and/or liabilities.

Following are examples of actions that could trigger a new valuation.

- An employer should perform a valuation whenever the employer considers or puts in place an early retirement incentive program.
- An employer should perform a valuation whenever the employer adopts a retiree benefit plan for some or all employees.
- An employer should perform a valuation whenever the employer considers or implements changes to retiree benefit provisions or eligibility requirements.
- An employer should perform a valuation whenever the employer introduces or changes retiree contributions.

We recommend Culver City USD take the following actions to ease future valuations.

- We have used our training, experience and information available to us to establish the actuarial assumptions used in this valuation. We have no information to indicate that any of the assumptions do not reasonably reflect future plan experience. However, the District should review the actuarial assumptions in Appendix C carefully. If the District has any reason to believe that any of these assumptions do not reasonably represent the expected future experience of the retiree health plan, the District should engage in discussions or perform analyses to determine the best estimate of the assumption in question.

**PART VI: APPENDICES**

**APPENDIX A: MATERIALS USED FOR THIS STUDY**

We relied on the following materials to complete this study.

- We used paper reports and digital files containing employee demographic data from the District personnel records.
- We used relevant sections of collective bargaining agreements provided by the District.

## **Total Compensation Systems, Inc.**

### **APPENDIX B: EFFECT OF ASSUMPTIONS USED IN CALCULATIONS**

While we believe the estimates in this study are reasonable overall, it was necessary for us to use assumptions which inevitably introduce errors. We believe that the errors caused by our assumptions will not materially affect study results. If the District wants more refined estimates for decision-making, we recommend additional investigation. Following is a brief summary of the impact of some of the more critical assumptions.

1. Where actuarial assumptions differ from expected experience, our estimates could be overstated or understated. One of the most critical assumptions is the medical trend rate. The District may want to commission further study to assess the sensitivity of liability estimates to our medical trend assumptions. For example, it may be helpful to know how liabilities would be affected by using a trend factor 1% higher than what was used in this study. There is an additional fee required to calculate the impact of alternative trend assumptions.
2. We used an "entry age normal" actuarial cost method to estimate the actuarial accrued liability and normal cost. GASB allows this as one of several permissible methods under GASB45. Using a different cost method could result in a somewhat different recognition pattern of costs and liabilities.

# Total Compensation Systems, Inc.

## APPENDIX C: ACTUARIAL ASSUMPTIONS AND METHODS

Following is a summary of actuarial assumptions and methods used in this study. The District should carefully review these assumptions and methods to make sure they reflect the District's assessment of its underlying experience. It is important for Culver City USD to understand that the appropriateness of all selected actuarial assumptions and methods are Culver City USD's responsibility. Unless otherwise disclosed in this report, TCS believes that all methods and assumptions are within a reasonable range based on the provisions of GASB 43 and 45, applicable actuarial standards of practice, Culver City USD's actual historical experience, and TCS's judgment based on experience and training.

### ACTUARIAL METHODS AND ASSUMPTIONS:

ACTUARIAL COST METHOD: Entry age normal. The allocation of OPEB cost is based on years of service. We used the level percentage of payroll method to allocate OPEB cost over years of service.

Entry age is based on the age at hire for eligible employees. The attribution period is determined as the difference between the expected retirement age and the age at hire. The present value of future benefits and present value of future normal costs are determined on an employee by employee basis and then aggregated.

To the extent that different benefit formulas apply to different employees of the same class, the normal cost is based on the benefit plan applicable to the most recently hired employees (including future hires if a new benefit formula has been agreed to and communicated to employees).

AMORTIZATION METHODS: We used a level percent, closed 30 year amortization period for the initial UAAL. We used a level percent, open 30 year amortization period for any residual UAAL.

SUBSTANTIVE PLAN: As required under GASB 43 and 45, we based the valuation on the substantive plan. The formulation of the substantive plan was based on a review of written plan documents as well as historical information provided by Culver City USD regarding practices with respect to employer and employee contributions and other relevant factors.

## Total Compensation Systems, Inc.

### ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 27 (ASOP 27). Among other things, ASOP 27 provides that economic assumptions should reflect a consistent underlying rate of general inflation. For that reason, we show our assumed long-term inflation rate below.

INFLATION: We assumed 3% per year.

INVESTMENT RETURN / DISCOUNT RATE: We assumed 5% per year. This is based on assumed long-term return on employer assets. We used the "Building Block Method" as described in ASOP 27 Paragraph 3.6.2. Our assessment of long-term returns for employer assets is based on long-term historical returns for surplus funds invested pursuant to California Government Code Sections 53601 et seq.

TREND: We assumed 4% per year. Our long-term trend assumption is based on the conclusion that, while medical trend will continue to be cyclical, the average increase over time cannot continue to outstrip general inflation by a wide margin. Trend increases in excess of general inflation result in dramatic increases in unemployment, the number of uninsured and the number of underinsured. These effects are nearing a tipping point which will inevitably result in fundamental changes in health care finance and/or delivery which will bring increases in health care costs more closely in line with general inflation. We do not believe it is reasonable to project historical trend vs. inflation differences several decades into the future.

PAYROLL INCREASE: We assumed 3% per year. This assumption applies only to the extent that either or both of the normal cost and/or UAAL amortization use the level percentage of payroll method. For purposes of applying the level percentage of payroll method, payroll increase must not assume any increases in staff or merit increases.

ACTUARIAL VALUE OF PLAN ASSETS (AVA): There were no plan assets on the valuation date.

## Total Compensation Systems, Inc.

### NON-ECONOMIC ASSUMPTIONS:

Economic assumptions are set under the guidance of Actuarial Standard of Practice 35 (ASOP 35).

#### ***MORTALITY***

| <i>Employee Type</i> | <i>Mortality Tables</i>                            |
|----------------------|--|
| Certificated         | 2009 CalSTRS Mortality                             |
| Miscellaneous        | 2009 CalPERS Mortality for Miscellaneous Employees |

#### ***RETIREMENT RATES***

| <i>Employee Type</i> | <i>Retirement Rate Tables</i>                      |
|----------------------|--|
| Certificated         | 2009 CalSTRS Retirement Rates                      |
| Miscellaneous        | 2009 CalPERS Retirement Rates for School Employees |

#### ***VESTING RATES***

| <i>Employee Type</i>    | <i>Vesting Rate Tables</i>   |
|-------------------------|--|
| Certificated Management | Statutory minimum CalPERS Benefits - 100% at 5 Years of Service<br>Supplemental Benefits - 100% at 15 Years of Service (at least 10 full-time) |
| Certificated            | Statutory minimum CalPERS Benefits - 100% at 5 Years of Service<br>Supplemental Benefits - 100% at 15 Years of Service (at least 10 full-time) |
| Classified              | Statutory minimum CalPERS Benefits - 100% at 5 Years of Service<br>Supplemental Benefits - 100% at 15 Years of Service (at least 10 full-time) |
| Classified Management   | Statutory minimum CalPERS Benefits - 100% at 5 Years of Service<br>Supplemental Benefits - 100% at 15 Years of Service (at least 10 full-time) |

#### ***COSTS FOR RETIREE COVERAGE***

Retiree liabilities are based on actual retiree costs. Liabilities for active participants are based on the first year costs shown below. Subsequent years' costs are based on first year costs adjusted for trend and limited by any District contribution caps.

| <i>Employee Type</i>    | <i>Future Retirees Pre-65</i>   | <i>Future Retirees Post-65</i> |
|-------------------------|---|--------------------------------|
| Certificated            | Hired on or after 7/1/06: \$3,207<br>Hired on or after 7/1/06: \$3,456 for single coverage;<br>\$6,912 for two party coverage | \$2,000                        |
| Certificated Management | Hired on or after 7/1/06: \$3,207<br>Hired on or after 7/1/06: \$3,456 for single coverage;<br>\$6,912 for two party coverage | \$2,000                        |
| Classified              | Hired on or after 7/1/06: \$3,207<br>Hired on or after 7/1/06: \$3,456 for single coverage;<br>\$6,912 for two party coverage | \$2,000                        |
| Classified Management   | Hired on or after 7/1/06: \$3,207<br>Hired on or after 7/1/06: \$3,456 for single coverage;<br>\$6,912 for two party coverage | \$2,000                        |

## Total Compensation Systems, Inc.

### ***PARTICIPATION RATES***

| <b><i>Employee Type</i></b> | <b><i>&lt;65 Non-Medicare Participation %</i></b> | <b><i>65+ Medicare Participation %</i></b> |
|-----------------------------|---|--|
| Certificated Management     | 100%  | 90%  |
| Certificated                | 100%  | 90%  |
| Classified                  | 100%  | 90%  |
| Classified Management       | 100%  | 90%  |

### ***TURNOVER***

| <b><i>Employee Type</i></b> | <b><i>Turnover Rate Tables</i></b>                  |
|-----------------------------|---|
| Certificated                | 2009 CalSTRS Termination Rates                      |
| Miscellaneous               | 2009 CalPERS Termination Rates for School Employees |

### ***SPOUSE PREVALENCE***

To the extent not provided and when needed to calculate benefit liabilities, 80% of retirees assumed to be married at retirement. After retirement, the percentage married is adjusted to reflect mortality.

### ***SPOUSE AGES***

To the extent spouse dates of birth are not provided and when needed to calculate benefit liabilities, female spouse assumed to be three years younger than male.

### ***AGING FACTORS***

| <b><i>Attained Age</i></b> | <b><i>Medical Annual Increases</i></b> |
|----------------------------|--|
| 50-64                      | 3.5%                                   |
| 65-69                      | 3.0%                                   |
| 70-74                      | 2.5%                                   |
| 75-79                      | 1.5%                                   |
| 80-84                      | 0.5%                                   |
| 85+                        | 0.0%                                   |



# Total Compensation Systems, Inc.

## APPENDIX D: DISTRIBUTION OF ELIGIBLE PARTICIPANTS BY AGE

### **ELIGIBLE ACTIVE EMPLOYEES**

| <i>Age</i>   | <i>Total</i> | <i>Certificated</i> | <i>Certificated Management</i> | <i>Classified</i> | <i>Classified Management</i> |
|--------------|--------------|---------------------|--------------------------------|-------------------|------------------------------|
| Under 25     | 10           | 1                   | 0                              | 9                 | 0                            |
| 25-29        | 51           | 24                  | 1                              | 26                | 0                            |
| 30-34        | 89           | 50                  | 5                              | 32                | 2                            |
| 35-39        | 90           | 49                  | 8                              | 33                | 0                            |
| 40-44        | 112          | 57                  | 8                              | 42                | 5                            |
| 45-49        | 86           | 39                  | 9                              | 35                | 3                            |
| 50-54        | 87           | 41                  | 1                              | 41                | 4                            |
| 55-59        | 83           | 42                  | 3                              | 38                | 0                            |
| 60-64        | 70           | 28                  | 4                              | 36                | 2                            |
| 65 and older | 51           | 18                  | 2                              | 30                | 1                            |
| Total        | 729          | 349                 | 41                             | 322               | 17                           |

### **ELIGIBLE RETIREES**

| <i>Age</i>   | <i>Total</i> | <i>Certificated</i> | <i>Certificated Management</i> | <i>Classified</i> | <i>Classified Management</i> |
|--------------|--------------|---------------------|--------------------------------|-------------------|------------------------------|
| Under 50     | 1            | 0                   | 0                              | 1                 | 0                            |
| 50-54        | 0            | 0                   | 0                              | 0                 | 0                            |
| 55-59        | 5            | 2                   | 1                              | 2                 | 0                            |
| 60-64        | 21           | 15                  | 0                              | 6                 | 0                            |
| 65-69        | 58           | 31                  | 6                              | 19                | 2                            |
| 70-74        | 44           | 19                  | 2                              | 23                | 0                            |
| 75-79        | 37           | 20                  | 0                              | 16                | 1                            |
| 80-84        | 49           | 39                  | 0                              | 10                | 0                            |
| 85-89        | 18           | 11                  | 0                              | 7                 | 0                            |
| 90 and older | 1            | 1                   | 0                              | 0                 | 0                            |
| Total        | 234          | 138                 | 9                              | 84                | 3                            |

## **Total Compensation Systems, Inc.**

### **APPENDIX E: CALCULATION OF GASB 43/45 ACCOUNTING ENTRIES**

This report is to be used to calculate accounting entries rather than to provide the dollar amount of accounting entries. How the report is to be used to calculate accounting entries depends on several factors. Among them are:

- 1) The amount of prior accounting entries;
- 2) Whether individual components of the ARC are calculated as a level dollar amount or as a level percentage of payroll;
- 3) Whether the employer using a level percentage of payroll method elects to use for this purpose projected payroll, budgeted payroll or actual payroll;
- 4) Whether the employer chooses to adjust the numbers in the report to reflect the difference between the valuation date and the first fiscal year for which the numbers will be used.

To the extent the level percentage of payroll method is used, the employer should adjust the numbers in this report as appropriate to reflect the change in OPEB covered payroll. It should be noted that OPEB covered payroll should only reflect types of pay generating pension credits for plan participants. Please note that plan participants do not necessarily include all active employees eligible for health benefits for several reasons. Following are examples.

- 1) The number of hours worked or other eligibility criteria may differ for OPEB compared to active health benefits;
- 2) There may be active employees over the maximum age OPEB are paid through. For example, if an OPEB plan pays benefits only to Medicare age, any active employees currently over Medicare age are not plan participants;
- 3) Employees hired at an age where they will exceed the maximum age for benefits when the service requirement is met are also not plan participants.

Finally, GASB 43 and 45 require reporting covered payroll in RSI schedules regardless of whether any ARC component is based on the level percentage of payroll method. This report does not provide, nor should the actuary be relied on to report covered payroll.

GASB 45 Paragraph 26 specifies that the items presented as RSI "should be calculated in accordance with the parameters." The RSI items refer to Paragraph 25.c which includes annual covered payroll. Footnote 3 provides that when the ARC is based on covered payroll, the payroll measure may be the projected payroll, budgeted payroll or actual payroll. Footnote 3 further provides that comparisons between the ARC and contributions should be based on the same measure of covered payroll.

At the time the valuation is being done, the actuary may not know which payroll method will be used for reporting purposes. The actuary may not even know for which period the valuation will be used to determine the ARC. Furthermore, the actuary doesn't know if the client will make adjustments to the ARC in order to use it for the first year of the biennial or triennial period. (GASB 45 is silent on this.) Even if the actuary were to know all of these things, it would be a rare situation that would result in me knowing the appropriate covered payroll

## **Total Compensation Systems, Inc.**

number to report. For example, if the employer uses actual payroll, that number would not be known at the time the valuation is done.

As a result, we believe the proper approach is to report the ARC components as a dollar amount. It is the client's responsibility to turn this number into a percentage of payroll factor by using the dollar amount of the ARC (adjusted, if desired) as a numerator and then calculating the appropriate amount of the denominator based on the payroll determination method elected by the client for the appropriate fiscal year.

If we have been provided with payroll information, we are happy to use that information to help the employer develop an estimate of covered payroll for reporting purposes. However, the validity of the covered payroll remains the employer's responsibility even if TCS assists the employer in calculating it.

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### APPENDIX F: GLOSSARY OF RETIREE HEALTH VALUATION TERMS

Note: The following definitions are intended to help a *non-actuary* understand concepts related to retiree health valuations. Therefore, the definitions may not be actuarially accurate.

|   |  |
|---|--|
| <u>Actuarial Accrued Liability:</u>                         | The amount of the actuarial present value of total projected benefits attributable to employees' past service based on the actuarial cost method used.   |
| <u>Actuarial Cost Method:</u>                               | A mathematical model for allocating OPEB costs by year of service.   |
| <u>Actuarial Present Value of Total Projected Benefits:</u> | The projected amount of all OPEB benefits to be paid to current and future retirees discounted back to the valuation date.   |
| <u>Actuarial Value of Assets:</u>                           | Market-related value of assets which may include an unbiased formula for smoothing cyclical fluctuations in asset values.  |
| <u>Annual OPEB Cost:</u>                                    | This is the amount employers must recognize as an expense each year. The annual OPEB expense is equal to the Annual Required Contribution plus interest on the Net OPEB obligation minus an adjustment to reflect the amortization of the net OPEB obligation. |
| <u>Annual Required Contribution:</u>                        | The sum of the normal cost and an amount to amortize the unfunded actuarial accrued liability. This is the basis of the annual OPEB cost and net OPEB obligation.  |
| <u>Closed Amortization Period:</u>                          | An amortization approach where the original ending date for the amortization period remains the same. This would be similar to a conventional, 30-year mortgage, for example.  |
| <u>Discount Rate:</u>                                       | Assumed investment return net of all investment expenses. Generally, a higher assumed interest rate leads to lower normal costs and actuarial accrued liability.   |
| <u>Implicit Rate Subsidy:</u>                               | The estimated amount by which retiree rates are understated in situations where, for rating purposes, retirees are combined with active employees.   |
| <u>Mortality Rate:</u>                                      | Assumed proportion of people who die each year. Mortality rates always vary by age and often by sex. A mortality table should always be selected that is based on a similar "population" to the one being studied.   |
| <u>Net OPEB Obligation:</u>                                 | The accumulated difference between the annual OPEB cost and amounts contributed to an irrevocable trust exclusively providing retiree OPEB benefits and protected from creditors.  |
| <u>Normal Cost:</u>   | The dollar value of the "earned" portion of retiree health benefits if retiree health benefits are to be fully accrued at retirement.  |

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|  |  |
|--|--|
| <u>OPEB Benefits:</u>                        | Other PostEmployment Benefits. Generally medical, dental, prescription drug, life, long-term care or other postemployment benefits that are not pension benefits.  |
| <u>Open Amortization Period:</u>             | Under an open amortization period, the remaining unamortized balance is subject to a new amortization schedule each valuation. This would be similar, for example, to a homeowner refinancing a mortgage with a new 30-year conventional mortgage every two or three years.  |
| <u>Participation Rate:</u>                   | The proportion of retirees who elect to receive retiree benefits. A lower participation rate results in lower normal cost and actuarial accrued liability. The participation rate often is related to retiree contributions.   |
| <u>Retirement Rate:</u>                      | The proportion of active employees who retire each year. Retirement rates are usually based on age and/or length of service. (Retirement rates can be used in conjunction with vesting rates to reflect both age and length of service). The more likely employees are to retire early, the higher normal costs and actuarial accrued liability will be. |
| <u>Transition Obligation:</u>                | The amount of the unfunded actuarial accrued liability at the time actuarial accrual begins in accordance with an applicable accounting standard.  |
| <u>Trend Rate:</u>                           | The rate at which the cost of retiree benefits is expected to increase over time. The trend rate usually varies by type of benefit (e.g. medical, dental, vision, etc.) and may vary over time. A higher trend rate results in higher normal costs and actuarial accrued liability.  |
| <u>Turnover Rate:</u>                        | The rate at which employees cease employment due to reasons other than death, disability or retirement. Turnover rates usually vary based on length of service and may vary by other factors. Higher turnover rates reduce normal costs and actuarial accrued liability.   |
| <u>Unfunded Actuarial Accrued Liability:</u> | This is the excess of the actuarial accrued liability over assets irrevocably committed to provide retiree health benefits.  |
| <u>Valuation Date:</u>                       | The date as of which the OPEB obligation is determined. Under GASB 43 and 45, the valuation date does not have to coincide with the statement date.  |
| <u>Vesting Rate:</u>                         | The proportion of retiree benefits earned, based on length of service and, sometimes, age. (Vesting rates are often set in conjunction with retirement rates.) More rapid vesting increases normal costs and actuarial accrued liability.  |

**BOARD REPORT**

**10/22/13  
12.2**

**12.2 Capital Needs/Bond and Subgroups Report**

Mr. Mike Reynolds, Assistant Superintendent of Business Services, will present the Capital Needs/Bond and Subgroups Report.

# **CAPITAL NEEDS/BOND AND SUBGROUPS REPORT**

## **Capital Needs**

- Safety and security must be considered above all else
- Strongly consider investments that save money (energy efficiency, etc.)
- Develop a Master Facility Plan based upon our future student needs
- Note that the CDE template for Master Facilities Plans is very comprehensive
- Consider replacing portable classrooms with permanent
- District restrooms are in dire need of a major renovation
- Classroom heaters - the majority are noisy and lack outside air for combustion
- The CCHS Library/Multi-Purpose Room needs HVAC
- Two-story classrooms need HVAC

## **Bond**

- Policy Issue: Underwriting subject to competitive bids rather than negotiated
- Consider June of 2014 for a ballot measure
- Leverage bond funds to the fullest extent with all other capital funding sources

## **Bond Sub Committees**

### **Master Facility Planning**

- Teaching and learning goals must be connected to facilities
- Proposed capital investments - category summaries ("Themes")
- Health and safety must always be first priority
- Survey investments made by other districts from their own bond proceeds
- Develop a standardization plan for District product specifications
- Consider Lin Howe parking, El Marino air filtration, toilets, faucets, sinks
- Consider Phase II of the Frost Auditorium and our Athletic Field Improvements

## **Facts, Finances, Timelines**

- Consider June of 2014 for a ballot measure
- Districts rarely issue bonds all at once – three year spend down IRS rule
- We should mix and match the term of a bond with the useful life of the investments
- Focus on leveraging local bond funds from all other possible sources
- The State caps bonds at \$60/\$100,000 valuation regardless of bonding capacity
- Bond language should empower all potential projects
- Consider the benefits of both a bond measure and a parcel tax at the same time.

## **Education and Engagement**

- Critical message components – photos, bond tax rate, project list and costs
- Available mediums - Culver Currents, local press, District web-site, blogs
- Message recipients - Parents, seniors, PTA members, students, community “opinion makers”
- Project Priorities - Safety and security, ADA requirements, investments that save energy/money
- Investments - Middle School and High School improvements benefit all students
- Important Goals - Generate trust with our community, guarantee value, consider negatives



**14.3a Approval to Modify the Construction Cost Budget for Athletic Field Improvements**

In order to maximize our eligibility for future State facilities funding for our Athletic Field Project (\$7,180,523), we need to amend our agreement with Westberg+White to direct them to prepare and submit an amended set of plans at a construction cost of \$7,180,523, and to increase the contracted architectural fee accordingly to an amount equal to 6.32% of the revised construction budget, as per the terms of our agreement with W+W.

**RECOMMENDED MOTION:** That the Board of Education approve the modifications to the Construction Cost Budget as indicated above.

**Moved by:**

**Seconded by:**

**Vote:**

**BOARD REPORT**

**10/22/13  
14.3b**

**14.3b Rejection of Claim**

The District has received Claim #13-12801-DP for alleged injuries and damages sustained in an incident on April 18, 2013. CorVel Corporation, the District's claim examiners, has reviewed the claim and it is recommended that the claim be rejected.

**RECOMMENDED MOTION:** That the Board of Education authorize the Assistant Superintendent of Business Services to reject Claim #13-12801-DP.

**Moved by:**

**Seconded by:**

**Vote:**

10/22/13  
14.4a

## BOARD REPORT

**14.4a Approval is Recommended for the 2013/2014 Initial Collective Bargaining Proposal from the Culver City Unified School District (CCUSD) to the Culver City Federation of Teachers (CCFT) for the 2013/2014 School Year**

Government Code Section 3547 requires that all initial contract proposals from the Board of Education which relate to matters within the scope of representation shall be presented at a public meeting and shall thereafter be public record. Meeting and negotiating between the District and the employee organization (Culver City Federation of Teachers) shall not take place on the initial proposal until a reasonable time has elapsed after the submission of the proposal to enable the public to become informed and to express itself regarding the proposal at a public meeting. After the public has had an opportunity to provide input, the Board of Education shall adopt the initial proposal at a public meeting.

RECOMMENDED MOTION:            That the Board adopt the Culver City Unified School District's Initial Collective Bargaining Proposal to the Culver City Federation of Teachers (CCFT) for the 2013-2014 School Year.

Moved by:

Seconded by:

Vote:

**Culver City Unified School District**

**Board/District Interests**

**2013-2014 Negotiations**

**October 9, 2013**

The Culver City Unified School District Governing Board hereby submits its proposal for the 2013-2014 negotiations with the Culver City Federation of Teachers (CCFT), and proposes to maintain the provisions of the current 2012-2013 certificated collective bargaining agreement. The following Governing Board will explore the following interests:

**Article 32: Wages**

- Continue to make progress on our shared goal of reaching the median salary in Los Angeles County over the next 4 years.

**Article 31: Health and Welfare:**

- Collaboratively analyze the needs of our staff and the implications of health care costs for all employees.
- As partners, engage in discussions with all providers to ensure that our employees are receiving the highest quality care at a fair and manageable cost.
- Explore immediate investments to offset the dramatic increases in healthcare costs for all employees.

**Article 25: Hours of Work**

- Establishing procedures and use of available resources to ensure for timely, accurate communication with students and parents regarding academic progress
- Develop a shared vision to maximize time for professional development and collaboration

**Other points of Discussion:**

- Collaboratively developing a meaningful evaluation tool and process (already tied to our MOU with CCFT)
- Analyze the possibility of an early retirement incentive