

## BOARD MEETING NOTICE AND AGENDA

### CULVER CITY UNIFIED SCHOOL DISTRICT

#### Regular Meeting of the Board of Education to "Conduct the District's Business in Public"

CLOSED SESSION – 6:00 p.m.

OPEN SESSION – 7:00 p.m.

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

November 12, 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); Association of Classified Employees (ACE); and Management Association of Culver City Schools (MACCS)
- 3.2 Public Employee Discipline/Dismissal/Release (Pursuant to GC §54947)

- 3.3 Public Appointment/Employment (Pursuant to GC §54947)  
Certificated Personnel Services Report No. 7  
Classified Personnel Services Report No. 7

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 Association of Classified Employees (ACE) Initial Collective Bargaining Proposal to the Culver City Unified School District (CCUSD) for the 2013-2014 School Year

7.2 Culver City Unified School District (CCUSD) Initial Collective Bargaining Proposal to the Association of Classified Employees (ACE) 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.
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- 9.1 Approval is Recommended for the Minutes of Regular Meeting – October 22, 2013
- 9.2 Approval is Recommended for Purchase Orders
- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 7

- 9.5 Approval is Recommended for the Classified Personnel Reports No. 7
- 9.6 Acceptance of Enrollment Report
- 9.7 Approval is Recommended for the Disposal of Surplus Equipment

**10. AWARDS, RECOGNITIONS AND PRESENTATIONS**

- 10.1 CCUSD – Power of Us Recognition

**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 CCUSD PLC – Question 2 – How will we know if they know it?

**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**

14.2a Approval is Recommended for the Agreement between Loyola Marymount University and Culver City Unified School District

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

**14.3 Business Items**

14.3a Approval is Recommended for the Agreement between Culver City Unified School District and Alliant Consulting

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

14.3b Approval is Recommended to Ratify the Addendum to the Site Maintenance Lease Lease-Back Agreement with Balfour Beatty Company

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

**14.4 Personnel Items**

14.4a Approval is Recommended for Resolution #3-2013/2014 (HR), Regarding Layoff of Classified Vacant Position (Clerk Typist II – Security)

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

14.4b Approval is Recommended for New Classified Job Classification and Job Description – Security Communications Technician

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

14.4c Approval is Recommended for the 2013/2014 Initial Collective Bargaining Proposal from the Culver City Unified School District (CCUSD) to the Association of Classified Employees (ACE) for the 2013/2014 School Year

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 26 – 7:00 p.m. – Regular Public Meeting (6:00 p.m. Closed Session), City Hall (Chambers), 9770 Culver Blvd.  
December 10 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place

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

**BOARD REPORT**

**7.1 Association of Classified Employees (ACE) Initial Collective Bargaining Proposal to the Culver City Unified School District (CCUSD) for the 2013-2014 School Year**

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

# **Association of Classified Employees—Culver City**

11220 Patom Drive, Culver City, CA 90230

**To:** Leslie Lockhart, Assistant Superintendent of Human Resources  
Culver City Unified School District

**From:** Debbie Hamme, President  
Association of Classified Employees—Culver City/CTA/NEA

**CC:** A.C.E. Executive Board/A.C.E. Negotiation Team  
Penny Upton, CTA Regional UniServ Director

**Date:** October 28, 2013

**RE:** 2013/2014 Contract Negotiation for the Association of Classified Employees—Culver City/CTA

This proposal is submitted for purposes of informing the public pursuant to Government Code Section 3547. The Association of Classified Employees—Culver City/CTA requests that the Culver City Unified School District Board present this proposal at the next regularly scheduled School Board meeting.

The Association proposes to negotiate the following articles for the 2013/2014 A.C.E. contract.

**Article 8 Hours**

- A. Section B Work Week, #1
- B. Section G Overtime, #2

**Article 9 Terms of Employment**

- A. Section A, Definitions-Assignments
- B. Section B, Probationary Period
- C. Section G, Preferential Consideration

**Article 11 Classification and Reclassification**

**Article 16 Vacations Section C Vacation Accumulation, #3**

**Article 17 Sick Leave Section J, #10**

**Article 31 – Health and Welfare**

**Article 32 – Wages**

With Best Regards,

Debbie Hamme  
President  
Association of Classified Employees—Culver City

**BOARD REPORT**

**7.2 Culver City Unified School District (CCUSD) Initial Collective Bargaining Proposal to the Association of Classified Employees (ACE) 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 Association of Classified Employees (ACE). Pursuant to Government Code §3547, this proposal is presented for the purpose of public discussion and comment.





**Culver City Unified School District**  
Administration Building 4034 Irving Place Culver City, CA 90232-2810  
(310) 842-4220

**CULVER CITY UNIFIED SCHOOL DISTRICT**

**DISTRICT PROPOSAL**

**2013-2014 ACE NEGOTIATIONS**

The Culver City Unified School District Governing Board will explore the following interests for 2013-2014 negotiations with the Association of Classified Employees (ACE), and proposes to maintain the provisions of the current classified collective bargaining agreement, except as follows:

**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 32: Wages**

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

Respectfully Submitted

Leslie J. Lockhart  
Assistant Superintendent- Human Resources  
October 31, 2013

**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 22, 2013</u></b>
<b>Place:</b>	<b><u>City Hall (Mike Balkman Chambers) 9770 Culver Boulevard Culver City 90232</u></b>	<b>Time:</b>	<b><u>6:00 p.m. – Public Meeting 6:01 p.m. – Closed Session 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**  
**Kati Krumpe**  
**Leslie Lockhart**  
**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. Crystal Alexander 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 Unified School District (CCUSD) Initial Collective Bargaining Proposal to the Culver City Federation of Teachers (CCFT) for the 2013/2014 School Year**

Ms. Paspalis opened the public hearing at 7:02 p.m. George Laase commented on early retirement. He stated it seems the District is "bidding against itself" and that the Superintendent has made an agreement with teachers to raise their incentive to meet LAUSD. He stated that a "gentleman's agreement" was made. Ms. Paspalis stated that no "gentleman's agreement" was made. Dr. Henderson stated we all want to have our teachers compensated. He asked if it is in the District and teacher's best interest to just have a raise, or is it more conducive to have a mix such as 75% of a raise go to health benefits and 25% towards salary. Mr. Reynolds stated that we are looking at an investment plan for all of our employees.

With no more comments from the audience Ms. Paspalis closed the public hearing at 7:07 p.m.

**8. Adoption of Agenda**

It was moved by Ms. Siever and seconded by Ms. Chardiet that the Board adopt the October 22, 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. She informed the audience that a revised item 9.6 was available on the table in the foyer. Mr. Silbiger requested that 9.7 be withdrawn. It was moved by Ms. Chardiet and seconded by Ms. Siever to approve Consent Agenda Items 9.1 – 9.5 as presented and 9.6 as revised. The motion was unanimously approved.

- 9.1 Minutes of Regular Meeting – October 8, 2013
- 9.2 Purchase Orders and Warrants
- 9.3 Acceptance of Gifts – Donations
- 9.4 Certificated Personnel Reports No. 6
- 9.5 Classified Personnel Reports No. 6

## 9.6 Board Compensation Report

### 9.7 Approval is Recommended for the Destruction of Records

Mr. Silbiger withdrew this item to comment on the Maintenance and Operations schedules. He inquired if the District as the information somewhere else. Mr. Reynolds stated that he would check. Mr. Silbiger asked the same question regarding retirement benefit information. Ms. Paspalis clarified that having the information stored on a computer is probably sufficient. As long as the information is around in case it needs to be referenced. It was moved by Ms. Chardiet and seconded by Ms. Goldberg that the Board approve the Destruction of Class III Records as presented. The motion was unanimously approved.

## 10. Awards, Recognitions and Presentations

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

Dr. Kati Krumpe presented information that focused on question one that the highly effective collaborative teams on focusing on. The question is “What do we want our kids to know?” Dr. Krumpe shared details of our efforts to collaboratively identify essential learning standards and she emphasized how this process is critical to our effective implementation of common core. George Laase inquired as for clarification on infrastructure when Dr. Krumpe stated that the initial focus will be on infrastructure. Ms. Siever inquired about the budget allocation. Dr. Krumpe stated that thanks to the help from the State, and going to local control formula the funds come from a new categorical. Discussion ensued following Ms. Siever’s question of how Common Core will increase critical thinking. Ms. Chardiet asked how the teachers feel about moving to Common Core. Dr. Krumpe stated that the more that gets “unrolled” the more they are feeling calm about the change over. Scott Thornton stated that he thinks it is great but we need a learning environment. The District needs to buy air conditioning and he proceeded to state the temperatures in some of the rooms being over eighty degrees. The fans are very loud and some students with autism need a quieter environment to learn. Mr. Silbiger stated that he attended a professional development on Common Core and he is very excited to get started. He feels that the work around the parent component is very important. He stated that the sooner the training starts for teachers the better. Ms. Goldberg stated that establishing the curriculum should be priority. She recalls that when the District used Galileo it came down to the teacher’s strengths. The obligation to include every teacher in the process is important. Ms. Goldberg also wanted to know at what age we will be testing. Dr. Krumpe stated that the Federal mandate is 3<sup>rd</sup> through 8<sup>th</sup> grade and 11<sup>th</sup> grade. Whether or not the State will go back to 2<sup>nd</sup> grade is unknown at this time. Board members thanked Dr. Krumpe for her presentation.

## 11. Public Recognition

### 11.1 Superintendent’s Report

Mr. LaRose reported on the PLCs and their focus on learning. He is grateful to work with his team, Mr. Reynolds, Dr. Krumpe, Mrs. Lockhart, and Ms. Williams and thanked them for the work that they continue to do everyday. Two days were dedicated last week to professional development and the focus was leadership building, purpose and practice; and collaborative structure. Mr. LaRose said that he is also excited about the work being done with our adults such as the partnerships. There is a partnership meeting tomorrow which is an all day meeting.

### 11.2 Assistant Superintendents’ Reports

Dr. Krumpe reported that the math achievement was put together in the fall. They will bring to the Board for a math approval. Right now they are looking at different math options. She spoke about the different scenarios, and stated that there will be expansive parental notification of any changes.

Chris Goodwin, a tenth grade student, spoke about taking trigonometry. He informed the Board that what they do in AP Calculus they need Trigonometry. Vernon Taylor stated that there should be a policy regarding how students are chosen to go into the accelerated classes.

Mrs. Lockhart spoke about the ABC Partnership Conference that she and Mr. LaRose will be attending. She looks forward to it because everyone will have a chance to see their model, gain more knowledge, and have additional conversations relating to the union partnerships.

Mr. Reynolds provided the Board with the latest budget status. He stated that the budget is looking extremely good and there is about a \$600,000 surplus.

### **11.3 Student Representatives' Reports**

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

Natalya Tapia, Culver City Middle School Student Representative, was not present.

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

Wendy Mendoza, Culver Park High School Student Representative, reported on activities at Culver Park High School, including the Halloween O'Grams fundraiser and students from Student Council donating candy. She also stated that they have an Advisory Class that helps all of the students. The Advisory class helps to keep the students on track to graduating.

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

Roy Gonzalez, Student Board Member, was not present.

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

Members of the audience spoke about:

- Vernon Taylor made an announcement about a grant program which offers \$1,500 per school and provided Mr. LaRose with the information. He also announced that there is going to be a Cash for College Conference and provided the information. Mr. Taylor commented on the GATE Program and asked how the District makes sure that the students are notified when they need to qualify.
- Robert Zirculis stated that it was the last meeting before the elections and asked the Board to have "common sense." Instead of paying ten million dollars to destroy the Natatorium, he would like them to pay three million and get the Natatorium repaired.
- Scott Thornton listed safety issues in the District such as playgrounds not having contrast paints. He said that he works with students with visual impairments and recommended having reflective tape on the playgrounds and padding. He said the apparatus at El Rincon is not safe. He would like to have hot water back; and have hydraulic doors so they do not slam shut. He said the Teacher Center is over one hundred degrees; and the water is orange and it smells.

### **11.5 Members of the Board**

Board Members spoke about:

- Mr. Silbiger provided reminders of items that he would like to discuss. 1) The possibility of the Board setting an end goal for the immersion program; 2) Parking and drop off regulations; 3) Possible workshop for Common Core; 4) Resolution for the Environmental Sustainability Committee; 5) Anti-Bullying Task Force and District Community Arts Team (DCAT) presentations for updates. He wanted to highlight the types of discussions that they are having in negotiations and said that it is a testament to the partnership that we have now with our unions.
- Ms. Siever wanted to know more about the GATE Program. She also stated that before she leaves the Board she would like to know how much the District is spending on extra assignments. The money that we have is there to fix some of the air conditioning units. Mr. Reynolds stated that some of the units have been worked on and that the air condition units are on his list of priorities. Ms. Siever thanked Mr. LaRose for all of his hard work and the work he is doing for the students in the District. She would like to see the original document of the Board's goals and objectives to see what has been accomplished. She also expressed her concern about the air conditioning.
- Ms. Goldberg participated in one of her students forty year retirement from Culver City Police Department. She echoed Mr. Silbiger's comment about the Board needing a Resolution supporting the Environmental Sustainability Committee. She agrees that some rooms really need air conditioning. She spoke about the bond and parcel tax, and asked when the retreat/workshop to discuss the bond would take place.
- Ms. Chardiet echoed Mr. LaRose's sentiments about the staff. She stated that the Board recently evaluated their one employee which is the Superintendent and they are very happy with him. She spoke about the Adult School Consortium and the AB86 legislation that states K-12 cannot duplicate the classes that the community

college offers. Ms. Chardiet and Ms. Montes, Principal at Culver City Adult School, toured West L.A. College and they do not offer the same classes as Culver City Adult School so the Adult School is in compliance. She also agrees with the comments from Mr. Taylor and thinks there should be a discussion regarding scholars and the GATE Program.

- Ms. Paspalis reported on her attendance at the Homecoming Game where the Centaurs had their first win on the new field. She also stated that she attended the Education Foundation's Sip for Schools event which was great. She thanked the Education Foundation for their continued support. She has also heard that there was something going on with the Venice Family Health Center and wondered if it would have an impact on our Youth Health Center. She would like clarification on this issue.

## **12. Information Items**

### **12.1 Actuarial Study of Retiree Health Liability**

Mr. Geoffrey Kischuk of Total Compensation Systems, Inc. reported to the Board the findings of the Actuarial Study. Dr. Henderson asked if the District is on a "paying as you go" plan, what amount does the District have to have on its balance sheet. Mr. Silbiger stated that the certificated and management benefit levels do not align. He asked if we provide different benefits for staff because some are substantially different. He thought that all staff received the same benefits. Mr. Reynolds said that he would bring that information to a future meeting. Ms. Goldberg was curious about the \$2,000 supplemental amount because she does not recall receiving that amount. Ms. Paspalis stated her concerns about the recommendations and asked Mr. Reynolds if they could review the information. Mr. Reynolds stated that they could review the information.

## **13. Recess**

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

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

Mr. LaRose thanked the Board for joining and participating in the subgroups to discuss the different aspects of pursuing a bond. Ms. Chardiet stated that her group that is dealing with the education and outreach piece cannot do too much until the other committees have moved forward. Mr. Reynolds thinks it is a good group and there was a good direction on where they think that committee should begin. Ms. Goldberg stated that her group is discussing facilities. She stated that they did not get very far and now we know we have to move faster. Ms. Paspalis stated that health, safety, and security need to be looked at first. They are "boiling some of the information down" and also looking at the dollar amounts is the beginning. The rest of the items that need to be done in the District unfortunately would have to wait for a later date. Ms. Goldberg stated that we have to consider the parcel tax at the same time as the bond. Ms. Paspalis said the other option is to just let the parcel tax run out. We received the parcel tax at a time when there were budget issues and we really needed the help. How would we address that now? Ms. Chardiet stated that if we want to run a bond and parcel tax we would need to have a survey. Ms. Siever mentioned another type of bond that was discussed her group and thinks it was called a QZAD. Mr. LaRose stated that the survey would need to be specific. It would be essential that we talk to an election consultant. Mr. Silbiger stated that the QZAD bond is no interest and no cost, but there are specific requirements. They have not talked about timelines in his group, but they spoke about other districts that have run both a parcel tax and bond. Four districts have run both and out of the four three of the districts they both passed. He looked at the Facility Master Plans from other districts and did not see any he liked. They were three hundred to four hundred pages. He gave an example of what he would like to see for the District in the way of a master plan such as a table/graph that delineates the information. Mr. LaRose agreed and thought that the discussion also needs to be about what purpose the document would serve. Ken Browning stated that as a father he would be remiss if during this conversation he did not bring up the needs of the rather large aquatic community. He spoke about the need for the Natatorium. Jamie Wallace spoke about what was done to get Measure EE passed which was for programs, teachers, and aides. The Board would have to convince the community of the need for a bond. George Laase stated just because we had Measure EE does not mean that we need another bond or parcel tax. You would have to prove that the facilities are going to be maintained. He suggested the bond in June and the parcel tax in November. Mr. Silbiger wanted to note what Mr. Reynolds stated which was that in 2015-2016 there will be a one million dollar shortfall. Ms. Paspalis announced the next bond subgroup meetings.

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 Modify the Construction Cost Budget for Athletic Field Improvements

Ms. Chardiet suggested having our lawyers look at the modification so the company cannot make more changes. Mr. Silbiger stated that he would be voting against it. He cannot bring himself to vote for this firm to get any additional money after the work that has been done. It was moved by Ms. Chardiet and seconded by Ms. Siever that the Board approve to Modify the Construction Cost Budget for Athletic Field Improvements as presented. The motion was approved with a vote of 4 – Ayes and 1 – Nay by Mr. Silbiger.

14.3b Approval is Recommended for the Rejection of Claim

It was moved by Ms. Siever and seconded by Ms. Chardiet that the Board approve the Rejection of Claim as presented. The motion was unanimously approved.

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)

It was moved by Ms. Goldberg and seconded by Ms. Siever that the Board approve the 2013/2014 Initial Collective Bargaining Proposal from Culver City Unified School District (CCUSD) to the Culver City Federation of Teachers (CCFT) as presented. The motion was unanimously approved.

15. Board Business - None

Adjournment

There being no further business, it was moved by Ms. Siever, seconded by Ms. Goldberg and unanimously approved to adjourn the meeting. Board President Ms. Paspalis adjourned the meeting at 9:50 p.m.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary

## BOARD REPORT

11/12/13

9.2

### 9.2 PURCHASE ORDERS

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

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

Purchase order grand total from October 13, 2013 through November 2, 2013 is \$721,457.70.

#### BUDGET NUMBER LEGEND FOR FUNDS

01.0 general fund  
01.7 tri-city selpa  
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 October 13, 2013 through November 2, 2013 in the amount of \$721,457.70 be ratified by the Board of Education.

**Moved by:**

**Seconded by:**

**Vote:**

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
10/17/13	61039M	A		10/17/2013	MERCO CO., INC.	REPAIRS - OTHER 10/17/2013	61039M Maintenance	01.0	81500.0	00000	81100	5630	0005040	13-14	500.00	500.00
10/17/13	61040M	C		10/17/2013	TOM LITTLE	CONTRACT SERVICES RENDERED 10/17/2013	61040M Maintenance	01.0	81500.0	00000	81100	5810	0005040	13-14	272.00	272.00
10/23/13	61041M	A		10/23/2013	STOVER SEED COMPANY	GARDENING SUPP/EQUIP 10/23/2013	61041M Grounds	01.0	00000.0	00000	82000	4380	0005043	13-14	2,071.00	2,071.00
10/28/13	61042M	A		10/28/2013	COAST APPLIANCE PARTS CO.	MAINTENANCE SUPP/EQUIP 10/28/2013	61042M Maintenance	01.0	81500.0	00000	81100	4380	0005040	13-14	49.96	49.96
10/28/13	61044M	A		10/28/2013	IRONMAN	REPAIRS - OTHER 10/28/2013	61044M Transportation/S pecial Ed	01.0	72400.0	57500	36000	5630	0005510	13-14	1,914.51	1,914.51
10/16/13	61640	A		10/16/2013	REDWOOD PRESS	FORMS 10/16/2013	61640 Purchasing	01.0	00000.0	00000	73000	4350	0005030	13-14	8,059.44	8,059.44
10/21/13	61719	A		10/21/2013	HOME DEPOT CREDIT SERVICES	STORAGE SUPP/EQUIP 10/21/2013	61719 Linwood Howe Elementary	14.0	06205.0	00000	81000	4400	2020000	13-14	766.49	766.49
10/21/13	61725	A		10/21/2013	HOME DEPOT CREDIT SERVICES	STORAGE SUPP/EQUIP 10/21/2013	61725 El Marino Language	14.0	06205.0	00000	81000	4400	2030000	13-14	766.49	766.49
10/17/13	61853	A		10/17/2013	C&S SALES	INSTRUCTIONAL SUPPLIES 10/17/2013	61853 Undistributed Gen'l Admin	01.0	00000.0	00000	27000	4310	0000000	13-14	3,535.55	3,535.55
10/16/13	61896	C		10/16/2013	ACORN MEDIA	INSTRUCTIONAL SUPPLIES	Undistributed Gen'l Admin	01.0	00000.0	00000	73001	4310	0000000	13-14	6,087.64	6,087.64

Change  
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Report ID: **LAPO009C**  
District: **6444**  
Purchase Orders/Buyouts To The Board for Ratification From : **10/13/2013 To 11/2/2013**  
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Pj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
10/16/2013					ACORN MEDIA		61896								6,087.64	
10/23/13	61898	A		10/23/2013	HILLYARD	JANITORIAL SUPP/EQUIP	61898	01.0	00000.0	00000	82002	4370	0005042	13-14	5,000.00	
10/16/13	61976	C		10/16/2013	ACI COMMUNICATIONS,	CONSTRUCTION SUPP/EQUIP	61976	40.0	00000.0	00000	85000	6201	5010000	13-14	3,473.29	
10/15/13	61977	C		10/15/2013	STERLING SERVICE INC.	REPAIRS - OTHER	61977	13.0	53100.0	00000	37000	5630	0000000	13-14	3,600.42	
10/16/13	61984	A		10/16/2013	3M LIBRARY SYSTEMS	MAINTENANCE AGREEMENTS	61984	01.0	00000.0	00000	24200	5630	0000000	13-14	1,438.00	
10/18/13	61988	A		10/18/2013	REDWOOD PRESS	FORMS	61988	01.0	00000.0	00000	21000	4310	0000000	13-14	343.84	
10/15/13	61990	C		10/15/2013	BUYGREEN.COM	JANITORIAL SUPP/EQUIP	61990	01.0	00000.0	00000	73001	4310	0000000	13-14	6,313.77	
10/16/13	61991	A		10/16/2013	ACCURATE LABEL DESIGNS, INC.	OFFICE SUPPLIES	61991	01.0	07395.0	00000	27000	4350	2020000	13-14	163.23	
10/23/13	61992	A		10/23/2013	WILLIAM V. MACGILL & CO.	OFFICE SUPPLIES	61992	01.0	00000.0	00000	31400	4350	0004020	13-14	245.72	
10/16/13	61993	C		10/16/2013	G PRINTING, LLC	ADVERTISING		01.0	90146.0	00000	00000	5830	0000000	13-14	1,705.00	

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
10/16/13	61994	A		10/16/2013	TALKING TEACHING NETWORK	BOOKS	Educational Services	01.0	74050.0	00000	21000	4210	0004000	13-14		1,697.25	
10/16/2013							61994		TALKING TEACHING NETWORK							1,697.25	
10/17/13	61995	C		10/17/2013	SCHOLASTIC INC.	SUBSCRIPTIONS	Linwood Howe Elementary	01.0	42030.0	11100	27000	4313	2020000	13-14		142.92	
10/17/2013							61995		SCHOLASTIC INC.							142.92	
10/17/13	61996	A		10/17/2013	DEMCO, INC.	OFFICE SUPPLIES	Linwood Howe Elementary	01.0	07395.0	11100	10000	4350	2020000	13-14		116.25	
10/17/2013							61996		DEMCO, INC.							116.25	
10/17/13	61997	C		10/17/2013	CALCP/CAROCP CONFERENCE	CONFERENCE AND TRAVEL	Culver City High School	01.0	07395.0	00000	27000	5220	4010000	13-14		305.00	
10/17/2013							61997		CALCP/CAROCP CONFERENCE							305.00	
10/17/13	61998	C		10/17/2013	BUREAU OF EDUCATION & INC.	CONFERENCE AND TRAVEL	Special Projects	01.0	30100.0	11100	10000	5220	0004030	13-14		458.00	
10/17/2013							61998		BUREAU OF EDUCATION & RESEARCH							458.00	
10/17/13	61999	A		10/17/2013	CDW-G	COMPUTER SUPP/EQUIP	Culver City Middle School	01.0	00000.0	16003	10000	4410	3010000	13-14		1,940.95	
10/17/2013							61999		CDW-G							1,940.95	
10/17/13	62000	A		10/17/2013	TOMARK SPORTS, INC.	REPAIRS - OTHER	Culver City Middle School	01.0	00000.0	16002	10000	5630	3010000	13-14		3,903.30	
10/17/2013							62000		TOMARK SPORTS, INC.							3,903.30	
10/17/13	62001	A		10/17/2013	TROXELL COMMUNICATIONS	COMPUTER SUPP/EQUIP	Farragut Elementary	01.0	00000.0	16006	10000	4350	2050000	13-14		590.21	
10/17/2013							62001		TROXELL COMMUNICATIONS							590.21	
10/23/13	62002	A		10/23/2013	ENHANCED VISION	COMPUTER SUPP/EQUIP	Undistributed SELPA	01.7	65003.0	50500	22000	4410	0000000	13-14		2,143.02	

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10/13/2013 To 11/2/2013

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

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
						10/23/2013	62002	ENHANCED VISION								2,143.02	
10/17/13	62003	C		10/17/2013	CCIS	CONFERENCE AND TRAVEL	CCUSD Academy	01.0	00000.0	11100	10000	5220	6010000	13-14		820.00	
						10/17/2013	62003	CCIS								820.00	
10/17/13	62004	C		10/17/2013	ALLIANCE PUBLISHING &	OFFICE SUPPLIES	Linwood Howe Elementary	01.0	07395.0	11100	10000	4310	2020000	13-14		1,035.62	
						10/17/2013	62004	ALLIANCE PUBLISHING & MARKETING INC.								1,035.62	
10/17/13	62005	A		10/17/2013	CDW-G	COMPUTER SUPP/EQUIP	Linwood Howe Elementary	01.0	07395.0	11100	10000	4410	2020000	13-14		132.74	
						10/17/2013	62005	CDW-G								132.74	
10/17/13	62006	A		10/17/2013	LIGHTSPEED TECHNOLOGIES,	OFFICE SUPPLIES	Farragut Elementary	01.0	00000.0	16006	10000	4350	2050000	13-14		1,065.30	
						10/17/2013	62006	LIGHTSPEED TECHNOLOGIES, INC.								1,065.30	
10/17/13	62007	A		10/17/2013	XEROX CORPORATION	OFFICE SUPPLIES	Farragut	01.0	00000.0	11100	10000	4310	2050001	13-14		270.61	
						10/17/2013	62007	XEROX CORPORATION								270.61	
10/18/13	62008	A		10/18/2013	ZANER-BLOSER	BOOKS	La Ballona Elementary	01.0	91400.0	11100	10000	4310	2060000	13-14		602.03	
						10/18/2013	62008	ZANER-BLOSER								602.03	
10/18/13	62009	A		10/18/2013	DELL COMPUTER CORP.	COMPUTER SUPP/EQUIP	Special Education	01.0	33101.0	50010	27000	4410	0004040	13-14		2,064.51	
						10/18/2013	62009	DELL COMPUTER CORP.								2,064.51	
10/17/13	62010	A		10/17/2013	CDW-G	COMPUTER SUPP/EQUIP	Special Education	01.0	33101.0	50010	27000	4410	0004040	13-14		151.75	
						10/17/2013	62010	CDW-G								151.75	
10/17/13	62011	C		10/17/2013	ROBERT PERKINS	CONTRACT SERVICES RENDERED	Special Education	01.0	33100.0	57500	39000	5890	0004040	13-14		2,160.00	
						10/17/2013	62011	ROBERT PERKINS								2,160.00	

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Report ID: **LAP0009C**  
District: **64444**  
Purchase Orders/Buyouts To The Board for Ratification From: **10/13/2013 To 11/2/2013**  
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Change	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
10/17/2013								62011	ROBERT PERKINS								2,160.00	
10/18/13	62012	A		10/18/2013	AMSCO SCHOOL PUBLICATIONS		BOOKS	Adult School	11.0	90139.0	41100	10000	4110	0000010	13-14		382.83	
10/18/2013								62012	AMSCO SCHOOL PUBLICATIONS								382.83	
10/17/13	62013	A		10/17/2013	LAMA BOOKS		BOOKS	Adult School	11.0	06390.0	41100	10000	4110	0000010	13-14		71.33	
10/17/2013								62013	LAMA BOOKS								71.33	
10/17/13	62014	A		10/17/2013	SCHOOL OUTFITTERS		INSTRUCTIONAL SUPPLIES	La Ballona Elementary	01.0	91400.0	11100	10000	4310	2060000	13-14		63.98	
10/17/2013								62014	SCHOOL OUTFITTERS								63.98	
11/01/13	62015	A		11/01/2013	REDWOOD PRESS		OFFICE SUPPLIES	El Marino Language High School	01.0	91400.0	11100	10000	4350	2030000	13-14		32.89	
11/01/2013								62015	REDWOOD PRESS								32.89	
10/17/13	62016	A		10/17/2013	REDWOOD PRESS		FORMS	Purchasing	01.0	00000.0	00000	73000	4350	0005030	13-14		2,992.64	
10/17/2013								62016	REDWOOD PRESS								2,992.64	
10/17/13	62017	A		10/17/2013	ULINE		INSTRUCTIONAL SUPPLIES	Undistributed Gen'l Admin	01.0	00000.0	00000	73001	4310	0000000	13-14		38.58	
10/17/2013								62017	ULINE								38.58	
10/29/13	62018	X	1	10/31/2013	ESPECIAL NEEDS, LLC		COMPUTER SUPP/EQUIP	Undistributed SELPA	01.7	65003.0	50500	22000	4400	0000000	13-14		418.11	
10/29/2013								62018	ESPECIAL NEEDS, LLC								418.11	
10/29/13	62019	A		10/29/2013	ESPECIAL NEEDS, LLC		PHYSICAL THERAPY SUPP/EQUIP	Undistributed SELPA	01.7	65003.0	50500	22000	4400	0000000	13-14		376.63	
10/29/2013								62019	ESPECIAL NEEDS, LLC								376.63	

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 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
10/23/13	62020	A		10/23/2013	RIFTON PRODUCTS LLC	PHYSICAL THERAPY SUPP/EQUIP	Undistributed SELPA 62020	01.7	65003.0	50500	22000	4400	0000000	13-14		2,040.81	2,040.81
10/23/13	62021	A		10/23/2013	RIFTON PRODUCTS LLC	PHYSICAL THERAPY SUPP/EQUIP	Undistributed SELPA 62021	01.7	65003.0	50500	22000	4400	0000000	13-14		149.47	149.47
10/24/13	62022	A		10/24/2013	PHONAK HEARING SYSTEMS	INSTRUCTIONAL SUPPLIES	Undistributed SELPA 62022	01.7	65003.0	50500	22000	4410	0000000	13-14		2,613.56	2,613.56
10/23/13	62023	A		10/23/2013	CHRISTY WHITE ACCOUNTANCY	AUDIT SERVICES	Fiscal Services 62023	01.0	00000.0	00000	73000	5820	0005010	13-14		16,940.25	16,940.25
10/23/13	62024	C		10/23/2013	SAFEGUARD BUSINESS SYSTEMS	OFFICE SUPPLIES	Fiscal Services 62024	01.0	00000.0	00000	73000	4350	0005010	13-14		290.19	290.19
10/23/13	62025	A		10/23/2013	TOTAL COMPENSATION	CONTRACTED SERVICES	Fiscal Services 62025	01.0	00000.0	00000	73001	5810	0005010	13-14		8,100.00	8,100.00
10/23/13	62026	A		10/23/2013	SCI CONSULTING GROUP	CONTRACTED SERVICES	Business Services 62026	01.0	00000.0	00000	73000	5850	0005000	13-14		6,500.00	6,500.00
10/23/13	62027	A		10/23/2013	SCHOOL SERVICES OF CALIFORNIA, INC.	CONTRACTED SERVICES	Fiscal Services 62027	01.0	00000.0	00000	73000	5810	0005010	13-14		2,220.00	2,220.00
10/23/13	62028	A		10/25/2013	HARRINGTON GEOTECHNICAL	CONSTRUCTION SUPP/EQUIP	Culver City High School 62028	25.0	00000.0	00000	85000	6275	4010000	13-14		66,164.80	66,164.80

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
10/23/13	62029	A		10/23/2013	DANNIS WOLIVER KELLEY	LEGAL SERVICES	Business Services 62029	01.0	00000.0	00000	73000	5820	0005000	13-14		15,000.00	15,000.00
						10/23/2013										15,000.00	
10/24/13	62030	A		10/24/2013	DON JOHNSTON INC.	COMPUTER SUPP/EQUIP	Undistributed SELPA 62030	01.7	65003.0	50500	22000	4410	0000000	13-14		340.07	340.07
						10/24/2013										340.07	
10/24/13	62031	A		10/24/2013	RJ COOPER & ASSOCIATES	COMPUTER SUPP/EQUIP	Undistributed SELPA 62031	01.7	65003.0	50500	22000	4400	0000000	13-14		226.96	226.96
						10/24/2013										226.96	
10/23/13	62032	A		10/23/2013	SOLUTION TREE, LLC	CONTRACTED SERVICES	Undistributed Sup't 62032	01.0	07393.0	00000	27000	5850	0000000	13-14		13,440.00	13,440.00
						10/23/2013										13,440.00	
10/23/13	62033	A		10/23/2013	AMAZON.COM	COMPUTER SUPP/EQUIP	Culver City Middle School 62033	01.0	00000.0	16003	10000	4410	3010000	13-14		116.45	116.45
						10/23/2013										116.45	
10/25/13	62035	A		10/25/2013	CASBO	MEMBERSHIPS	District Administration 62035	01.0	00000.0	00000	72000	5310	0002000	13-14		700.00	700.00
						10/25/2013										700.00	
10/23/13	62036	A		10/23/2013	SCHOOL INNOVATIONS &	CONTRACTED SERVICES	Business Services 62036	01.0	00000.0	00000	73000	5850	0005000	13-14		29,600.00	29,600.00
						10/23/2013										29,600.00	
10/24/13	62037	A		10/24/2013	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	La Ballona 62037	01.0	00000.0	00000	27000	4350	2060001	13-14		3,505.20	3,505.20
						10/24/2013										3,505.20	
10/23/13	62038	A		10/23/2013	TOSHIBA AMERICA BUSINESS	EQUIPMENT RENTAL/LEASE	Pupil Services 62038	01.0	56400.0	00000	39000	5610	0004020	13-14		829.28	829.28
						10/23/2013										829.28	

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10/23/13	62039	A		10/23/2013	TOSHIBA AMERICA BUSINESS	EQUIPMENT RENTAL/LEASE	Pupil Services	01.0	56400.0	00000	39000	5610	0004020	13-14	829.28	
						10/23/2013	62039	TOSHIBA AMERICA BUSINESS SOLUTION, INC.							829.28	
10/24/13	62040	A		10/24/2013	M.I.N.D. RESEARCH INSTITUTE	INSTRUCTIONAL SUPPLIES	El Marino Language	01.0	07395.0	11100	10000	4310	2030000	13-14	4,000.00	
						10/24/2013	62040	M.I.N.D. RESEARCH INSTITUTE							4,000.00	
10/23/13	62041	C		10/23/2013	CBS ADVERTISING DISTRIBUTORS, LLC	ADVERTISING	Undistributed Supt	01.0	90146.0	00000	00000	5830	0000000	13-14	954.00	
						10/23/2013	62041	CBS ADVERTISING DISTRIBUTORS, LLC							954.00	
10/23/13	62042	C		10/23/2013	NATIONAL SCHOOL BOARDS ASSOC.	MEMBERSHIPS	Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	13-14	4,165.00	
						10/23/2013	62042	NATIONAL SCHOOL BOARDS ASSOC.							4,165.00	
10/22/13	62043	A		10/22/2013	COPYLAND	INSTRUCTIONAL SUPPLIES	Undistributed Gen'l Admin	01.0	00000.0	00000	73001	4310	0000000	13-14	197.37	
						10/22/2013	62043	COPYLAND							197.37	
10/23/13	62044	C		10/23/2013	CHASE CARD SERVICES	FOOD SERVICES SUPP/EQUIP	Superintendent's Office	01.0	00000.0	00000	37000	4710	0001000	13-14	29.30	
						10/23/2013	62044	CHASE CARD SERVICES							29.30	
10/25/13	62045	A		10/25/2013	TROXELL COMMUNICATIONS	AUDIOVISUAL SUPP/EQUIP	Culver City High School	01.0	00000.0	00000	85000	4410	4010000	13-14	14,606.58	
						10/25/2013	62045	TROXELL COMMUNICATIONS							14,606.58	
10/24/13	62046	A		10/24/2013	TOMARK SPORTS, INC.	SAFETY SUPP/EQUIP	Farragut Elementary	25.0	00000.0	00000	85000	4400	2050000	13-14	5,767.85	
						10/24/2013	62046	TOMARK SPORTS, INC.							5,767.85	
10/24/13	62047	A		10/24/2013	NASCO MODESTO	INSTRUCTIONAL SUPPLIES	Culver Park High School	01.0	07395.0	32000	10000	4310	5010000	13-14	191.61	
						10/24/2013	62047	NASCO MODESTO							191.61	

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10/13/2013 To 11/2/2013

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	Change	
															Distrib	Amount PO Amt
10/24/13	62048	A		10/24/2013	NASCO MODESTO	INSTRUCTIONAL SUPPLIES 10/24/2013	Culver Park High School 62048	01.0	07395.0	32000	10000	4310	5010000	13-14		380.03
																380.03
10/25/13	62049	A		10/25/2013	MELROSEMAC, INC.	COMPUTER SUPP/EQUIP 10/25/2013	Technology 62049	01.0	00000.0	00000	77000	4410	0005020	13-14		753.37
																753.37
10/25/13	62050	A		10/25/2013	CDW-G	COMPUTER SUPP/EQUIP 10/25/2013	Office of Child Development 62050	12.0	50250.0	85000	27000	4410	0000002	13-14		205.98
																205.98
10/25/13	62051	A		10/25/2013	CDW-G	COMPUTER SUPP/EQUIP 10/25/2013	Office of Child Development 62051	12.0	90284.0	85000	27000	4410	0000002	13-14		205.97
																205.97
10/28/13	62052	C		10/28/2013	REPROGRAPHICS	INSTRUCTIONAL SUPPLIES 10/28/2013	Undistributed Genl Admin 62052	01.0	00000.0	00000	27000	4310	0000000	13-14		293.19
																293.19
10/28/13	62053	A		10/28/2013	AMAZON.COM	INSTRUCTIONAL SUPPLIES 10/28/2013	Culver City High School 62053	01.0	00000.0	11100	10000	4310	4010000	13-14		164.07
																164.07
10/29/13	62054	A		10/29/2013	UC REGENTS/CENTER	INSTRUCTIONAL SUPPLIES 10/29/2013	High School 62054	01.0	00000.0	11100	10000	4310	4010001	13-14		101.81
																101.81
10/29/13	62055	A		10/29/2013	McGRAW-HILL SCHOOL EDUCATION	BOOKS 10/29/2013	Adult School 62055	11.0	90139.0	41100	10000	4110	0000010	13-14		131.05
																131.05
10/29/13	62056	A		10/29/2013	PEARSON EDUCATION	BOOKS 10/29/2013	Adult School 62056	11.0	90139.0	41100	10000	4110	0000010	13-14		446.77
																446.77

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 : 10/13/2013 To 11/2/2013  
 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
10/29/13	62057	A		10/29/2013	PITNEY BOWES	EQUIPMENT RENTAL/LEASE	Fiscal Services	01.0	00000.0	00000	27000	5610	0005010	13-14		1,215.88	
							Special Projects	01.0	30100.0	00000	27000	5610	0004030	13-14		1,216.24	
								01.0	70910.0	00000	27000	5610	0004030	13-14		1,215.88	
																<b>3,648.00</b>	
10/29/13	62058	A		10/29/2013	#1 TOUCH-SCREEN TABLET COMPUTER	CONTRACTED SERVICES	Special Projects	01.0	30100.0	11100	10000	5810	0004030	13-14		1,799.31	
10/29/13	62059	A		10/29/2013	#1 IN LEARNING ONLINE, INC.	CONTRACTED SERVICES	Special Projects	01.0	30100.0	11100	10000	5810	0004030	13-14		1,799.31	
10/29/13	62060	A		10/29/2013	ALPHA LEARNING CENTERS	CONTRACTED SERVICES	Special Projects	01.0	30100.0	11100	10000	5810	0004030	13-14		1,799.31	
10/29/13	62061	A		10/29/2013	TOTAL EDUCATION SOLUTIONS	CONTRACTED SERVICES	Special Projects	01.0	30100.0	11100	10000	5810	0004030	13-14		2,399.08	
10/29/13	62062	A		10/29/2013	#1 WE CAN QUERER ES PODER	CONTRACTED SERVICES	Special Projects	01.0	30100.0	11100	10000	5810	0004030	13-14		4,198.39	
10/29/13	62063	A		10/29/2013	HEALTHY FAMILIES	CONTRACTED SERVICES	Special Projects	01.0	30100.0	11100	10000	5810	0004030	13-14		1,799.31	
10/29/13	62064	A		10/29/2013	1 2 3 MATH: MATHNASIUM	CONTRACTED SERVICES	Special Projects	01.0	30100.0	11100	10000	5810	0004030	13-14		4,198.39	
10/29/13	62065	A		10/29/2013	PROFESSIONAL TUTORS OF	CONTRACTED SERVICES	Special Projects	01.0	30100.0	11100	10000	5810	0004030	13-14		2,399.08	

\* Prior Year Payments

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

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

Page No. 11  
Run Date: 11/02/2013  
Run Time: 02:55:08AM  
FY: 13-14  
WEEKLY

Report ID: LAPO009C  
District: 64444  
Purchase Orders/Buyouts To The Board for Ratification From : 10/13/2013 To 11/2/2013  
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Change	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
10/29/13	62066	A	10/29/2013	10/29/2013	ULTIMATE SUCCESS LEARNING		CONTRACTED SERVICES	62065	01.0	30100.0	11100	10000	5810	0004030	13-14		5,397.93	
10/29/2013							10/29/2013	62066	01.0			11100	4310	0004040	13-14		5,397.93	2,399.08
10/29/2013	62067	A	10/29/2013	10/29/2013	MELIKA SAMIEIVAFA		INSTRUCTIONAL SUPPLIES	62067	01.0	33101.0	57700	11100	4310	0004040	13-14		29.93	
10/29/2013							10/29/2013	62067	01.0			11100	4310	0004040	13-14		29.93	29.93
10/29/2013	62068	A	10/29/2013	10/29/2013	PEARSON CLINICAL ASSESSMENTS		TEST/TEST MATERIALS	62068	01.0	33101.0	57700	11100	4312	0004040	13-14		480.20	
10/29/2013							10/29/2013	62068	01.0			11100	4312	0004040	13-14		480.20	480.20
10/29/2013	62069	A	10/29/2013	10/29/2013	PRIDE LEARNING CENTER		CONTRACT SERVICES RENDERED	62069	01.0	65000.0	57520	11360	5810	0004040	13-14		1,000.00	
10/29/2013							10/29/2013	62069	01.0			11360	5810	0004040	13-14		1,000.00	1,000.00
10/29/2013	62070	A	10/29/2013	10/29/2013	ABBE S. BARRON, DMD, PHD		CONTRACT SERVICES RENDERED	62070	01.0	65000.0	57700	31200	5890	0004040	13-14		4,500.00	
10/29/2013							10/29/2013	62070	01.0			31200	5890	0004040	13-14		4,500.00	4,500.00
10/29/2013	62071	A	10/29/2013	10/29/2013	AVC OFFICE AUTOMATION		OFFICE SUPPLIES	62071	01.0	07395.0	00000	27000	4350	2020000	13-14		164.25	
10/29/2013							10/29/2013	62071	01.0			27000	4350	2020000	13-14		164.25	164.25
10/29/2013	62072	A	10/29/2013	10/29/2013	NATIONAL STUDENT CLEARINGHOUSE		MEMBERSHIPS	62072	01.0	07395.0	00000	27000	5310	4010000	13-14		425.00	
10/29/2013							10/29/2013	62072	01.0			27000	5310	4010000	13-14		425.00	425.00
10/29/2013	62073	A	11/01/2013	11/01/2013	CDW-G		COMPUTER SUPP/EQUIP	62073	11.0	06390.0	41100	10000	4410	0000010	13-14		1,310.72	
10/29/2013							10/29/2013	62073	11.0			10000	4410	0000010	13-14		1,310.72	1,310.72
10/29/2013	62074	A	10/29/2013	10/29/2013	EAST WEST PROMOTIONS		INSTRUCTIONAL SUPPLIES	62074	01.0	91400.0	11100	10000	4310	2030000	13-14		607.65	
10/29/2013							10/29/2013	62074	01.0			10000	4310	2030000	13-14		607.65	607.65

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 : 10/13/2013 To 11/2/2013  
 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
10/29/13	62075	A	10/29/2013	CDW-G		INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	96352.0	71100	10000	4310	4010000	13-14	81.55	
10/29/2013							62075	CDW-G							81.55	
10/29/13	62076	A	10/29/2013	LIN HOWE BOOSTER CLUB		MEMBERSHIPS	El Marino Language	01.0	91400.0	11100	27000	5310	2030000	13-14	100.00	
10/29/2013							62076	LIN HOWE BOOSTER CLUB							100.00	
10/29/13	62077	A	10/29/2013	APPLE INC.		COMPUTER SUPP/EQUIP	Special Projects	01.0	30100.0	11100	10000	4310	0004030	13-14	2,981.31	
10/29/2013							62077	APPLE INC.							2,981.31	
10/29/13	62078	A	10/29/2013	CTB/MCGRAW-HILL		TEST/TEST MATERIALS	Special Projects	01.0	42030.0	00000	21000	4312	0004030	13-14	409.16	
10/29/2013							62078	CTB/MCGRAW-HILL							409.16	
10/29/13	62079	A	10/29/2013	INDEX/PCA: 0645/03821		CONFERENCE AND TRAVEL	Special Projects	01.0	42030.0	00000	27000	5220	0004030	13-14	2,275.00	
10/29/2013							62079	INDEX/PCA: 0645/03821							2,275.00	
10/31/13	62088	A	10/31/2013	ABLENET, INC.		COMPUTER SUPP/EQUIP	Undistributed SELPA	01.7	65003.0	50500	22000	4400	0000000	13-14	535.46	
10/31/2013							62088	ABLENET, INC.							535.46	
10/21/13	62590	C	10/21/2013	FOREST HEIGHTS LODGE		NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	13-14	10,126.15	
10/21/2013							62590	FOREST HEIGHTS LODGE							10,126.15	
10/21/13	62591	A	10/21/2013	FIVE ACRES SCHOOL		NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	13-14	107,757.00	
10/21/2013							62591	FIVE ACRES SCHOOL							107,757.00	
10/21/13	62592	A	10/21/2013	BEACON DAY SCHOOL		NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	13-14	159,686.80	
10/21/2013															159,686.80	

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
10/21/2013					BEACON DAY SCHOOL		62592									159,686.80	
10/23/13	62593	A		10/23/2013	ALPINE ACADEMY/UTAH	NONPUBLIC SCHOOLS SERVICE	62593	01.0	65000.0	57500	11800	5880	0004040	13-14		10,630.00	
10/23/2013					ALPINE ACADEMY/UTAH YOUTH VILLAGE		62593									10,630.00	
10/17/13	62653	A		10/17/2013	MAXIM HEALTHCARE SERVICES, INC.	CONTRACTED SERVICES	62653	01.0	33100.0	57520	31400	5810	0004040	13-14		40,950.00	
10/17/2013					MAXIM HEALTHCARE SERVICES, INC.		62653									40,950.00	
10/17/13	62654	A		10/18/2013	IDA SPENCER	CONTRACTED SERVICES	62654	01.0	33101.0	57520	31400	5850	0004040	13-14		26,400.00	
10/17/2013					IDA SPENCER		62654									26,400.00	
10/17/13	62655	A		10/18/2013	ROSA MALDONADO	CONTRACTED SERVICES	62655	01.0	33101.0	57520	31400	5850	0004040	13-14		26,400.00	
10/17/2013					ROSA MALDONADO		62655									26,400.00	
10/21/13	62656	A		10/21/2013	JOELLE JACOBSON, LMFT	CONTRACTED SERVICES	62656	01.7	65120.0	50500	22000	5850	0000000	13-14		18,000.00	
10/21/2013					JOELLE JACOBSON, LMFT		62656									18,000.00	
10/25/13	62657	A		10/25/2013	VICTORYA JEWETT	CONTRACTED SERVICES	62657	01.0	07395.0	11100	10000	5850	4010000	13-14		4,500.00	
10/25/2013					VICTORYA JEWETT		62657									4,500.00	

Total by District : 64444      721,457.70      721,457.70

End of Report LAPO009C

**NONPUBLIC SCHOOLS:**  
 CURRENT PERIOD: \$288,199.93  
 APPROVED YTD: \$2,534,565.93

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

\* Prior Year Payments



**BOARD REPORT**

**9.4      Financial Implication for Certificated Services Report No. 7**

Total Fiscal Impact per Funding Source:

ADA	\$ 3,682.24
CCEF	\$ 900.00
Coaching & Special Assignments	\$ 5,628.00
General Fund	\$ 285.60
General Fund – Educational Services	\$ 589.05
Panther Partners	\$ 11,781.00
School Improvement	\$ 8,965.42
Special Education	\$ 1,680.00

**BOARD REPORT**

**9.4 Certificated Personnel Services Report No. 7**

**I. Authorization and Ratification of Employment**

**A. Substitute Psychologist – District Office**

Effective November 12, 2013 at per diem rate of pay of \$374.86 per day, work as needed  
Funding Source: Special Education

1. Bullock, Timothy

**B. Substitute Teacher – District Office**

Effective November 1, 2013 at \$127.50 per day, on-call as needed, \$163.20 on 21<sup>st</sup> day  
Funding Source: General Fund

- |                     |                    |
|---------------------|--------------------|
| 1. Balibrera, Mario | 4. Ukpong, Akemini |
| 2. Beck, Kaitlin    | 5. Urquidi, Luis   |
| 3. Tagum, Monica    | 6. Wilcox, Kaitlin |

**C. Extra Assignment – Various Sites, Mathlete Club Sponsor**

Effective October 1, 2013 through June 13, 2014 at \$300.00 stipend per teacher  
Funding Source: CCEF  
Total Cost: \$900.00

- |                 |            |
|-----------------|------------|
| 1. Fitts, Julie | El Rincon  |
| 2. Uyeda, Debby | La Ballona |
| 3. Vy, Chanda   | Farragut   |

**D. Extra Assignment – Various Sites, School City Assessment Program Professional Development**

Effective October 15, 2013 at \$35.70 per hour, not to exceed 1.5 hours per teacher  
Funding Source: General Fund – Educational Services  
Total Cost: \$589.05

- |                      |           |                            |          |
|----------------------|-----------|----------------------------|----------|
| 1. Adamucci, Anthony | CCMS      | 7. Roberts, Kelley         | Farragut |
| 2. Dennis, Darrin    | CCHS      | 8. Schulte, Penny          | CCHS     |
| 3. Jackson, Alicia   | Farragut  | 9. Tatum, Kenji            | CCMS     |
| 4. Kelner, Robert    | CCMS      | 10. Verge -Stopka, Annette | CCMS     |
| 5. Marsh, Micheal    | CCHS      | 11. Young, Erica           | CCMS     |
| 6. Omuro, Mitsuko    | El Marino |                            |          |

**E. Extra Assignment – El Marino, Mathlete Club Sponsor**

Effective October 1, 2013 through June 13, 2014 at \$150.00 stipend per teacher  
Funding Source: CCEF  
Total Cost: \$300.00

1. Bell, Monica
2. Padilla, Marisela

**BOARD REPORT**

**9.4 Certificated Personnel Services Report No. 7 – Page 2**

**I. Authorization and Ratification of Employment – continued**

F. Extra Assignment – Middle School, Before/After School Homework Help Teachers  
Effective October 21, 2013 through June 13, 2014 at \$35.70 per hour, not to exceed the stated  
hours per week per teacher  
Funding Source: School Improvement  
Total Cost: \$8,568.00

- |    |                      |         |    |                       |        |
|----|----------------------|---------|----|-----------------------|--------|
| 1. | Azad, Mark           | 2 hours | 4. | Morris, Ruth          | 1 hour |
| 2. | Fretham, Kari        | 2 hours | 5. | Verge-Stopka, Annette | 1 hour |
| 3. | Green-Bratton, Cathi | 2 hours |    |                       |        |

G. Extra Assignment – Middle School, Field Trip Chaperone  
Effective October 17, 2013 at per diem rate of pay of \$397.42  
Funding Source: School Improvement  
Total Cost: \$397.42

1. Martinez, Maria Luisa

H. Extra Assignment – Middle School, Before/After School Homework Help Teachers  
Effective October 21, 2013 through June 13, 2014 at \$35.70 per hour, not to exceed stated hours  
per week per teacher  
Funding Source: Panther Partners  
Total Cost: \$11,781.00

- |    |                  |         |    |                           |         |
|----|------------------|---------|----|---------------------------|---------|
| 1. | Balogun, Tayo    | 2 hours | 5. | Fairfield, Kristin        | 1 hour  |
| 2. | Berberich, Carol | 2 hours | 6. | Wilcox, Kelley            | 2 hours |
| 3. | Bosler, Michael  | 2 hours | 7. | Cotton-Yarbrough, Phyllis | 1 hour  |
| 4. | Ellis, Gina      | 1 hour  |    |                           |         |

I. Extra Assignment – Middle School, Provide Education Therapy  
Effective October 7, 2013 through June 30, 2014 at \$35.70 per hour, not to exceed 2 hours per week  
Funding Source: Special Education  
Total Cost: \$2,427.60

1. Bosler, Michael

J. Extra Assignment – Adult School, WASC Accreditation  
Effective September 9, 2013 through June 20, 2014 at \$49.76 per hour, not to exceed  
2 hours per week  
Funding Source: ADA  
Total Cost: \$3,682.24

1. Rosenberg, Joyce



**BOARD REPORT**

**9.4 Certificated Personnel Services Report No. 7 – Page 3**

**I. Authorization and Ratification of Employment - continued**

K. Extra Assignment – High School, Assistant Coaches  
Effective November 18, 2013 through February 21, 2014 at stated stipend  
Funding Source: Coaching & Special Assignments  
Total Cost: \$5,628.00

- |    |                  |               |                    |
|----|------------------|---------------|--------------------|
| 1. | Servin, Jennifer | Girl's Soccer | \$2,814.00 stipend |
| 2. | Sullivan, Bryan  | Boys' Soccer  | \$2,814.00 stipend |

L. Extra Assignment – High School, Back to School Night Coverage  
Effective September 25, 2013 at half of the regular substitute daily rate of \$127.50  
Funding Source: General Fund  
Total Cost: \$63.75

1. Beeman, Peter

M. Extra Assignment – High School, Proctoring PSAT Exam  
Effective October 19, 2013 at \$35.70 per hour, not to exceed 4 hours per teacher  
Funding Source: General Fund  
Total Cost: \$285.60

1. Phillips, Daniel  
2. Yokogawa, Valerie

**II. Revision to Previously Approved Personnel Requisitions**

1. Extra Assignment – High School, Peer Tutoring Before & After School  
Previously Approved on Board Report #4; 9/24/13 as stipends for each teacher  
Effective September 3, 2013 through June 13, 2014 at \$35.70 per hour, not to exceed 5 hours per week per teacher  
Funding Source: General Fund  
Total Cost:

	Was:	Revised:
1. Dien, Jerod	\$2,500.00 stipend	As stated above
2. Fontijn, Mariah	\$8,000.00 stipend	As stated above
3. Ta, Jenny	\$7,000.00 stipend	As stated above



BOARD REPORT

9.5 Financial Impact for Classified Personnel Services Report No. 7

Total Funding Fiscal Impact:

Adult School Total:	\$439.20
CCHS Booster Club Total:	\$5,814.00
Food Services Total:	\$7,264.62
General Fund Total:	\$94,268.16 \$14.43 per hour, as needed \$14.13 per hour, as needed
Linwood Howe Booster Club Total:	\$30,650.12
Panther Partners Total:	\$1,928.60

BOARD REPORT

9.5 Classified Personnel Services Report No. 7

I. Authorization, Approval & Ratification of Employment

A. Clerical & Fiscal

1. Murray, Peter  
Substitute Clerk Typist  
District Office  
Funding Source: General Fund  
Effective November 1, 2013  
Hourly, as needed – \$14.43 per hour
2. Scott, Kelly  
Budget Secretary  
Adult School – Extra Assignment –  
Proctor & Prepare GED Test  
Not to exceed 20 hours  
Funding Source: Adult School – Feed Based  
Effective November 12, 2013 through  
December 4, 2013  
Range 24 – \$21.96 per hour  
Total: \$439.20

B. Instructional Assistants

1. Moore, Oladele  
School Technology Technician  
High School  
7 hours per day, school year  
Funding Source: General Fund  
Effective November 13, 2013  
Range 21 – \$17.69 per hour  
Total Cost: \$24,518.34
2. Barrientos, Melvin  
Instructional Assistant – Special Education IIA  
El Rincon  
6 hours per day, school year  
Funding Source: General Fund – Special Ed  
Effective November 13, 2013  
Range 16 – \$16.37 per hour  
Total Cost: \$19,447.56
3. Dono, Edward  
Short-Term Instructional Assistant  
Linwood Howe  
3.9 hours per day, school year  
Funding Source: Linwood Howe Booster Club  
Effective November 13, 2013 through  
June 13, 2014  
Range 12 – \$13.55 per hour  
Total Cost: \$7,662.53

BOARD REPORT

9.5 Classified Personnel Services Report No. 7 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

B. Instructional Assistants – continued

4. Ortega, Amanda  
Short-Term Instructional Assistant  
Linwood Howe  
3.9 hours per day, school year  
Funding Source: Linwood Howe Booster Club  
Effective November 13, 2013 through  
June 13, 2014  
Range 12 – \$13.55 per hour  
Total Cost: \$7,662.53
5. Teplin, Lauren  
Short-Term Instructional Assistant  
Linwood Howe  
3.9 hours per day, school year  
Funding Source: Linwood Howe Booster Club  
Effective November 13, 2013 through  
June 13, 2014  
Range 12 – \$13.55 per hour  
Total Cost: \$7,662.53
6. Wind, Nancy  
Short-Term Instructional Assistant  
Linwood Howe  
3.9 hours per day, school year  
Funding Source: Linwood Howe Booster Club  
Effective November 13, 2013 through  
June 13, 2014  
Range 12 – \$13.55 per hour  
Total Cost: \$7,662.53
7. Chaidez, Jazmin  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective November 1, 2013  
Hourly, as needed – \$14.13 per hour
8. Bussey, Blaine  
Instructional Assistant – Special Education IIA  
Middle School – Extra Assignment  
Not to exceed 2 hours  
Funding Source: General Fund – Special Ed  
Effective October 25, 2013  
Range 16 – \$18.01 per hour  
Total Cost: \$36.02

BOARD REPORT

9.5 Classified Personnel Services Report No. 7 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

B. Instructional Assistants – continued

9. Bechtloff, Julie Instructional Assistant – Computer Lab  
Farragut – Extra Assignment  
Not to exceed 12 hours per week  
Funding Source: General Fund  
Effective November 13, 2013 through  
June 13, 2014  
Range 16 – \$18.01 per hour  
Total Cost: \$5,835.24

C. Coaches

1. Eskridge, Adam Temporary Boys' Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$3,827.00
2. Flynn, Ryan Temporary Boys' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$3,073.00
3. Huezo, Derrick Temporary Boys' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$3,073.00
4. Goodwin, Gary Temporary Boys' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$3,073.00

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 7 – Page 4**

I. Authorization, Approval & Ratification of Employment – continued

C. Coaches – continued

5. Anderson, Julian  
Temporary Girls' Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$3,827.00
6. Kitabayashi, Mark  
Temporary Girls' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$2,000.00
7. Batalla, Karlia  
Temporary Girls' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$2,000.00
8. Danganan, Maye  
Temporary Girls' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$1,500.00
9. Nakayama, Tom  
Temporary Girls' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$646.00
10. Dordoni, Nestor  
Temporary Girls' Water Polo Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$3,682.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 7 – Page 5

I. Authorization, Approval & Ratification of Employment – continued

C. Coaches – continued

11. Dordoni Jr., Nestor  
Temporary Girls' Assistant Water Polo Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 18, 2013 through  
February 21, 2014  
Stipend of \$2,814.00
12. Espeleta, Louis  
Temporary Boys' Soccer Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 17, 2013 through  
February 19, 2014  
Stipend of \$3,682.00
13. Ake, Victor  
Temporary Boys' Assistant Soccer Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 17, 2013 through  
February 19, 2014  
Stipend of \$2,814.00
14. Castillo, Edgar  
Temporary Boys' Assistant Soccer Coach  
High School  
Funding Source: Booster Club  
Effective November 17, 2013 through  
February 19, 2014  
Stipend of \$2,814.00
15. Mair, Scott  
Temporary Girls' Soccer Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 17, 2013 through  
February 19, 2014  
Stipend of \$3,682.00
16. Cveyich, Elizabeth  
Temporary Girls' Assistant Soccer Coach  
High School  
Funding Source: Booster Club  
Effective November 17, 2013 through  
February 19, 2014  
Stipend of \$1,800.00



**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 7 – Page 6**

I. Authorization, Approval & Ratification of Employment – continued

C. Coaches – continued

17. Noel, Robert Temporary Boys' Basketball Coach  
Middle School  
Funding Source: General Fund – Athletics  
Effective November 21, 2013 through  
March 8, 2014  
Stipend of \$929.00
18. Tilman III, Rayburn Eugene Temporary Lacrosse Coach  
Middle School  
Funding Source: Panther Partners  
Effective November 21, 2013 through  
March 8, 2014  
Stipend of \$929.00
19. Tilman III, Rayburn Eugene Temporary Lacrosse Coach  
Middle School  
Funding Source: General Fund – Athletics  
Effective March 11, 2013 through  
May 15, 2014  
Stipend of \$929.00
20. Asher, Christopher Temporary Baseball Conditioning Coach  
High School  
Funding Source: Booster Club  
Effective November 1, 2013 through  
January 10, 2014  
Stipend of \$1,200.00

D. Stipend Assignments

1. Soucar, Maya 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

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 7 – Page 7**

I. Authorization, Approval & Ratification of Employment – continued

D. Stipend Assignments – continued

2. PSAT Proctors  
High School – Not to exceed 8 hours  
Funding Source: General Fund  
Effective October 19, 2013  
Stipend of \$30.00 per hour  
Total Cost: \$2,880.00

- |                       |                     |
|-----------------------|---------------------|
| a. Campos, Josie      | g. Heiner, Phyllis  |
| b. Dobbs, Magdalena   | h. Jauregui, Xavier |
| c. Estioco, Marilee   | i. Mercado, Ana     |
| d. Fujisawa, Margaret | j. Morales, Mayra   |
| e. Gonzalez, Tina     | k. Oviedo, Raul     |
| f. Guinn, JoNellia    | l. Sharp, Dominique |

II. Authorization, Approval & Ratification of Change of Assignments

1. Harp, Eboni

Promotion via Classified Interviews:  
From: Substitute Food Service Assistant  
To: Food Service Assistant  
Food Services – 3 hours per day, school year  
Funding Source: Food Services  
Effective November 13, 2013  
Range 6 – \$12.23 per hour  
Total Cost: \$7,264.62

III. Authorization, Approval & Ratification of Probationary Release

1. De La Torre, Moises

Food Service Assistant  
Food Services – La Ballona  
2 hours per day, school year  
Funding Source: Food Services  
Effective November 8, 2013  
Range 6 – \$12.23 per hour

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 7

Moved by:

Seconded by:

Vote:

**9.6 Enrollment Report**

The attached reports display enrollment information for month two of the 2013-2014 school year. The reports are presented in two formats: a monthly detail and a summary comparison.

The first report shows total K-12 site enrollment by grade level on the last day of a specific four-week period. These reporting periods are categorized as 1<sup>st</sup> School Month through 12<sup>th</sup> School Month and rarely coincide with calendar months. This report also lists enrollment totals in the Adult School and State Preschool Program.

The second report is a comparative document that shows the current year's monthly enrollment and the previous year's enrollment for each K-12 site location.

**RECOMMENDED MOTION:** That the Board of Education for Culver City Unified School District accept the Enrollment Report for month two of the 2013-2014 school year as presented.

**Moved by:**

**Seconded by:**

**Vote:**

**Culver City Unified School District**  
**Enrollment for the 2nd School Month (9/2/13 - 9/27/13)**  
**2013 - 2014**

<b>ELEMENTARY</b>	<b>El Marino</b>	<b>El Rincon</b>	<b>Farragut</b>	<b>La Ballona</b>	<b>Linwood Howe</b>	<b>Independent Study</b>	<b>Total</b>
<b>K</b>	145	90	85	96	72	0	488
<b>Transitional K</b>	21	23	0	0	23	0	67
<b>1</b>	131	83	93	90	64	0	461
<b>2</b>	127	69	100	87	91	0	474
<b>3</b>	134	102	91	90	65	0	482
<b>4</b>	127	93	108	115	94	0	537
<b>5</b>	123	87	95	88	85	0	478
<b>Spec Class</b>	0	19	0		36	0	55
<b>Elementary Total</b>	<b>808</b>	<b>566</b>	<b>572</b>	<b>566</b>	<b>530</b>	<b>0</b>	<b>3042</b>

<b>SECONDARY</b>	<b>Middle School</b>	<b>High School</b>	<b>Culver Park</b>	<b>Independent Study</b>	<b>Total</b>
<b>6</b>	455				455
<b>7</b>	486				486
<b>8</b>	490				490
<b>9</b>		520	0	0	520
<b>10</b>		511	0	5	516
<b>11</b>		517	13	7	537
<b>12</b>		467	44	8	519
<b>Spec Class</b>	29	34	0	0	63
<b>Secondary Total</b>	<b>1460</b>	<b>2049</b>	<b>57</b>	<b>20</b>	<b>3586</b>

<b>Total K-12 Enrollment</b>	<b>6628</b>
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**PRESCHOOL**

<b>Linwood Howe</b>	<b>El Marino</b>	<b>El Rincon</b>	<b>Farragut</b>	<b>La Ballona</b>	<b>CEE</b>	<b>Total</b>
54	24	28	8	80	96	290

**ADULT SCHOOL**

<b>Adult Basic Education</b>	<b>ESL</b>	<b>Citizenship</b>	<b>Adults with Disabilities</b>	<b>High School Subjects</b>	<b>Total</b>
93	360	24	17	269	763

**Notes:**

1. These enrollment figures represent the total number of sections. A single student may be enrolled in multiple sections.
2. Of the 269 students enrolled in high school subjects, 53 concurrently attend high school.

**Culver City Unified School District**  
**Enrollment Comparison**  
**12-13 vs 13-14**

ELEMENTARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	12-13	13-14	12-13	13-14	12-13	13-14	12-13	13-14	12-13	13-14
El Marino	766	810	771	808	769		772		754	
El Rincon	557	564	557	566	555		555		551	
Farragut	562	562	557	572	557		558		553	
La Ballona	553	566	557	566	556		555		547	
Linwood Howe	541	523	548	530	552		549		546	
Ind. Study	0	0	0	0	0	0	0	0	0	0
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
<b>Elementary Total</b>	<b>2979</b>	<b>3025</b>	<b>2996</b>	<b>3042</b>	<b>2988</b>	<b>0</b>	<b>2989</b>	<b>0</b>	<b>2951</b>	<b>0</b>

SECONDARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	12-13	13-14	12-13	13-14	12-13	13-14	12-13	13-14	12-13	13-14
Middle School	1473	1459	1468	1460	1462		1460		1449	
High School	2111	2024	2151	2049	2105		2149		2127	
Culver Park	55	52	56	57	55		60		64	
Ind. Study	22	18	23	20	66		23		24	
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
<b>Secondary Total</b>	<b>3861</b>	<b>3553</b>	<b>3696</b>	<b>3586</b>	<b>3690</b>	<b>0</b>	<b>3692</b>	<b>0</b>	<b>3664</b>	<b>0</b>

<b>K-12 Total</b>	<b>6640</b>	<b>6578</b>	<b>6686</b>	<b>6628</b>	<b>6678</b>	<b>0</b>	<b>6681</b>	<b>0</b>	<b>6615</b>	<b>0</b>
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**9.7 Disposal of Surplus Property**

Section 17545 of the Education Code provides that the Governing Board of any school district may sell any property belonging to the district if the property is not required for school purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for school use.

Since the property listed below is either obsolete or would be too costly to repair and takes up valuable storage space, it is advisable that it be disposed of through public auction or disposal for scrap if it cannot be sold.

It should be noted that the three inoperative and non-repairable District vehicles had to be removed from District property to allow for the completion of a site improvement project. Their disposal requires that the Board declare them as obsolete along with the other surplus items listed. The District received fair market value for the cars through sales to a local auto recycling business.

Item Description	Location	Dist. Tag
Miscellaneous Computers, Printers, Laptop Computers, Laserdisc, Copy Machine	District Warehouse	See List
Vehicles	MOT	See List

**RECOMMENDED MOTION:** That the Board of Education approve the disposal, sale, auction or donation of the surplus equipment as listed.

**Moved by:**

**Seconded by:**

**Vote:**

**I.T. - SURPLUS EQUIPMENT**

<b>TAG #</b>	<b>DESCRIPTION</b>	<b>MANUFACTURER</b>
0558	Computer	Apple iMac
0570	Computer	Apple iMac
0629	Computer	Apple eMac
0640	Computer	Apple eMac
0641	Computer	Apple eMac
1002	Printer	HP
1018	Computer	Dell
1130	Computer	Dell
1243	Printer	HP
1391	Printer	HP
1411	Printer	HP
1429	Computer	Dell
1584	Computer	HP
1631	Computer	Dell
1657	Computer	Dell
1684	Laptop Computer	Toshiba
1701	Copy Machine	Toshiba
1850	Printer	HP
1907	Computer	Dell
1964	Computer	Dell
2338	Computer	Dell
2339	Computer	Dell
2340	Computer	Dell
2471	Computer	Apple
2480	Computer	Apple eMac
2481	Computer	Apple eMac
2501	Computer	Dell
2766	Laserdisc	Pioneer
3094	Computer	Dell
3157	Computer	Apple iMac
4716	Laptop Computer	Toshiba
5863	Printer	HP

**MOT - SURPLUS EQUIPMENT**

<b>DESCRIPTION</b>	<b>VEHICLE I.D. NUMBER</b>	<b>LICENSE NUMBER</b>
2000 Chevrolet Malibu	1G1ND52J9Y6186054	E1002567
1999 Chevrolet Lumina	2G1WL52M4X110283	E1019611
1991 Ford E-250 Van	1FTHE25H3MHA8647	E907611

## BOARD REPORT

### 10.1 CCUSD – Power of Us Recognition

Success for All Takes US ALL! This monthly agenda item will focus on celebrating staff, students, community members and partners whose efforts model our deep belief in all students and represent our commitment to working together to ensure all children learn at high levels.



## BOARD REPORT

11/12/13

12.1

### **12.1 CCUSD PLC – Question 2**

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

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?
4. What will we do if they already do?

Dr. Krumpe's presentation will focus on question #2 - How will we know if they know it?

Dr. Krumpe will share details of our efforts to collaboratively design common assessments for each identified essential standard and will emphasize how this process is critical to our effective implementation of common core. She will additionally share the status of state testing for the 2013-2014 school year and expected testing for the 2014-2015 school year.

**BOARD REPORT**

**11/12/13**

**14.2a**

**14.2a Approval is Recommended for the Agreement between Loyola Marymount University and Culver City Unified School District**

It is recommended that the Board approve the agreement between Loyola Marymount University and Culver City Unified School District in support of the "Mathematics Leadership Corps" (MLC). This collaboration between LMU and CCUSD, is supported by the Cotsen Foundation for the Art of Teaching and provides professional development for elementary and secondary teacher leaders at La Ballona, Lin Howe, CCMS, and CCHS through the generous donations from the Leonetti/O'Connell Family Foundation and the Louis L. Borick Foundation.

RECOMMENDED MOTION:

That the Board approve the Agreement Between Loyola Marymount University and Culver City Unified School District.

Moved by:

Seconded by:

Vote:

**AGREEMENT**  
**between**  
**LOYOLA MARYMOUNT UNIVERSITY**  
**and**  
**CULVER CITY UNIFIED SCHOOL DISTRICT**

This cost reimbursement Agreement is entered into by and between LOYOLA MARYMOUNT UNIVERSITY, 1 LMU Drive, Los Angeles, California 90045 (hereinafter referred to as "LMU") and CULVER CITY UNIFIED SCHOOL DISTRICT, 4034 Irving Place, Culver City, California 90232 (hereinafter referred to as "CCUSD" or "Subrecipient").

Whereas LMU plans to undertake the performance of the Project ("Project") identified as, "Mathematics Leadership Corps" (MLC), a collaboration between LMU, Culver City Unified School District, and the Cotsen Foundation for the Art of Teaching (hereinafter referred to as "Cotsen Foundation"), to support research-based professional development for a total of 11 teachers ("fellows") who are employed at two CCUSD elementary schools (La Ballona Elementary and Linwood Howe Elementary) that promotes mathematical understanding and procedural skills, builds internal capacity to increase student engagement and achievement in mathematics, and guides CCUSD's implementation of the Common Core Standards in Mathematics;

Whereas The Art of Teaching, a program of the Cotsen Foundation, is an intensive mentoring program for experienced teachers ("fellows") who collaborate with a Mentor to focus on improving their practice in mathematics. Mentors, one selected from each of the two elementary schools, receive extensive training from the Cotsen Foundation for the Art of Teaching, and work closely with fellows both in and outside the classroom on a variety of professional development activities;

Whereas the Cotsen Foundation for the Art of Teaching and the Louis L. Borick Foundation, pursuant to grants awarded by each to LMU in June 2013, authorizes LMU, as the fiscal agent, to enter into agreements with entities responsible for performing services that assist in meeting the Goals and Objectives of the Project, described in the MLC Program Description (**Exhibit A**); and

Whereas LMU plans to enter into agreements with these partners and other entities necessary to a) undertake and complete the performance of activities pursuant to LMU Project Number 13-099, and b) define the terms and conditions to which the Subrecipient is subject;

Now, therefore, the parties do mutually agree as follows:

**ARTICLE I. TERMS AND CONDITIONS**

a. This Agreement is subject to the Terms and Conditions identified in the Memorandum of Understanding (MOU) between the Cotsen Foundation and CCUSD (**Exhibit B**), a copy of which is attached and made a part of this Agreement for all purposes. Any changes made to this Agreement require the written approval of each party's Authorized Official.

**ARTICLE II. SCOPE OF WORK**

a. CCUSD, as an Independent Entity and not as an employee or agent of LMU, agrees to use reasonable efforts to perform the work as described in **Exhibit A** and **Exhibit B**.

b. CCUSD shall use its reasonable efforts to provide the services herein contained at the time and in the manner herein provided. CCUSD agrees that the timeliness and performance of work and services

under this Subaward shall conform to high professional standards in the field. As a subrecipient, CCUSD will use its reasonable efforts to formulate opinions and information upon which LMU and the Art of Teaching may rely.

- c. CCUSD agrees not to engage in sub-agreements or subcontracts with other entities to carry out the work of this Project without prior written approval from LMU.
- d. CCUSD will maintain a record of teacher participation to ensure any stipends or substitute teacher costs are paid based on each participant attending the required professional development and coaching sessions described in **Exhibit B**.
- e. CCUSD agrees to provide necessary classroom or meeting space and existing computers, audio, visual or related equipment necessary for teaching, implementation and delivery of Project-related activities undertaken or performed at Project sites within CCUSD.
- f. CCUSD agrees to pay all fees associated with participating teachers and mentors who need to attend instructional rounds quarterly as part of their training.
- g. CCUSD shall be exclusively responsible for obtaining all necessary Family Educational Privacy Rights Act ("FERPA") and any other required privacy consents or waivers related to the implementation of the Project. Upon request, CCUSD shall provide the LMU Programmatic Contact with evidence to demonstrate its compliance with this requirement.

#### **ARTICLE III. PERIOD OF PERFORMANCE**

The period of performance shall commence on July 1, 2013 and shall terminate on June 30, 2014. No costs shall be incurred under this Subaward prior to the start date, nor subsequent to the termination date. Depending on future grant awards from public or private sources, LMU and CCUSD may extend the period of performance to include additional years. The period of performance may only be extended by mutual written agreement of the parties.

#### **ARTICLE IV. KEY PERSONNEL**

Matters concerning the technical performance of this Subaward should be directed to the appropriate party's Programmatic Contact(s). Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward Agreement, and any changes requiring prior approval, should be directed to the appropriate party's Administrative Contact.

- a. The Loyola Marymount University (LMU) contacts for this Project shall be designated as:

Programmatic Contact (Project Director)

Katharine Clemmer, M.A.T., Director,  
Center for Math and Science Teaching  
University Hall, Suite 1500  
Phone: 310-568-6655  
Email: [klemmer@lmu.edu](mailto:klemmer@lmu.edu)

Financial Contact

Sharon Elenbaas, Director, Post-Award  
Administration and Accounting  
University Hall, Suite 2200  
Phone: 310-568-6208  
Email: [Sharon.Elenbaas@lmu.edu](mailto:Sharon.Elenbaas@lmu.edu)

Administrative Contact

Joseph McNicholas, Director, Office for  
Research and Sponsored Projects  
University Hall, Suite 3000  
Phone: 310-338-4599  
Email: [orsp@lmu.edu](mailto:orsp@lmu.edu)

- b. The following CCUSD employees are considered to be essential for the work being performed under this Subaward: Project Director Kati Krumpe. LMU requests written notification 10 business days in advance of any change to the key personnel or contact information listed below. The CCUSD contacts for this Project shall be designated as:

Programmatic and Administrative Contact

Kati Krumpe, Assistant Superintendent  
Phone: 310-842-4220 ext. 4213  
Email: [katikrumpe@ccusd.org](mailto:katikrumpe@ccusd.org)

Financial Contact

Sean Kearney, Director of Fiscal Services  
Phone: 310-842-4220 ext. 4234  
Email: [seankearney@ccusd.org](mailto:seankearney@ccusd.org)

**ARTICLE V. COMPENSATION**

a. LMU shall reimburse the CCUSD for allowable costs necessary to undertake the services and complete the deliverables outlined in **Exhibit B** and in the Project Budget (**Exhibit C**), not to exceed a maximum amount of \$234,750 incurred during the period of performance. Allowable expenditures are to be based on the categories and line item costs which are described in **Exhibit C**. It is agreed between the parties that the above-referenced sum shall represent the total amount of this Agreement, which may only be amended in writing by mutual written agreement of the parties. It is understood that performance of services under this Subaward is contingent upon availability of funds from the Cotsen Foundation and the Borick Foundation. Reductions in LMU's award may result in reductions to CCUSD's award.

b. Subrecipient agrees to use the Grant for the purposes stated in the attached Exhibits. Grant funds may be spent only in accordance with the terms set forth herein. Grant funds may not be expended for any other purpose without prior approval by LMU. The Subrecipient agrees to submit to LMU a written request for permission to make any significant changes to the Project Budget.

c. LMU will reimburse CCUSD only for costs incurred during this period of performance. LMU shall not be obligated to reimburse nor shall CCUSD be obligated to incur any expenses in excess of the amount funded by this action. Unexpended funds may result in a decrease in the total amount of the compensation indicated above.

d. A no-cost extension requires the approval of LMU. If the funds have not been completely expended at the end of the performance period, the Subrecipient agrees to provide a statement on the balance and a plan for using the remaining funds. Any requests for a no-cost extension should be addressed to and received by the LMU Administrative Contact not less than thirty days prior to the end of the Subaward period of performance.

**ARTICLE VI. PAYMENT AND INVOICES**

Invoices must be submitted for payment of costs incurred related to implementation of the scope of work defined in **Exhibit A** and **Exhibit B** on at least a quarterly basis for the duration of the period of performance up to the Subaward value. Invoices may be submitted at any time, but no later than 30 days after each quarter end for costs incurred during the preceding quarter. In order for the Subrecipient to receive payment, these invoices must be in sufficient detail to indicate all expenses. At a minimum, invoices must include the LMU Reference Information (Account Name: LEONETTI MLC 13099; Account Number: 15-4-81200-53436), identify the period for which reimbursement is being requested, itemize current and cumulative costs by budget category in accordance with Subrecipient's approved budget, and be signed by an authorized representative of the Subrecipient certifying that the

expenditures claimed represent actual expenses for the work performed under this Subaward. The final invoice must be submitted within 30 calendar days after the termination date of this Agreement, and must be marked "**FINAL**" by the Subrecipient. No payments will be made to Subrecipient after this period. Any expenses deemed unallowable per **Exhibit B** and **Exhibit C**, and/or LMU policies will require a revised invoice. All correspondence related to payments and invoices should be directed to the LMU Financial Contact.

**ARTICLE VII. REPORTS**

Subrecipient agrees to furnish in a timely manner and in accordance with **Exhibit A** and **Exhibit B**, such progress reports, cost reports, evaluation data and other information both required by the Project and to be incorporated by the Cotsen Foundation and LMU in documents that are necessary to meet their reporting requirements to the Project partners. Reports and all correspondence related to reporting should be sent to the LMU Programmatic Contact.

**ARTICLE VIII. INSURANCE**

CCUSD agrees to procure and maintain all necessary and appropriate workers compensation insurance for CCUSD Project participants and personnel. Subrecipient shall provide LMU with proof of comprehensive general liability insurance with a limit of not less than \$1,000,000, to be in effect during the period of performance.

**ARTICLE IX. RECORDS RETENTION AND SUBRECIPIENT MONITORING REQUIREMENT**

LMU shall have reasonable access to and the right to examine and audit financial records, supporting documents and other records of Subrecipient pertinent to this Agreement. Such financial records, supporting documents and other records shall be retained by Subrecipient for a period of three years following the date of the final payment under this Subaward.

**ARTICLE X. ASSURANCES**

a. The Subrecipient agrees that, in carrying out the objectives supported by this Grant, it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, color, religion, gender, national origin, ancestry, age, medical condition, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by law.

b. The Subrecipient agrees it will invoice for expenditures in a manner consistent with section 501(c)(3) of the Internal Revenue Code, including a prohibition on using funds to influence the outcome of any specific election of candidates to public office, induce or encourage violations of law or public policy, or cause any private inurement or improper private benefit to occur. The Subrecipient also agrees its expenditures pursuant to this Agreement are not earmarked for use in any attempt to influence legislation within the meaning of section 501(c)(3) of the Code, and neither LMU nor the Subrecipient has entered into any agreement, oral or written to that effect.

c. The Subrecipient agrees that it will invoice for expenditures that are in compliance with all applicable anti-terrorist financing and asset control laws and regulations.

**ARTICLE XI. HOLD HARMLESS**

Subrecipient and LMU mutually agree to defend, indemnify and hold harmless the other party, its directors, officers, trustees, employees, agents and representatives from and against any and all claims, demands, damages, suits, judgments, losses, or expenses of any nature whatsoever (including

reasonable attorneys' fees, court costs, and other expenses related thereto), including, but not limited to, those related to injury to or death of any person or persons and loss of or damage to any property owned by the Subrecipient, LMU or by a third party, arising directly or indirectly from or out of any act, error, negligence or omission of either party in connection with or related to the performance of this Subaward. Subrecipient's obligation under this Section shall not extend to LMU's use of the results of the Scope of Work. The foregoing indemnities shall not be limited by the insurance requirements and shall extend to claims occurring after the Agreement has terminated as well as while the Agreement is in force.

#### **ARTICLE XII. INTELLECTUAL PROPERTY**

This Project is not anticipated to result in the production of copyrights or other intellectual property. If such property is produced as a result of work on this Agreement, the following terms apply:

a. CCUSD hereby grants to LMU an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed, created and delivered in the performance of this Subaward Agreement and the right to use data created in the performance of this Subaward Agreement for the purpose of and only to the extent required to meet LMU's obligations to the Cotsen Foundation and Borick Foundation.

b. CCUSD, LMU and the Cotsen Foundation shall each retain all rights, respectively, to any contributed Background Intellectual Property. To the extent that LMU contributes material protected by copyright or trademark in connection with its publication of any interim or final project or related reports, LMU shall own all right, title and interest, including, without limitation, all Intellectual Property Rights, in and to the contributed copyrightable material.

c. Analysis of any Project or research data produced with the support of this Subaward Agreement shall be conducted based upon procedures jointly agreed to between LMU, the Cotsen Foundation and CCUSD. All data collected by CCUSD shall be available at all times to the LMU Programmatic Contact and the Cotsen Foundation, and will be transferred to LMU without human subject identifiers.

d. It is agreed that decisions by CCUSD concerning Publications or Presentations of or from this Project will be made after consultation with the LMU Programmatic Contact. "Publications" refers to literature reviews, technical publications, journal articles and any other types of publications. "Presentations" refers to delivering of speeches or papers at conferences, symposiums, etc. Additionally, each party has the right to prepare derivative works from the data used in performance of this Subaward, and these works will be copyrighted in the producing party's name.

#### **ARTICLE XIII. PUBLICITY, PUBLICATIONS AND COMMUNICATIONS WITH THE MEDIA**

a. CCUSD will provide LMU with a copy of any proposed publication, presentation or derivative work produced with the support of this Subaward Agreement thirty (30) days in advance of any proposed distribution or submission, or ten (10) days in advance of any proposed presentation for quality assurance review and comment. This review will also ensure appropriate acknowledgements are included, and proprietary information is not inadvertently disclosed. LMU will review these materials in a timely manner. If LMU so requests, CCUSD agrees to delete any proprietary information.

b. LMU and CCUSD agree to reciprocal acknowledgement of the role of their respective institutions, the Cotsen Foundation and Borick Foundation and other partners in all printed and visual materials,

publications, presentations, derivative works, press releases or other documents produced with the support of this Subaward Agreement, as well as an acknowledgement of the award and a disclaimer statement.

**ARTICLE XIV. TERMINATION**

This Subaward may be terminated by LMU or by SUBRECIPIENT at any time upon the giving of thirty (30) days prior written notice to the other party. Said notice shall be given to the Administrative Contact listed in Article III by registered mail and electronic email. In the event of termination, Subrecipient shall be entitled to payment for acceptable and allowable work performed under this Subaward, and for all non-cancelable obligations made in connection with such work, through the date of termination. This agreement shall be interpreted under the laws of the State of California. Any litigation under this agreement shall be resolved in the trial courts of Los Angeles County, State of California.

**ARTICLE XV. ENTIRE AGREEMENT**

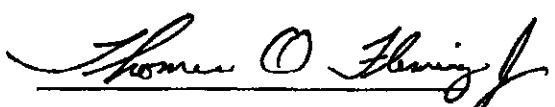
This Subaward and the Exhibits hereto contain the entire agreement of the parties, and no representation, provision, warranty, term, condition, promise, duty or liability, expressed or implied, shall be binding upon or applied to either party, except as herein stated. No amendment or modification of any term, provision or condition of this Subaward shall be binding or enforceable unless in writing and signed by each of the parties.

IN WITNESS WHEREOF, the parties have executed this Subaward as of the date hereof.

**Authorized Official for Culver City Unified School District (CCUSD):**

**Loyola Marymount University (LMU):**

By: 

By: 

Name: David LaRose

Name: Thomas O. Fleming, Jr.

Title: Superintendent

Title: SVP & Chief Financial Officer

Date: 9/23/2013

Date: 9.26.13

**EXHIBITS:**

Exhibit A – MLC Project Description

Exhibit B – Memorandum of Understanding, Cotsen Foundation for the Art of Teaching and the Culver City Unified School District

Exhibit C – CCUSD Budget



Exhibit A  
Mathematics Leadership Corps (MLC) Description

**Appendix 4**

**Abstract**

Loyola Marymount University and the School of Education's Center for Math and Science Teaching System (LMU-CMAST) have joined with the Cotsen Foundation for the ART of TEACHING and the Culver City Unified School District, with support from the Leonetti/O'Connell Family Foundation and Louis L. Borick Foundation to form the *Mathematics Leadership Corps* (Partnership). The Partnership will provide two research-based professional development programs, the ART of TEACHING for elementary schools and CMAST for secondary schools and will focus on changing an organization from within by building internal capacity to lead and sustain improvement that results in an exponential increase in student engagement and achievement in mathematics over the three-year period of the grant and beyond.

The Partnership will guide the district's implementation of the recently adopted Common Core Standards in mathematics by working closely with teachers and administrators and providing professional development that promotes mathematical understanding as well as procedural skill. The goals of the Partnership are to improve teacher leaders' coaching and mentoring skills, improve teachers' overall instruction and delivery of mathematics content, improve students' content knowledge, engagement, and interest in mathematics and sustain gains in student learning throughout and beyond the project years through the collaborative and strategic efforts of project partners.

Given the scope (K-12 across multiple school sites) and sequence (two years of intensive coaching followed by a third year of continued support) of this project, the Partnership has a comprehensive plan for: formative, internal evaluation; summative, external evaluation; and research resulting in a white paper disseminated at the end of the three year project.

## **Mathematics Leadership Corps (MLC)**

### **Need Statement**

The study of mathematics promotes reasoning, problem solving, logic, abstract thinking, and critical thinking skills that position students for successful careers in today's global economy.

According to a report from the Georgetown University Center on Education and the Workforce, the United States "is not producing enough STEM-capable students to keep up with the demand both in the traditional STEM occupations and other sectors across the economy that demand similar competencies." Furthermore, the United States ranked 31<sup>st</sup> out of 65 countries in 2009 on the international test of mathematics known as PISA, which measures math proficiency in 15 year-olds in the world's industrialized nations.

Even in Culver City, California, where math achievement is relatively high, with 73.5% of students in the Culver City Unified School District measuring proficient or above in mathematics, there is a substantive achievement gap between students in different ethnic groups, and therefore, substantial room for improvement. Asian and white students measure 89.9% and 83.7% proficient or above, respectively, while African-American and Hispanic students score 65.2% and 64.6% proficient or above in mathematics. When this is the case, our national shortcomings in math education are compounded by the uneven mastery of math between groups.

Recognizing the need to improve student engagement, interest, and success in mathematics, 45 states, including California, have recently adopted the Common Core Standards in mathematics. Many districts have begun implementation already, and full implementation is scheduled for the 2014-2015 academic year. According to the Common Core State Standards Initiative: "research studies of mathematics education in high-performing countries have pointed to the conclusion that the mathematics curriculum in the United States must become substantially more focused and coherent in order to improve mathematics achievement in this country." The Common Core Standards are meant to address this shortcoming by promoting mathematical understanding as well as procedural skill.

Of course, standards simply spell out what students are expected to learn in a content area. Creating a better set of standards is important, but is, on its' own, insufficient. No matter what standards are in place, it is the quality of mathematics *teaching* that has the greatest impact on student learning in school. Given the shortfall of math graduates, the poor performance of students in math, the inequity of math achievement across groups, and the added challenge of the changing expectations for what and how math is to be taught, there is a great need for improved teaching in mathematics - at every grade, across our city, in our state, and throughout our nation.

### **A Collaborative Solution**

Loyola Marymount University and the School of Education's Center for Math and Science Teaching System (LMU-CMAST) have joined with the Cotsen Foundation for the ART of TEACHING and the Culver City Unified School District, with support from the Leonetti/O'Connell Family Foundation and the Borick Foundation to form the *Mathematics Leadership Corps* (the Partnership). The Partnership will provide two research-based

professional development programs, the ART of TEACHING for elementary schools and CMAST for secondary schools and will focus on changing an organization from within by building internal capacity through teacher leaders to lead and sustain improvement that results in an exponential increase in student engagement and achievement in mathematics over the three-year period of the grant, and beyond.

### **Goals**

The goals of the Partnership are to:

1. Improve teacher leaders' coaching and mentoring skills.
2. Improve teachers' overall instruction and delivery of mathematics content.
3. Improve students' content knowledge, engagement, and interest in mathematics.
4. Sustain gains in student learning throughout and beyond the project years through development of a system that supports ongoing, collaborative, and teacher-driven and teacher-led learning and improvement

### **The Project Partners**

Both LMU-CMAST and the ART of TEACHING are founded on principles, backed by research, that are essential to effective professional development programs. As a result, the two programs share many similarities, including: teachers receive coaching from a peer, the work is job-embedded, meaning it deals with the real problems of everyday teaching, and they both emphasize collaboration with colleagues, including many opportunities to observe best teaching practice in one another's classrooms. In addition, both programs occur over a prolonged period of time, two to three years, with a focus on increasing content knowledge and the teachers' knowledge of how to teach mathematics to inspire student learning.

### **The ART of TEACHING**

The ART of TEACHING is an intensive two-year mentoring program for experienced teachers. Selected teachers, called fellows, collaborate with a mentor to focus on improving their practice in a content area of strength. Mentors, who are typically selected from an elementary school site and receive extensive training from the Cotsen Foundation for the ART of TEACHING, work with each fellow in the classroom, and in planning and debriefing sessions 2 to 3 hours a week. Each fellow sets his/her own goals for his/her teaching and student learning, so every fellow's professional development experience is unique, but typically fellows:

- Observe exemplary teaching in other schools and districts.
- Establish professional growth goals and collaborate with their mentor to achieve those goals.
- Participate in a weekly planning-observation-debriefing cycle with a mentor, selecting a focus for the mentor's data collection.
- Engage in short and long term lesson planning with the mentor.
- Analyze student learning and achievement frequently to inform their planning for next steps and/or changes in teaching.
- Participate in monthly "inquiry group" meetings with colleagues.
- Videotape their teaching at least two times a year and analyze the video with their mentor.
- Decide on ways to use resources to advance their teaching, including attending goal-specific workshops, institutes, and/or seminars.

### **The Art of Teaching Program Results**

The improved teaching and student learning in the classrooms of participating teachers, combined with the creation of learning communities among whole faculties, has resulted in entire schools and districts improving their teaching practice and student performance. For example, in Whittier City School District, approximately 40 teachers at five schools participated in the ART of TEACHING. The entire district has felt the impact of the program. The Chief Academic Officer explains:

As a result of our fellows' and mentors' exposure to rich professional development and the sharing of new knowledge with teachers across the district, all of our students have had the opportunity to think more critically, respond and engage in interactive, higher-level discussions, write more often and more purposefully, think like mathematicians, historians and scientists, and become better prepared to succeed in a challenging global society. The results speak for themselves: In the 2007-08 school year, when our first schools were selected, 39.2% of WCSD students met/exceeded ELA standards; in 2012, 55.2% of WCSD students met/exceeded ELA standards. The same improvement trend can be seen in Mathematics: only 39% of students were proficient in 2007 while in 2012, 56% met/exceeded the standards.

While the foundation has not rigorously examined the impact on test scores of the ART of TEACHING, participating teachers, principals, and superintendents tell stories similar to Whittier City: the impact on student learning is plain for all to see.

### **LMU-CMAST**

LMU-CMAST uses an apprenticeship and experiential professional development model to implement a Math and Science Teaching (MAST) Teacher Leadership model in grades 6-12. The following outcomes emerge once the MAST system is in place:

- Teacher leaders who inspire & motivate their colleagues to take ownership of change and their students to take ownership of learning.
- Teachers who create a learning environment that inspires students to increase engagement, achievement, and perseverance in math and science.
- Parents who are confident in supporting their child in learning STEM.
- Administration that is confident in analyzing and supporting teachers in developing effective math/science teaching and learning practices.

The program starts with a small group of self-selected teachers who are interested in being change agents for Common Core within their organization. All participating teachers commit to the following professional development cycle for a period of 2 years:

5. Beginning of each month:
  - 2 hour Professional Learning on site facilitated by CMAST faculty
  - Collective agreements for implementation
  - Administration participates
6. Middle of each month:
  - Active Observation by CMAST faculty and administrator of teacher leader implementing PD focus
  - Scripted observation by CMAST faculty followed by blended coaching
  - Trend data becomes a "driver"
7. End of each month:

- 1 ½ hour Processing/Planning Seminar facilitated by CMAST faculty
  - Teachers are required to bring student data for analysis
8. Quarterly visit to other CMAST TL classrooms for Instructional Rounds, to observe and analyze classrooms where Common Core State Standard recommendations are successfully implemented through MAST practices

Teacher leaders who want to coach and teach adults emerge in December and begin additional training in January. During training they learn how to create interactive demonstration practice classrooms, use blended coaching with their colleagues, teach their colleagues and support them through change, and share leadership with their administration. Once certified, and with the support of LMU-CMAST faculty, each teacher leader will serve in the critical role of training and supporting up to four other teachers at their school site.

### **LMU-CMAST Program Results**

Implementation of the CMAST Teacher Leader model and MAST System at participating schools where the model has been institutionalized and sustained has not only resulted in increased CST scores, but also resulted in large strides to close the achievement gap, and a measurable increase in the number of students who are considered to be college and career ready as measured by the ACT and SAT 1 exams.

At Dana Middle School, in the Wiseburn School district, MAST training was implemented in the Pre-Algebra and Algebra I classrooms during the 2008-2009 school year. Benchmark data for the Pre-Algebra students was 31% scoring Proficient/Advanced and 27% Proficient/Advanced for the Algebra I students. One year later, in 2010, as CMAST teacher leaders sustained MAST in the classroom, Proficient/Advanced scores for the Pre-Algebra class rose from 31% to 49%, a 22% increase. In 2011, scores rose again to 55%. Advanced/Proficient scores for the Algebra I students rose from 28% in 2010 to 49% in 2011, a 22% growth.

Also at Dana Middle School, where there are two CMAST teacher leaders, CST scores for the 7th grade math students increased 18% with the first year of the MAST System being taught (from 43% of students scoring Proficient/Advanced in Algebra to 77% scoring advanced/proficient), and increased an additional 6% the following year. Hispanic and African-American students are meeting and, in some cases, surpassing, the Proficient/Advanced scores of the entire school.

In 2010 the average SAT I score in mathematics for students at Dr. Olga Mohan High School was 494. Following the certification of two teacher leaders in the math department in 2011, the average SAT 1 score of students in the teacher leader's classroom increased to 600 in 2012 with 90% of the students meeting the College and Career Readiness Goal of 500. The average SAT 2 Level 2 was 548 out of 800, an increase from 517 in 2010 and the average ACT was 26 out of 36, with 100% meeting the College and Career Readiness Goal of 22. Additionally, the school saw an overall increase of the average SAT 1 score from 405 in 2009 to 472 in 2012 and the overall increase of the average ACT score from 16.5 in 2009 to 22 in 2012 which suggests the positive impact of the teacher leaders across the entire math department.

### **Project Design**

The ART of TEACHING will be implemented in two elementary schools and LMU-CMAST will be implemented in one middle school and one high school. The selected schools establish a coherent feeder pattern K-12 within the Culver City Unified School District.

In Year One, the total teacher and administrator participants are 12-18 at the elementary level, 8 at the middle school level, and 8 at the high school level. Within this group of participants, there will be one teacher leader (mentor) trained at each elementary school and two trained at both the middle school and high school. In Year Two, the number of teachers increases to include all of the math teachers in the middle school and high school math departments, and two more cohorts will likely be added at the elementary school level. In Year Three, the programs gradually release responsibilities to the school sites and district, where the professional development will be sustained from within to ensure that a majority of the classrooms exhibit active learning, assessment for learning and problem solving through reasoning in mathematics.

### **Evaluation and Research**

Given the scope (K-12 across multiple school sites) and sequence (two years of intensive coaching followed by a third year of continued support) of this project, the Partnership has a comprehensive plan for: formative, internal evaluation; summative, external evaluation; and research.

### **Ongoing monitoring to ensure fidelity of implementation**

The ART of TEACHING uses multiple measures to monitor progress toward improved teaching and student learning. Each fellow videotapes their teaching at the beginning and end of each year. Foundation staff watch and score each video, using a rubric for teaching excellence. This provides information on changes in teaching within the first year, second year, and over the course of the program. Each fellow also establishes goals for student learning in each year of the program and chooses an assessment to measure student achievement. They report these goals and the results of the assessments to the foundation at the mid-point and end of each year. In addition, the Cotsen Foundation for the ART of TEACHING administers surveys of fellows, mentors, and administrators to measure their perception of progress, as well as what is working well and what changes might be required in the program itself. Finally, mentors submit a weekly narrative and time coding of their work with each fellow. Foundation staff review these logs, allowing for immediate intervention when problems or questions arise.

In the CMAST program, each month, teacher leaders gather evidence that includes:

- Video clip of student-teacher and student-student discourse during instruction
- Connected lessons with accompanying student data that illustrate the Common Core State Standards (CCSS) through MAST System
- Artifacts to implement the connected lessons including at least two from Active Learning, Shared Assessment for Learning, and how Problem Solving & Reasoning is integrated throughout
- Triangulated past & current student evidence/data demonstrating attainment of a CCSS This includes overall student evidence and targeted evidence from 5 student groups (at risk, English Learner, Special Needs, at grade level, advanced) over the time period of a unit (at a minimum)

Teacher leaders analyze this evidence, look for patterns over time, and decide next steps. The artifacts/evidence, patterns, and analysis are articulated in a defense to peers. Convincing defenses include a collection of organized evidence in the form of student data collected on implemented CCSS through MAST teaching practices and research in the relevant literature for the rationale. During a defense, peers and CMAST faculty assess the articulation using the defense rubric adapted from the Marzano Observation Protocol (2009) and aligned to the Standards for Mathematical Practice. Everyone provides targeted feedback, referring to the rubric criteria, in the form of a strength and area of improvement. The teacher leader also self scores using the rubric, and uses the peer feedback to refine next steps. CMAST faculty provides support to the teacher leader based on the rubric and feedback.

**External Evaluation**

Dr. Lisa Kohne, President of SmartStart Educational Consulting Services, will serve as external evaluator for the Culver City Math Teaching System Partnership project. She will conduct a front-end, formative, and summative evaluation as described below. Evaluation will employ a mixed methods approach using qualitative and quantitative indicators. The evaluator will work closely with project leaders to establish baseline data, measureable targets, recommend evidenced-based adjustments to project plans, and collect evidence that will determine annual progress made towards achievement of long-term outcomes.

**Front end Evaluation** includes conducting a needs/asset assessment, developing a project logic model, developing and/or identifying evaluation instruments and refining benchmarks, milestones, and timelines.

**Formative evaluation** monitors the effectiveness of project implementation and provide ongoing feedback to project leaders to strengthen implementation over the course of the project. It will be used to identify potential problems and seek solutions early during the project’s implementation. Participants will complete Likert scale and free response evaluation forms to assess satisfaction and learning at the end of the ART of TEACHING and CMAST trainings. They will also participate in ongoing observations by program and evaluation personnel. Observation results will be used to assess fidelity of implementation of the ART of TEACHING and CMAST programs. Analyses of response frequencies will be conducted to identify strengths and areas needing improvement. Evaluators will work with researchers to prepare material for teachers to discuss the relationship between instructional practices and student outcomes. The evaluator will also use the following metrics to assess outputs:

Activity	Output metrics
ART of TEACHING training (K-6)	2-4 schools Yr 1 – 10-16 teachers/2 teacher-leaders (mentors) Yr 2 – 20-32 teachers/4 teacher-leaders (proposed)
LMU-CMAST training (MS)	1 school Yr 1 - 6 teachers Yr 2 - 6 teachers
LMU-CMAST training (HS)	1 school Yr 1 - 8 teachers Yr 2 - 8 teachers

**Summative Evaluation** assesses achievement of short and long-term outcomes. Guiding evaluation (Q1-4) and research (Q5) questions are based on the goals of the project and how this project will lead to broader impacts on the schools and school district.

1. Is a culture of mentoring, coaching, collaborative professional dialogue, and professional development developing within the project schools?
2. Are teachers' overall instruction and delivery of mathematics content improving?
3. Is student content knowledge, engagement, and interest in mathematics increasing?
4. Are students becoming positioned to enter higher level math and science courses?
5. Are shifts in practices beginning to occur within the organizational system that indicate change is originating from inside the system? If so, what steps are leading to those shifts?

Summative procedures, as shown in the following table, focus on answering the guiding evaluation questions. Procedures include conducting a pre/post survey and observations of K-12 teachers and students who participate in this project to assess gains that can be attributed to participation in this project. The evaluator will also analyze baseline and annual post student CST math scores and will conduct an annual post-survey of site personnel to assess growth in the collaboration. Benchmark data and results will be provided to researchers to enable them to identify and assess shifts in organizational change. The overall project's impact will be evaluated through assessing achievement of project long-term outcomes. Evaluation metrics, methods and timeline are shown in Figure 2. The evaluator will assist in completion of Internal Review Board protocols, as necessary, prepare evaluation reports, and meet with the leadership team to discuss progress, outcomes, and recommendations for improvement. The leadership team will review reports and results will be used to improve project implementation and increase impacts.

Long-term outcomes	Indicators	Evaluation methods	Timeline
<ul style="list-style-type: none"> <li>* Develop a culture of mentoring, coaching, collaborative professional dialogue, and professional development</li> <li>* Improve teachers' overall instruction and delivery of mathematics content.</li> </ul>	<ul style="list-style-type: none"> <li>* Gains in leaders' perception of their coaching/mentoring skills</li> <li>* Gains in teachers' interest in implementing new strategies</li> <li>* Increase in implementation of new strategies by teachers</li> <li>* Gains in teachers' pedagogical content knowledge</li> <li>* Improvement in teachers' methods of instructional delivery</li> </ul>	<ul style="list-style-type: none"> <li>* Pre/post survey of leaders' coaching/mentoring skills</li> <li>* Pre/post survey of teachers</li> <li>* Pre/post observation of teachers' instruction</li> </ul>	Beginning/end of each project year
<ul style="list-style-type: none"> <li>* K-6 – Position students to enroll in higher level math/science courses in 7-12.</li> <li>* 7-12 - Increase enrollment in more challenging math and science</li> </ul>	<ul style="list-style-type: none"> <li>* Gains in students' mathematical content knowledge</li> <li>* Gains in student engagement</li> <li>* Gains in students' interest in math</li> </ul>	<ul style="list-style-type: none"> <li>* Students' baseline/post-CST math scores</li> <li>* Pre/post observation of teachers' instruction and students' engagement</li> <li>* Pre/post survey of students</li> </ul>	Beginning/end of each project year



## Research

While the primary goal of this partnership is to improve mathematics instruction resulting in improved mathematics learning through the implementation of the ART of TEACHING and CMAST, we also believe that teacher-led, collaborative professional development will have the added benefit of impacting the entire school system. This unique approach to professional development will build capacity for developing math professional learning communities that will result in sustained student performance gains and continuous improvement in math instruction across the entire district. The focus of the research question is to describe if and how systemic change from within happens through a focus on ongoing, teacher-led, teacher learning.

Specifically, the research will examine the following question:

- How does the MLC partnership contribute to a teacher led mathematics reform effort that systematically changes the district culture in a mid-sized urban district through building capacity for teacher-led learning and change that will increase the likelihood of sustainability and continued growth in all areas?
- What are the conditions necessary for effective organizational change, including leadership, teacher buy-in, philanthropic support, and university partnership that support successful educational reform efforts such as the Math Leadership Corps partnership

To answer this question, the research will

- Determine the conditions for effective professional development that is responsive to teacher needs, driven by teachers, and that systematically changes teacher practice in support of student achievement in mathematics
- Examine shifts in the organizational system that support ongoing, collaborative, teacher-led learning and improvement in student achievement in mathematics
- Determine whether the initiative has contributed to ongoing increases in student learning

At the end of the three-year project period, the research component of the Partnership will:

1. Produce a White Paper that demonstrates to local and national audiences the impact, significance, and possible broader dissemination of the *Mathematics Leadership Corps* Partnership model.
2. Disseminate the White Paper to local and national education stakeholder groups that will include: K-12 educators, teacher educators, educational policy makers and elected officials, parents, and the philanthropic community.
3. Convene a *Mathematics Leadership Corps* Conference that will present the findings and significance of the White Paper research findings to key stakeholder groups.

**Logic Model**

**Mission:** Change the school and district from within by building internal capacity to lead and sustain improvement that results in an exponential increase in student engagement and achievement in mathematics over the three-year period of the grant and beyond.

INPUTS		OUTPUTS			
Who/what is invested	Activities/Products	Participants	Short Term Objectives	Medium Term Objectives	Long Term Goals
Loyola Marymount University School of Education Cotsen Foundation Leonetti/O'Connell Family Foundation Louis L. Borthwick Foundation Culver City Unified School District Schools: • El Marino Language School • El Rincon Elementary • La Ballona Elementary • Linwood Howe Elementary • Farragut Elementary • Culver City Middle School • Culver City High School	<b>Activities</b> • Art of Teaching training • CMAST training  <b>Products</b> • White paper • Convene Mathematics Collaborators & Innovators from Inside the System Conference	Year 1 Elementary 10-16 teachers 2 teacher-leaders Approx. 450 Students <u>Middle school</u> 6 teachers Approx. 180 Students High school 6 teachers Approx. 180 Students	• Increase teacher leaders' interest in coaching and mentoring • Increase teachers' interest in implementing new strategies	Teachers • Improve teacher leaders' coaching and mentoring skills • Increase teachers' implementation of new strategies • Increase teachers' math PCK	• Develop a culture of mentoring, coaching and professional development • Improve teachers' overall instruction and delivery of mathematics content.
		Year 2 Elementary 20-32 teachers 4 teacher-leaders Approx. 900 Students <u>Middle school</u> 6 teachers Approx. 180 Students High school 6 teachers Approx. 180 Students	• Improve students' mathematical content knowledge • Increase students' engagement in learning mathematics • Increase students' interest in learning mathematics.	Students • Increase students' standardized test scores (Math CST/CA Common Core Standards)	• K-6 – Position students to enroll in higher level mathematics courses in 7-12 • 7-12 – Increase student enrollment in more challenging math (Alg2/Trig/Calculus) and science (chemistry/physics/AP) classes

**Appendix 2:**

Cotsen Foundation for the ART of TEACHING  
and  
The Culver City Unified School District  
and  
La Ballona and Linwood Howe Elementary Schools

**Memorandum of Understanding**

This is a Memorandum of Understanding between the Cotsen Foundation for the ART of TEACHING on the one hand, and the Culver City Unified School District (the "District"), and La Ballona and Linwood Howe Elementary Schools ("the Schools"), on the other.

The goal of this partnership is to develop a program for teacher mentoring. The long term goal of the Cotsen Foundation for the ART of TEACHING is to transform good teachers into great teachers showing promise of becoming exceptional in the art of teaching and reaching the top of their profession. This is a selective fellowship focused on enabling quality teachers already in the school system to become the best they can with the help of a gifted mentor.

The Cotsen Foundation for the ART of TEACHING will provide a grant to the school via Loyola Marymount University. It is expected that measurable progress will be demonstrated in order to continue the partnership beyond the first year.

**ANTICIPATED OUTCOMES OF THIS AGREEMENT:**

- The Cotsen Foundation for the ART of TEACHING will select the School's mentor teacher.
- The Cotsen Foundation for the ART of TEACHING will select the School's participating teachers, also known as Cotsen fellows.
- All teachers involved in the project will establish professional goals aligned with the Standards for Mathematical Practice and the Common Core content standards for math.
- All participants of the fellowship will have the opportunity, with the support of the Foundation, to visit exemplary classrooms and attend workshops and conferences.
- Participating Cotsen fellows may want to pursue the National Board Certification after the completion of the two-year period. This is not a requirement.

**COTSEN FOUNDATION FOR THE ART OF TEACHING AGREES TO:**

- Provide a grant to Loyola Marymount University to reimburse the School for the full-time salary and cost of benefits for the selected mentors at the Schools beginning July 1, 2013 who will remain a District employee with the rights and benefits normally provided by the District, and who, as a teacher with a non-class assignment, will have return rights to the district.

- Reimburse the School via Loyola Marymount University to the extent the mentors are entitled to, and paid for sick leave, authorized vacation days, holidays, and other authorized absence which falls within the period of a mentor's engagement under this agreement (hereinafter "time off"). Provided, however, Cotsen Foundation for the ART of TEACHING shall not reimburse the School for more than thirteen (13) days "time off" during each year of the engagement.
- Through Loyola Marymount University, provide grants of up to \$1,000 per school year for each Cotsen fellow and mentor to pay for classroom materials, professional books, and conference expenses.
- Through Loyola Marymount University, reimburse the School for the cost of up to five (5) substitute days for the use of each Cotsen fellow and additional substitute days (one per fellow) for use at the discretion of the Cotsen mentors, each year of the engagement.
- Provide the training programs and materials to support the Cotsen mentors and fellows.
- Conduct research and evaluation activities in order to inform the partnership.

**THE DISTRICT AND THE SCHOOL AGREE TO:**

- Acknowledge Cotsen Foundation for the ART of TEACHING when discussing the grant and program both orally and in written documents.
- Avoid entering into a partnership/program substantially similar to this program without the prior written consent of Cotsen Foundation for the ART of TEACHING.
- Ensure full cooperation and participation of its staff in program activities to include:
  - On-line communication and coordination.
  - Full participation in program evaluation and research activities.
- Provide permission for Cotsen Foundation for the ART of TEACHING to video record any and all aspects of the program during the school year. Cotsen Foundation for the ART of TEACHING shall own all copyrights to the videos for all purposes. Regular video recording will be taken of fellows teaching in their classrooms, including student and teacher interactions. The School will obtain any required consents from students' parents or guardians and the teachers on a form to be provided by Cotsen Foundation for the ART of TEACHING. Fellows will be provided with copies of their videos.
- The mentor teachers filling that role funded by Cotsen Foundation for the ART of TEACHING will be solely responsible for mentoring during 100% of the workday. Mentors are not available for extra activities unrelated to their mentoring position during their workday.
- Supply the mentor teachers with work space at the school site with regular access to an internet-connected computer.

**BOTH PARTIES AGREE:**


Cotsen Foundation for the ART of TEACHING and the School shall each indemnify and hold harmless the other party's Board or Trustees, officers, agents, employees and volunteers from and against any and all losses, claims or expenses arising out of any liability or claim for liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising out of actions or omissions of either party, except for liability resulting from the negligence or willful misconduct of other party and/or its own Board or Trustees, officers, agents, employees and volunteers. Cotsen Foundation for the ART of TEACHING and the School will each assume workers' compensation liability for injury or death of its Board or Trustees, officers, agents, employees and volunteers.

Cotsen Foundation for the ART of TEACHING shall provide the School with a certificate of insurance designating the School as "additional insured" for the term of this Agreement for all programs conducted by the Foundation on School properties. The minimum limits shall be as follows: General liability - \$1,000,000 per occurrence; automobile liability - \$1,000,000 per occurrence; excess umbrella liability - \$5,000,000 per occurrence.

If, at any time, after the first year of the partnership, either party decides, in good faith, that no measurable progress has been, or is likely to be demonstrated, the partnership and all programs shall terminate within thirty days of notice to the other party. Death, termination or disability of a mentor teacher may, at the discretion of Cotsen Foundation for the ART of TEACHING, result in termination of the program in whole or in part.

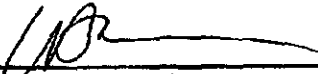
In the event of a dispute the parties agree to enter into binding arbitration under the then current rules of the American Arbitration Association.

**SIGNATURES TO AGREEMENT:**



A handwritten signature in cursive script, appearing to read "Judy Johnson", is written over a solid horizontal line.

**Dr. Judy Johnson, Executive Director  
Cotsen Foundation for the ART of TEACHING**

---

**Dave LaRose, Superintendent  
Culver City Unified School District**

**EXHIBIT C**  
**Loyola Marymount University**  
**Culver City Unified School District Subaward Budget**

**Project: Mathematics Leadership Corps (MLC)**

**Project Period: July 1, 2013 to June 30, 2014**

**Purpose:** Covers costs of implementation of the ART of TEACHING for two Teacher-Mentors and a total of 11 teachers (aka "Fellows") employed at two CCUSD elementary schools, Linwood Howe Elementary and La Ballona Elementary.

EXPENSE	Total
A. CCUSD Teacher-Mentors (2): 100% effort. Compensation calculated on a base salary for Christina Uhe (La Ballona) and Atoosa Abascal (Linwood). Responsible for completing extensive training from the Cotsen Foundation for the Art of Teaching, and working closely with 11 Cotsen Fellows both in and outside the classroom on a variety of professional development activities during the project period.	\$144,077
<b>Total Salaries</b>	\$144,077
<b>Total Fringe</b>	\$43,223
<b>Total Personnel</b>	\$187,300
A. Project Books and Conference Registration for 11 CCUSD teacher-participants and 2 Teacher-Mentors. Cost estimated at \$1,000/participant.	\$13,000
<b>Total Travel</b>	\$13,000
A. Substitute Pay: estimated \$130/day. Cost is calculated to allow 11 CCUSD Cotsen fellows to attend ART of TEACHING professional development sessions or other related MLC activities (10 days for each fellow) during the 2013-2014 academic year.	\$14,300
B. CCUSD costs incurred for MLC Project-related activities, per the direction of and approved in advance by the LMU MLC Project Director. Approval required prior to submitting purchase orders and/or incurring costs.	\$20,150
<b>Total Other</b>	\$34,450
	\$234,750
<b>TOTAL CCUSD Expenses</b>	<b>\$234,750</b>

**BOARD REPORT**

**11/12/13  
14.3a**

**14.3a Approval of Agreement between Culver City Unified School District and Alliant Consulting**

Prevailing wage monitoring is necessary to qualify the solar panel array at Farragut Elementary School for future State facilities funding. As such, it is recommended that the Board of Education approve the agreement with Alliant Consulting for these services.

**RECOMMENDED MOTION:** That the Board of Education for Culver City Unified School District approve the agreement with Alliant Consulting, Inc. for prevailing wage monitoring services.

**Moved by:**

**Seconded by:**

**Vote:**



Alliant Consulting, Inc.

**AGREEMENT FOR LABOR COMPLIANCE CONSULTANT SERVICES**

**ALLIANT CONSULTING, INC.  
AND  
CULVER CITY UNIFIED SCHOOL DISTRICT**

This AGREEMENT is made and entered into this 13th day of November in the year 2013, by and between Culver City Unified School District hereinafter referred to as "OWNER", and ALLIANT CONSULTING, INC., hereinafter referred to as "CONSULTANT".

**WHEREAS**, The Department of Industrial Relations (DIR) and California Labor Code Section 1770 et seq. requires compliance with all State and Federal and Local labor standards requirements, including payment of State and Federal prevailing wages and compliance with prevailing wage laws; and

**WHEREAS**, The United States Department of Labor (DOL) and Davis-Bacon and Related Acts, the California Department of Industrial Relations (DIR), and local authorities require compliance with all State, Federal and Local labor standards requirements, including payment of prevailing wages and compliance with prevailing wage laws.

**WHEREAS**, OWNER desires to obtain labor compliance consultant services for the Culver City Unified School District Solar Panel Project which is deriving funds from the State of California among other public funds, hereinafter referred to collectively as "PROJECT" located at the following locations:  
4401 Elenda Street, Culver City, CA 90230 and 10820 Farragut Drive, Culver City, CA 90230

**WHEREAS**, CONSULTANT represents it has the necessary personnel, professional qualifications, expertise and financial capability to provide such special consultant services in conformity with the laws of the State of California; and

**WHEREAS**, the period during which services are provided under this AGREEMENT shall not exceed 1 year including all extensions and subject to the provisions set forth in Article VI.

NOW, THEREFORE, the parties hereto agree as follows:

**ARTICLE I – CONSULTANT’S RESPONSIBILITIES & SCOPE OF SERVICES**

1. CONSULTANT’s services shall consist of those services performed by CONSULTANT and CONSULTANT’s employees. CONSULTANT shall not subcontract any work to any other parties for the duration of this project.

Culver City Unified School District Solar Panel Project  
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2. CONSULTANT's services shall be performed in a manner that is consistent with professional skill and care and the orderly progress of the work. CONSULTANT shall perform its services diligently, expeditiously and with adequate forces consistent with the requirements for the PROJECT.

3. CONSULTANT, upon notice to proceed from the OWNER, shall provide labor compliance related services as required for the administration and enforcement of State and Federal Labor Standards and proper payment of prevailing wages. CONSULTANT shall furnish and pay for all labor, materials and supervision necessary for the timely and efficient performance of such services.

4. CONSULTANT shall not subcontract or assign any services or responsibilities set forth in this AGREEMENT without the prior written consent and approval of the OWNER.

5. **PRE-CONSTRUCTION PHASE**

a. Prior to the commencement of PROJECT construction, CONSULTANT shall work with the OWNER to do the following:

- i. Within five days of request by OWNER, CONSULTANT shall obtain the correct State and Federal prevailing wage determinations as well as all State, Federal and Local prevailing wage requirements and shall submit to OWNER as soon as received;
- ii. OWNER shall include the received wage determinations, outline of requirements and required forms in the bid and construction contract documents which shall be reviewed for accuracy by CONSULTANT;
- iii. CONSULTANT shall work with OWNER to include the appropriate labor standards provisions, contracting language and wage determinations in the construction contract;
- iv. CONSULTANT shall hold a pre-construction conference to explain labor standards requirements with OWNER and all subcontractors on PROJECT;
- v. CONSULTANT shall check the eligibility status of each contractor and subcontractor to work on the PROJECT (non-debarment certification and licensing); and

b. After the award of the contract for a PROJECT, and prior to the commencement of any work by the Contractor or its Subcontractors, CONSULTANT shall conduct a Pre-Construction Conference with the OWNER, the prime Contractor and all available Subcontractors.

c. At the Pre-Construction Conference, the CONSULTANT shall advise the prime Contractor and Subcontractors of their responsibilities and obligations regarding the labor standards provisions and State and Federal wage determinations contained in the contract documents. The CONSULTANT shall discuss and be prepared to answer questions regarding

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the labor law requirements applicable to the PROJECT, including, but not limited to the following: State, Local, and Federal prevailing wage requirements, State and Federal wage determinations, the respective record keeping responsibilities including but not limited to daily logs, certified payroll records and time sheets, the requirement for the submittal of certified payroll records to CONSULTANT and OWNER, apprenticeship requirements, the prohibition against discrimination in employment and required forms for filing and submittal of such forms.

d. CONSULTANT shall prepare the necessary labor compliance documents and suggested reporting forms to be provided to the Contractor and Subcontractors at the Pre-Construction Conference including, but not limited to the following: the applicable State and Federal prevailing wage determinations, the WH 1321 "Notice to Employees" poster, blank certified payroll record forms (Form WH-347 or A-131 Form with Instructions), blank fringe benefit statement, payroll deduction authorization form, statement of non-performance form, certification of understanding and authorization form, Contractor's/Subcontractors certification concerning labor standards and prevailing wages form and apprenticeship requirements with supporting forms including the DAS 140 Form, the DAS 142 Form and the CAC 2 Form.

e. At the Pre-construction conference, CONSULTANT shall provide and discuss in detail the responsibility of Contractors and Subcontractors of paying employees to ensure compliance with all State, Federal and Local labor standards provisions. CONSULTANT shall also inform all Contractors present of their responsibility to submit certified payroll reports to CONSULTANT. CONSULTANT shall review the following requirements in detail:

- 1) Proper payment of prevailing wage rates to all workers on PROJECT;
- 2) Apprentice requirements including filing of DAS 140 Form, requesting and hiring apprentices in 1 to 5 ratio to journeymen, proper payment of training contributions;
- 3) Penalties for willful noncompliance of Federal, State and Local laws;
- 4) Certified Payroll Records to be completed and sent on a weekly basis to CONSULTANT;
- 5) Nondiscrimination in employment pursuant to Federal and State laws;
- 6) Kickbacks prohibited;
- 7) Acceptance of Fees prohibited;
- 8) Proper listing of all subcontractors including tiered subcontractors;
- 9) Proper licensing for work to be performed;
- 10) Unfair competition prohibited;
- 11) Workers' Compensation Insurance required;
- 12) OSHA regulations must be followed;
- 13) Undocumented workers are prohibited on PROJECT;
- 14) Workers must receive itemized wage statements with each paycheck.

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f. CONSULTANT shall ensure that the Contractor's and all of the Subcontractors' representatives certify that they acknowledge and understand the labor standards provisions and requirements for the PROJECT by signing the Appendix A form.

g. CONSULTANT shall answer all questions regarding labor standards requirements and shall have all in attendance at Pre-construction conference sign in their attendance and acknowledge receipt of materials and forms distributed by CONSULTANT.

h. CONSULTANT shall document the pertinent data as to the items discussed at the Pre-construction conference and shall prepare a report of minutes to be given to the OWNER. The minutes shall contain the following:

- i. Project name, location and description, State and Federal wage determination numbers and dates.
- ii. Name of Consultant.
- iii. Contract amount.
- iv. Date and place of conference.
- v. Conference attendees (sign-in sheet).
- vi. Summary of items covered (including but not limited to: pre-construction handout, Appendix A Form, DAS 140 Form, Fringe Benefit Statement Form, DAS 142 Form, CAC 2 Form, Certification of Authorization and Understanding Form, WH 347 Form, A-131 Form, Statement of Compliance, Non-Performance Form & Section 3 Form with all supporting documentation.

## **6. CERTIFIED PAYROLL RECORDS**

a. CONSULTANT shall monitor Contractor and Subcontractors to ensure they maintain weekly certified payroll records ("CPR") and submit CPRs to CONSULTANT and OWNER. Subcontractors shall submit their payroll directly to CONSULTANT. Weekly payrolls shall be completed and submitted to CONSULTANT in a timely manner, preferably no later than seven work days following completion of the work week. Should contractors not submit CPR's within the required timeframe, CONSULTANT shall notify contractor in writing of the requirement and set new deadline for contractor. Should CPRs not be submitted, CONSULTANT shall notify OWNER of noncompliance and request withholding or delay of next pay application until compliance is met.

b. When received, CONSULTANT shall review all submitted CPRs to ensure compliance with all State, Federal and Local labor standards. CONSULTANT shall ensure each CPR is accompanied by a statement of compliance signed by the Contractor and each Subcontractor (if applicable) indicating that the payroll records are correct and complete, that the wage rates contained therein are not less than the State and Federal rates determined for the PROJECT and that the classifications set forth for each employee conform with the work

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performed. CONSULTANT shall also ensure that only classifications appearing on and the State and Federal wage determinations are used and shall check for disproportionate employment of laborers, helpers, apprentices or trainees. CONSULTANT shall review all CPRs in a manner as to not delay payment to the Contractor and Subcontractors if CONSULTANT does not have a basis for recommending withholding of contract payments based on its review of such CPRs.

c. CONSULTANT shall date payrolls upon receipt and initial them upon review. The payrolls shall be examined by CONSULTANT upon receipt so that any necessary corrective action may be initiated before the problem multiplies, and may be accomplished while any affected workers are still available. CONSULTANT shall use Project Tracking Log and CPR Log to record payroll accuracies and/or omissions.

d. CONSULTANT shall review all CPRs to ensure the following: that the worker's rate for straight time hours equal or exceed the rate specified in the contract by reference to the State and Federal Prevailing Wage Determinations for the class of work actually performed, overtime payments, subsistence, travel, shift differential and other payments are made in accordance with the applicable State and Federal Prevailing Wage Determinations and applicable laws.

e. If collected payrolls are incomplete or incorrect, CONSULTANT shall return the incomplete payrolls to the Contractor for completion except when falsification is suspected. If a payroll is false, the CONSULTANT shall prepare a report of such findings and shall send it to OWNER. Incorrect payroll shall be revised by contractor. In the case of an incomplete payroll, the CONSULTANT may request supplemental payroll to supply missing information in lieu of returning it to the Contractor.

f. In addition to verifying information in Section 6 (b), (d), CONSULTANT shall review all CPRs to ensure the following: payroll computations are correct, all deductions on payroll are permissible, and the statement of compliance is signed by the owner, officer, or designated employee of the contractor. When incorrect, CONSULTANT shall notify contractor immediately with a Request for Information (RFI) where a new deadline shall be set for compliance, usually within ten days. When the corrected documents are received and verified for compliance, the contractor shall be notified and the file completed for that week. Strict deadlines, use of forms during review and checklists to be completed all aid in CONSULTANT's duties to avoid penalties for noncompliance.

g. CONSULTANT shall keep detailed records of the compliance of each payroll received, supporting documentation received and RFI's sent to contractors. All outstanding requests, missing information, payroll or supporting documentation shall be detailed by CONSULTANT on a monthly summary submitted to OWNER via email by the 15<sup>th</sup> of the following month. Only noncompliance issues shall be addressed to OWNER.

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h. CONSULTANT shall notify OWNER via email when noncompliant contractors have met compliance. If contractors are still noncompliant after the ten day deadline, CONSULTANT shall notify OWNER of the request to withhold payment to contractor until compliance is met. OWNER shall only get involved with requesting documents from contractor if CONSULTANT is unable.

## **7. APPRENTICESHIP REQUIREMENTS**

a. CONSULTANT shall ensure that the Contractor and all Subcontractors comply with the apprenticeship requirements set forth in CA Labor Code Section 1777.5 and California Code of Regulations Section 230.1. CONSULTANT shall collect copies of DAS 140 and DAS 142 forms with supporting documentation to prove appropriate submission of forms, shall verify apprentices are individually registered in a bona fide apprenticeship program registered with a State or Federal Apprenticeship Agency recognized by the Bureau using the online verification system. The approval shall be printed out and put in contractor file.

b. CONSULTANT shall ensure that the allowable ratio of apprentices to journeymen in any craft classification shall not be greater than the ratio permitted to the Contractor as to their entire work force under the registered program. The general ratio shall be no less than 1 apprentice hour for each 5 journeymen hours.

c. CONSULTANT shall ensure the registration of a Contractor or Subcontractor to an approved apprentice program using the online verification process. A copy of such registration shall be printed out and put in file. If verification is not found online, CONSULTANT shall contact contractor to furnish proof of registration.

d. CONSULTANT shall ensure the proper payment of apprentices with the wage rate determined by the DIR or DOL (WHD) for the classification of the work actually performed by comparing the payroll rates with the published rates for PROJECT.

## **8. ON SITE INSPECTIONS**

a. CONSULTANT shall conduct on-site interviews with workers on the PROJECT on a regular, frequent basis, most likely weekly, depending on State, Federal and Local requirements for site visits. Consultant will follow set site-visitation schedule. Consultant shall conduct site interviews more often if there is any evidence that a violation may have occurred or to ensure interviews are done for each craft and classification on the PROJECT. Site interviews will be conducted on a random basis. Consultant shall conduct bilingual interviews so as to be certain that there is no communication barrier with workers who don't speak English. CONSULTANT shall

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ensure site interviews are done as often as necessary to verify compliance and compare information with payrolls received.

b. When on the PROJECT site, CONSULTANT shall ensure that the State and Federal wage determinations and other required material are posted by the Contractor at the site in a prominent and accessible place where they can be easily read by workers. The poster WH-1321 "Notice to Employees" shall be included in this.

c. CONSULTANT shall interview workers in all trades and make an effort to interview up to 10% of workers in all trades. Interviewer shall use HUD Record of Employee Interview form.

d. CONSULTANT shall initiate the interview by identifying himself/herself to the worker to be interviewed and shall explain their purpose for being on PROJECT site. CONSULTANT shall inform the worker of the specific location at which the State wage decisions are posted at the PROJECT site.

e. CONSULTANT shall ask worker all questions on form and question the worker for more information if needed to verify compliance with labor standards.

f. CONSULTANT shall compare information collected during the interview with payroll received from Contractor to ensure compliance. If discrepancies are found, CONSULTANT shall initiate an investigation.

g. CONSULTANT shall complete the HUD Record of Employee Interview form, take detailed notes of equipment on site, subcontractors and trades on site, work being completed and estimated headcount of workers on site. Interviewer shall take pictures of equipment and work being done for the file.

h. CONSULTANT shall return to the office and prepare a Site Interview Summary for PROJECT detailing all workers interviewed, equipment seen on site, problems (if any) on site and include any notes they feel are required to verify compliance. Summary shall be printed for the file and saved electronically on server.

i. CONSULTANT shall enter required information on the Site Visitation Log which will be verified with certified payroll records once received. The log will be updated as compliant or noncompliant. Noncompliance means the payroll information does not match information received on site during the interview. If noncompliance is found, CONSULTANT shall immediately contact contractor with discrepancy and request corrected information by set deadline. If this information is not received by set deadline, OWNER shall be notified and the audit/investigative process shall start.

## **9. INVESTIGATION AND ENFORCEMENT ACTION**

Culver City Unified School District Solar Panel Project  
Culver City Unified School District

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a. CONSULTANT shall investigate any and all complaints or discrepancies promptly. The investigation of labor standards complaints received from workers on the PROJECT receives priority attention.

b. CONSULTANT's duties in investigating include, but are not limited to, the following:

- i. State and Federal Wage rate decision posting requirements.
- ii. Examination of payrolls.
- iii. Examination of basic time and work records including daily reports.
- iv. Conformity with Apprentice/Trainee requirements
- v. Laborers and Mechanics not listed in the wage decision.
- vi. Employee interviews.
- vii. Obtaining written statements from employees
- viii. Preparing investigation report, notifying contractor and OWNER.
- ix. Collecting all corrected documents to ensure compliance.

c. When an underpayment of wages or labor violation has occurred, CONSULTANT's duties in enforcing include, but are not limited to, the following:

- i. Notifying OWNER via email immediately of discrepancy and results of investigation.
- ii. Making written recommendations, after a full and complete investigation to the satisfaction of the CONSULTANT, to OWNER to withhold contract payments and assess appropriate penalties for not paying the per diem prevailing wages.
- iii. Making written recommendations to OWNER to withhold contract payments and assess appropriate penalties for failing to comply with the required apprenticeship requirements for the PROJECT.
- iv. Making written recommendations to OWNER and State, Federal & Local agencies if needed for forfeitures and preparing the required file or reports.
- v. Forwarding the written recommendations for forfeitures and the required file or reports to affected parties.



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- d. After determination of the amount of forfeiture, CONSULTANT shall assist the OWNER in preparing and serving the appropriate notice of withholding of contract payments to the Contractor and/or Subcontractor and ensure payment of wage restitution when funds have been withheld.

CONSULTANT shall devote the necessary personnel for performance of its obligations under this AGREEMENT and shall designate a Labor Compliance Officer who will be responsible for coordinating the CONSULTANT's performance under this AGREEMENT.

#### **10. OUTREACH ACTIVITIES**

CONSULTANT shall assist in the successful implementation of labor compliance by conducting the following outreach activities:

- a. General communication and outreach relative to public information regarding the State, Federal and Local labor standards provisions, notifications, updates, pre-determined increases and any prevailing wage questions contractors may have.
- b. Presentations to Contractors and Subcontractors at all Pre-construction conferences and additional meetings is required.
- c. Ongoing communication (via correspondence or meetings) with workers at the PROJECT when review of the CPRs reveals the possibility of State or Federal prevailing wage violations as well as violations of State, Federal or Local compliance law.
- d. Periodic meetings with Contractor and Subcontractors interested in public works contracting with the OWNER.
- e. Monthly status updates via email notifying OWNER of records received by all subcontractors and outstanding payroll and/or discrepancies. Additional updates if contractors are found to be in noncompliance or withholding of payment is required.
- f. Providing advice and expertise to answer any questions from the OWNERs staff, Contractors and Subcontractors relative to the terms, requirements and administration of the labor compliance enforcement.

#### **ARTICLE II – OWNER'S RESPONSIBILITIES**

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1. The OWNER, through the CONSULTANT, ultimately has the duty to ensure the State and Federal prevailing wages are being paid correctly to workers on the PROJECT and all contractors are abiding by State, Federal and Local prevailing wage law.

2. OWNER shall assist and provide all requested information by CONSULTANT promptly and as is reasonably required for CONSULTANT to perform its obligations under this AGREEMENT.

3. OWNER shall allow CONSULTANT access on the PROJECT for site interviews to the extent reasonably determined by CONSULTANT to be appropriate to perform its obligations under this AGREEMENT.

### **ARTICLE III – CONSULTANT’S DOCUMENTS**

Any and all documents prepared by CONSULTANT for the PROJECT shall be and remain the property of the OWNER pursuant to applicable codes.

### **ARTICLE IV - ACCOUNTING RECORDS OF CONSULTANT**

Records of CONSULTANT’s direct personnel and other expenses pertaining to the PROJECT, and records of accounts between the OWNER and CONSULTANT shall be kept on a generally recognized accounting basis and shall be available to the OWNER or OWNER’s authorized representative at mutually convenient times. Detailed monthly time tracking reports shall accompany all invoices submitted on a monthly basis.

### **ARTICLE V - COMPENSATION TO CONSULTANT**

The OWNER shall compensate CONSULTANT in accordance with Attachment “A” attached hereto (“Fee Schedule”).

### **ARTICLE VI - TERMINATION**

1. This AGREEMENT may be terminated by either party upon fourteen (14) days’ written notice to the other party in the event of a failure of performance by such other party, including insolvency of CONSULTANT or OWNER, or if the OWNER should decide to abandon or indefinitely postpone the PROJECT, as long as such termination is approved beforehand by the OWNER.

2. In the event of a termination based upon abandonment or postponement by OWNER, the OWNER shall pay CONSULTANT for all services performed and all expenses

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incurred under this AGREEMENT supported by documentary evidence, including review of payroll records, and expense reports up until the date of the abandonment or postponement. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and other documents whether delivered to the OWNER or in the possession of the CONSULTANT. In the event termination is for a failure of performance, all damages and costs associated with the termination, including increased consultant and replacement consultant costs shall be deducted from payments to CONSULTANT.

3. This AGREEMENT may be terminated without cause by OWNER upon fourteen (14) days' written notice to CONSULTANT as long as such termination has been previously approved by the OWNER. In the event of a termination without cause, the OWNER shall pay CONSULTANT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to other documents whether delivered to the OWNER or in the possession of the CONSULTANT. In addition, CONSULTANT will be reimbursed for reasonable termination costs through the payment of no more than 3% of all actual costs incurred up until the date of termination, but not more than the actual documented costs incurred by CONSULTANT for four months prior to the date of termination, as termination costs upon CONSULTANT's provision of substantiating justification documents. This payment is agreed to compensate CONSULTANT for the unpaid profit CONSULTANT would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

4. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, CONSULTANT agrees to continue the work diligently to completion. If the dispute is not resolved, CONSULTANT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but CONSULTANT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

#### **ARTICLE VI - MISCELLANEOUS**

1. To the fullest extent permitted by law, CONSULTANT agrees to indemnify, defend and hold OWNER, subcontractors and service contractors entirely harmless from all liability arising out of:

a. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to CONSULTANT's employees arising out of CONSULTANT's work under this AGREEMENT;

Culver City Unified School District Solar Panel Project  
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b. Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by CONSULTANT or the OWNER, or any person, firm or corporation employed by CONSULTANT in connection with the Labor Compliance Services, except for liability resulting from the sole or active negligence, or willful misconduct of the OWNER, its officers, employees, agents or independent consultants who are directly employed by the OWNER;

c. Any loss, injury to or death of persons or damage to property caused by any act, neglect, default or omission of CONSULTANT, or any person, firm or corporation employed by CONSULTANT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the OWNER, arising out of, or in any way connected with the Labor Compliance Services, including injury or damage either on or off OWNER property; but not for any loss, injury, death or damages caused by the sole or active negligence, or willful misconduct of the OWNER.

Notwithstanding the foregoing, CONSULTANT shall not be responsible to defend the OWNER, nor shall CONSULTANT reimburse the OWNER for any damages or costs attendant to Contractor or Subcontractor claims for delay arising out of the requirement that they comply with the provisions of the Labor Compliance requirements and all applicable labor law.

2. CONSULTANT shall purchase and maintain policies of insurance required by OWNER.

Each policy of insurance required in (b) above shall name OWNER and its officers, agents and employees as additional insured's; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by CONSULTANT shall notify OWNER in the event of material change in, or failure to renew, each policy. Prior to commencing work, CONSULTANT shall deliver to OWNER certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby, OWNER may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse OWNER upon demand for the cost thereof.

3. CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent Contractor. CONSULTANT understands and agrees that CONSULTANT and all of CONSULTANT's employees shall not be considered officers, employees or agents of the OWNER, and are not entitled to benefits of any kind or nature normally provided employees of the OWNER and/or to which OWNER's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of CONSULTANT'S employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all, state and local taxes or contributions,

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including unemployment insurance, social security and income taxes for the respective  
CONSULTANT's employees.

4. Nothing contained in this AGREEMENT shall create a contractual relationship with or a  
cause of action in favor of any third party against either the OWNER or CONSULTANT.

5. The OWNER and CONSULTANT, respectively, bind themselves, their partners, officers,  
successors, assigns and legal representatives to the other party to this AGREEMENT with  
respect to the terms of this AGREEMENT.

6. This AGREEMENT shall be governed by the laws of the State of California.

7. This AGREEMENT represents the entire AGREEMENT between the OWNER and  
CONSULTANT and supersedes all prior negotiations, representations or agreements, either  
written or oral. This AGREEMENT may be amended or modified only by an agreement in  
writing signed by both the OWNER and CONSULTANT.

This AGREEMENT entered into as of the day and year first written above.

OWNER

CONSULTANT

Culver City Unified School District

Alliant Consulting, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Vickie Westfall

Title: \_\_\_\_\_

Title: Vice President

DATE: \_\_\_\_\_

DATE: November 13, 2013

**ATTACHMENT A**  
**Fee Schedule and Proposed Not to Exceed Amount**  
**Culver City USD Solar Panel Project, Culver City Unified School District**

**For full Labor Compliance oversight (including prevailing wage monitoring and state/CMU mandates enforcement), Alliant Consulting's fee is based on the following:**

**File Set Up / Annual Report Fee = \$1,000**

**Payroll Review, \$52.00 / hr for est. 12-16 hours per week for 8 weeks duration = \$6,656**

**ESTIMATED NOT TO EXCEED (NTE) TOTAL: \$7,656**

**\*\*Only hours spent working on this project will be billed\*\***

*\*This fee schedule and not to exceed proposal is good for one year, and is good for this project only. It is based on a construction cost of \$3,800,000, the scope provided by the District and time duration of 9.5 months. For extension of services due to project delays, change orders or additional services past grant requirements, Alliant Consulting will honor the same hourly amount but the NTE amount will be changed to reflect the changes in Scope of Work. \**

*Alliant Consulting's monitoring cost will cover full review of certified payroll, on-going communication to affected parties for resolution of any issues, issuance of reports to the state for non-compliance if necessary, site interviews, and routine compliance reports as mandated. Our hourly rates are inclusive of all time, materials, phone calls, equipment and data for providing such services.*

**Fees for Hearing Review**

Should a case be prepared by Alliant for withholding and/or litigation that leads to a Hearing for a noncompliant Contractor over the normal Scope of Work due to Hearing, it will result in additional costs of **\$65 per hour**, plus direct material expenses. These costs will not be included unless there is a case where a litigation package must be prepared for the State's formal review of forfeitures and withholding. Every effort will be made by Alliant Consulting to keep the Contractor in compliance with the laws of the Labor Codes in California.

**Menu of Services**

Personnel hours required for Phase III Audit and Investigation, Phase IV Enforcement, Phase V Hearing Review, and Phase VI Annual Report are dependent upon the compliance of the Contractors on each project.

**All services listed will be provided solely by Alliant Consulting, Inc.**

Culver City Unified School District Solar Panel Project  
Culver City Unified School District



November 5, 2013

Mr. Michael Reynolds  
Assistant Superintendent, Business Services  
Culver City Unified School District Admin Offices  
4034 Irving Place  
Culver City, CA 90232

Subject: Labor Compliance Consultant Services

Dear Mr. Reynolds and the Culver City Unified School District:

Welcome to Alliant Consulting, Inc. Labor Compliance Monitoring. We would like to present to you the following information regarding our Labor Compliance Services for the Culver City Unified School District Solar Panel Project.

Alliant Consulting prefers quality over quantity which is evident in our performance. Our project and staff growth for the past ten years has been strong but steady. We are always current with new regulation changes implemented by State and Federal Agencies to monitor and enforce labor compliance with contractors accordingly. This includes all of the State prevailing wage requirements which will be enforced on the Project.

Alliant Consulting has superior knowledge of the prevailing wage and apprenticeship requirements under California and Federal law. Since our company was founded in 2003, Alliant Consulting has been successfully monitoring and enforcing labor compliance on more than \$1 billion of combined construction projects for School Districts, Community Authorities, Airport Authorities, Transit Authorities, Housing Authorities, Water Districts, Counties and Cities within the California Region that we serve.

Through this proposal, we trust that you will understand how Alliant Consulting has become one of Southern California's most trusted providers of Labor Compliance Consultant Services. Please feel free to contact us with any questions regarding our consulting services. We look forward to the possibility of working with you in the near future.

Respectfully,

Vickie Westfall, Vice President  
44300 Lowtree Avenue, Ste. 116  
Lancaster, CA 93534  
vickie@alliantconsulting.net



# ALLIANT CONSULTING, INC.

## LABOR COMPLIANCE MONITORING

**Name of Firm:** Alliant Consulting, Inc.  
**Principal Office Location:** 555 Cajon Street, Suite A  
Redlands, CA 92373  
Telephone: (909) 792-8812 Fax: (909) 747-0404

**Other Office Locations:** 44300 Lowtree Ave., Suite 116  
Lancaster, CA 93534  
  
1240 India Street, 1311  
San Diego, CA 92101

**Website Address:** [www.alliantconsulting.net](http://www.alliantconsulting.net)

**Form of Organization:** California Corporation  
Certified California Small Business #58006  
Certified Women Business Enterprise #13099065

**Primary Contacts:** Christa Schott, President  
Vickie Westfall, Vice President  
Carla De La Cruz, Labor Compliance Director

**Organization Details:** 1 President  
1 Vice President  
1 Labor Compliance Director  
1 Office Manager (FT)  
1 Labor Compliance Manager (FT)  
8 Labor Compliance Consultants (7 FT, 1PT)

**Services:** Alliant Consulting specializes in providing Labor Compliance monitoring and enforcement services.

**Years in Business:** Alliant Consulting has been providing Labor Compliance services for over 10 years, since the state's DIR approval of its LCP in 2003.

**Principle Contact:** Christa Schott, President

Alliant Consulting, a privately held and financially sound, profitable firm, has grown carefully and steadily over a 10 year period utilizing sound, conservative accounting procedures. Financial Statements, provided upon request, are prepared by 180 Business Solutions out of Foothill Ranch, California. Alliant Consulting, Inc. has never in its history been terminated or replaced by another firm on any project or failed to complete a project. Projects are completed on time and within budget unless affected by factors beyond our control such as noncompliant contractors who are taken through the Hearing process.



Alliant Consulting recognizes the dilemmas that California School Districts are facing in becoming compliant with State and Federal labor laws in order to receive their proper funds from State and Federal bond and grant programs. Alliant Consulting provides the State and Federally approved third party Labor Compliance Consultant Services to actively initiate and enforce labor compliance on behalf of the School District that uses State or Federal funds on their construction projects.

Alliant Consulting understands the importance of enforcing proper labor compliance on all projects, including those with State or Davis Bacon requirements. Alliant Consulting encourages a team approach for the implementation and enforcement of prevailing wage law, working in concert with the staff of the Agency and contractor/subcontractor representatives to ensure the applicable legal requirements for both sides are met. Our experience with all types of bonding and requirements of Proposition 50, 55, 84, CDBG, HOME, HUD, LIHTC, TCAC, NSP and other bond or funding programs is extensive on all levels of construction.

While Alliant Consulting's primary focus is on prevailing wage oversight, enforcement and CPR review, our staff (with bilingual capabilities) is familiar with State and Federal laws and regulations, including the Labor Code, Public Contract Code, Apprenticeship Standards, California Code of Regulations and OSHA standards, all of which aid in their monitoring and enforcement duties.

Because of our established experience within the construction and modernization industry, Alliant Consulting has superior knowledge of the prevailing wage and apprenticeship requirements under California law. Since Labor Compliance Programs were introduced on April 1, 2003, Alliant Consulting has been successfully monitoring and enforcing labor compliance on thousands of projects within Southern California including airports, cities, counties, schools, utilities and housing projects.

Alliant Consulting Labor Compliance Consultant Services can help solve the problems that many Agencies face in all aspects of the labor compliance process from concept to completion in their construction projects.

**Personnel Assigned**

The primary contact for the Culver City Unified School District will be the assigned Labor Compliance Director/Manager (Vickie Westfall), who in conjunction with her other duties will function as a liaison between the awarding agency, the contractors and the Alliant Consulting team. One Labor Compliance Consultant will be assigned to every \$35 million worth of work.

The project will be managed primarily from our office in Lancaster, CA, but also utilizing the resources of the other Alliant Consulting offices located in Redlands and San Diego, CA as required.

**Management**

At the helm of Alliant Consulting is a group of management professionals who each have established careers in the construction industry. Most of these individuals began their careers in the field and have specific, first hand knowledge of the trades and field operations. This allows our management staff to provide knowledgeable leadership to the various project teams and remain proactively involved in the day to day operations of each project, assuring their timely progress and completion.

As building and maintaining long-term client relationships is a cornerstone of Alliant Consulting's success, we know that it can only be achieved by offering unparalleled service to clients and continued training to employees. Through ongoing training programs and active participation in DIR (Department of Industrial Relations) workshops, Davis-Bacon compliance workshops and CMU, DLSE, CDBG, HOME, HUD, and local compliance meetings, the Alliant Consulting team stays up to date on new and upcoming developments in the State funding process and the legal requirements for modernization and new construction programs.

**Resumes/Team Member Experience**



**CHRISTA J. SCHOTT**

**President, Alliant Consulting, Inc.**

Christa J. Schott is an experienced labor compliance expert whose company focuses on monitoring and enforcing prevailing wage laws on publicly funded construction projects in the state of California. As President of Alliant Consulting, Inc., she developed and oversees the Department of Industrial Relations (DIR) approved Labor Compliance Program (LCP) to actively monitor and enforce an LCP on behalf of awarding agencies such as School Districts, Housing Authorities, Water Utility Agencies, Counties and Cities to ensure proper payment of prevailing wages and benefits, use of registered Apprentices, payment of taxes, proper licensing, proper classification and payment of overtime and holiday pay.

Ms. Schott has been involved in public works construction and in charge of certified payroll compliance for over fourteen years, owning her company for over ten. Her experience includes working with general and electrical contractors and State, Federal, and Local authorities within five counties in Southern California. Ms. Schott oversees a staff of 12 people in three offices and is involved in every aspect of the Company, overseeing the compliance process from pre-bid through the hearing and wage/penalty collection phases.

In addition to attending dozens of training workshops and seminars over the past eight years, Christa has held presentations and led workshops regarding labor compliance enforcement for the Associated General Contractors of America, the Coalition for Adequate School Housing, the California Association of School Business Officials, the National Association of Women in Construction and for multiple contractors and public agencies.

**Education**

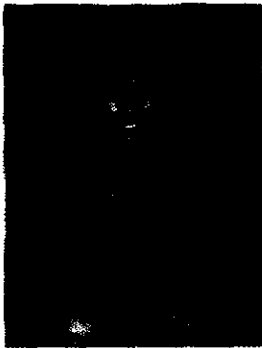
Azusa Pacific University  
University of Pittsburgh

**Professional Affiliations**

Coalition for Adequate School Housing (CASH)  
California Association of School Business Officials (CASBO)  
National Association of Women in Construction (NAWIC)  
CASH Board Working Group on Labor Compliance  
Institute of Journalism, Washington, D.C.  
Leadership Moreno Valley

**Contact Information**

Address: 555 Cajon Street, Suite A, Redlands, CA 92373  
Phone: 909-792-8812, Fax: 909-747-0404, Email: [Christa@alliantconsulting.net](mailto:Christa@alliantconsulting.net)



**Vickie Westfall**  
Vice President

Vickie Westfall is a seasoned labor compliance expert who's more than 9 years of enforcement experience overseeing Public Works construction projects is utilized to maximize the benefits to Districts and Contractors alike. She contributes her expertise in the development and presentation processes for educational training in the form of pre-bid presentations, pre-construction conferences, workshops, and private consulting. Vickie manages the Lancaster office and is responsible for overseeing all Labor Compliance projects in the Los Angeles Antelope Valley region, as well as many within the Imperial, Orange, San Bernardino, and Riverside counties. In addition to preparing proposals and contracts, Vickie conducts pre-bid presentations and pre-construction conferences, conducts site interviews, reviews certified payrolls, and investigates and audits documents and correspondence for possible errors. Vickie has extensive audit experience ranging from the initial review of paperwork and going through the entire audit process, concluding with the hearing phase. This mandates a close working relationship with both State and Federal officials. Vickie has over sixteen years of customer service experience and thirteen years of office management experience, including four years of construction management / payroll administration experience. Vickie has a Bachelor of Science Degree from the University of Southern California, and continues her professional education by attending DOL, DIR, HUD/Housing, and Utility District sponsored workshops.



**Carla De La Cruz**  
Labor Compliance Director

Carla is currently monitoring Labor Compliance projects in the San Diego, San Bernardino, Riverside, Imperial and Orange County areas where the Redlands office is enforcing Labor Compliance. These projects include the school districts of: Saddleback Valley, Chino Valley, Rim of the World, Beaumont, Magnolia, Brawley and Seeley Union school districts. Aside from the school districts, Carla is responsible for overseeing labor compliance with other public awarding agencies including Coachella Valley Housing Coalition, Inland Empire Water Utilities Agency, East Valley Water District, and Linc Housing Development. Currently as Labor Compliance Director, she is responsible for ensuring compliance requirements for the different types of funding (Section 3, Section 8, HOME, HUD, ARRA, TCAC, and CDBG), reviewing Certified Payroll Reports, verifying that the appropriate Prevailing Wage rates are paid, looks at possible errors for audit and ensuring that contractors are compliant. In addition, she conducts site interviews, attends pre-bid, pre-con and CITY meetings, and conducts prevailing wage consultation services to contractor and/or private companies. Carla has seven years experience in labor compliance from going through the audit and investigation process to submitting report of action to the State Labor Commissioner. Carla is a licensed Notary Public and has a Bachelor of Science Degree in Accounting.

**Experience and Client References**

Alliant Consulting prefers quality over quantity which is evident in our performance. Our project and staff growth for the past ten years has been strong but steady. Alliant Consulting will not take on a project that it cannot complete in a timely manner. Additional staff members will be hired and trained before Alliant Consulting will accept a new project should the project be anticipated to be large enough to be straining the resources of the existing staff. We strive to keep a seven day maximum timeframe of certified payroll review and have never had work we could not complete.

**Client References:**

Al Tsai  
Palmdale School District  
39210 10<sup>th</sup> Street East  
Palmdale, CA 93550  
[atsai@palmdalesd.org](mailto:atsai@palmdalesd.org)  
(661) 266-7237

Noemi Avila  
Saddleback Valley Unified School District  
25631 Peter A. Hartman Way  
Mission Viejo, CA 92691  
[Noemi.avila@svusd.org](mailto:Noemi.avila@svusd.org)  
(949) 580-3250

Josie Ripoly  
Moreno Valley Unified School District  
25634 Alessandro Blvd.,  
Moreno Valley, CA 92553  
[jriploy@mvusd.k12.ca.us](mailto:jriploy@mvusd.k12.ca.us)  
(951) 571-7500

Additional references available upon request

**Method to Accomplish the Work**

**All Inclusive Services for the Culver City USD Solar Panel Project**

**I. Education Phase, Project Start Up**

**1. Project Labor Compliance Meeting**

After the award of the contract for the project, and prior to the commencement of any work by the Contractor or its Subcontractors, Alliant shall conduct a Pre-Construction Conference with the owner, the prime Contractor and all available Subcontractors.

At the Pre-Construction Conference, Alliant shall advise the prime Contractor and Subcontractors of their responsibilities and obligations regarding the labor standards provisions and State and Federal wage determinations contained in the contract documents. Alliant shall discuss and be prepared to answer questions regarding the labor law requirements applicable to the Project, including, but not limited to the following: State and Federal prevailing wage requirements, State and Federal wage determinations, the respective record keeping responsibilities including but not limited to daily logs, certified payroll records and time sheets, the requirement for the submittal of certified payroll records to Alliant and owner, apprenticeship requirements, the prohibition against discrimination in employment and required forms for filing and submittal of such forms.

Alliant shall prepare the necessary labor compliance documents and suggested reporting forms to be provided to the Contractor and Subcontractors at the Pre-Construction Conference including, but not limited to the following: the applicable State and Federal prevailing wage determinations, the WH 1321 "Notice to Employees" poster, blank certified payroll record forms (Form WH-347 or A-131 Form with Instructions), blank fringe benefit statement, payroll deduction authorization form, statement of non-performance form, certification of understanding and authorization form, Contractor's/Subcontractors certification concerning labor standards and prevailing wages form and apprenticeship requirements with supporting forms including the DAS 140 Form, the DAS 142 Form and the CAC 2 Form.

At the Pre-construction conference, Alliant shall provide and discuss in detail the responsibility of Contractors and Subcontractors of paying employees to ensure compliance with all State, Federal and Local labor standards provisions. Alliant shall also inform all Contractors present of their responsibility to submit certified payroll reports to Alliant. Alliant shall review the following requirements in detail:

- 1) Proper payment of prevailing wage rates to all workers on project;
- 2) Apprentice requirements including filing of DAS 140 and DAS 142 Forms, requesting and hiring apprentices in 1 to 5 ratio to journeymen, proper payment of training contributions;
- 3) Penalties for willful noncompliance of Federal, State and Local laws;
- 4) Certified Payroll Records to be sent on a weekly basis to Alliant;
- 5) Nondiscrimination in employment pursuant to Federal and State laws;
- 6) Kickbacks prohibited;
- 7) Acceptance of Fees prohibited;
- 8) Proper listing of all subcontractors including tiered subcontractors;
- 9) Proper licensing for work to be performed;
- 10) Unfair competition prohibited;

**Method to Accomplish the Work**

- 11) Workers' Compensation Insurance required;
- 12) OSHA regulations must be followed;
- 13) Undocumented workers are prohibited on project;
- 14) Workers must receive itemized wage statements with each paycheck.

Alliant shall ensure that the Contractor's and all of the Subcontractors' representatives certify that they acknowledge and understand the labor standards provisions and requirements for the project by signing the Appendix A form.

Alliant shall answer all questions regarding labor standards requirements and shall have all in attendance at Pre-construction conference sign in their attendance and acknowledge receipt of materials and forms distributed by Alliant.

Alliant shall document the pertinent data as to the items discussed at the Pre-construction conference and shall prepare a report of minutes to be given to the owner. The minutes shall contain the following:

- i. Project name, location and description, State and Federal wage determination numbers and dates.
- ii. Name of Consultant.
- iii. Contract amount.
- iv. Date and place of conference.
- v. Conference attendees (sign-in sheet).
- vi. Summary of items covered (including but not limited to: pre-construction handout, Appendix A Form, DAS 140 Form, Fringe Benefit Statement Form, DAS 142 Form, CAC 2 Form, Certification of Authorization and Understanding Form, WH 347 Form, A-131 Form, Statement of Compliance, Non-Performance Form & Section 3 Form with all supporting documentation).

## **II. Monitoring and Review Phase**

### **2. Collection and Review of Certified Payrolls**

Alliant shall monitor Contractor and Subcontractors to ensure they maintain weekly certified payroll records ("CPR") and submit CPRs to Alliant and owner. Subcontractors shall submit their payroll directly to Alliant. Weekly payrolls shall be completed and submitted to Alliant in a timely manner, preferably no later than seven work days following completion of the work week. Should contractors not submit CPR's within the required timeframe, Alliant shall notify contractor in writing of the requirement and set new deadline for contractor. Should CPRs not be submitted, Alliant shall notify owner of noncompliance and request withholding or delay of next pay application until compliance is met.

***Method to Accomplish the Work***

When received, Alliant shall review all submitted CPRs to ensure compliance with all State, Federal and Local labor standards. Alliant shall ensure each CPR is accompanied by a statement of compliance signed by the Contractor and each Subcontractor (if applicable) indicating that the payroll records are correct and complete, that the wage rates contained therein are not less than the State and Federal rates determined for the project and that the classifications set forth for each employee conform with the work performed. Alliant shall also ensure that only classifications appearing on and the State and Federal wage determinations are used and shall check for disproportionate employment of laborers, helpers, apprentices or trainees. Alliant shall review all CPRs in a manner as to not delay payment to the Contractor and Subcontractors if Alliant does not have a basis for recommending withholding of contract payments based on its review of such CPRs.

Alliant shall date payrolls upon receipt and initial them upon review. The payrolls shall be examined by Alliant upon receipt so that any necessary corrective action may be initiated before the problem multiplies, and may be accomplished while any affected workers are still available. Alliant shall use Project Tracking Log and CPR Log to record payroll accuracies and/or omissions.

Alliant shall review all CPRs to ensure the following: that the worker's rate for straight time hours equal or exceed the rate specified in the contract by reference to the State and Federal Prevailing Wage Determinations for the class of work actually performed, overtime payments, subsistence, travel, shift differential and other payments are made in accordance with the applicable State and Federal Prevailing Wage Determinations and applicable laws.

If collected payrolls are incomplete or incorrect, Alliant shall return the incomplete payrolls to the Contractor for completion except when falsification is suspected. If a payroll is false, the Alliant shall prepare a report of such findings and shall send it to owner. Incorrect payroll shall be revised by contractor. In the case of an incomplete payroll, the Alliant may request supplemental payroll to supply missing information in lieu of returning it to the Contractor.

In addition to verifying information in Section 6 (b), (d), Alliant shall review all CPRs to ensure the following: payroll computations are correct, all deductions on payroll are permissible, and the statement of compliance is signed by the owner, officer, or designated employee of the contractor. When incorrect, Alliant shall notify contractor immediately with a Request for Information (RFI) where a new deadline shall be set for compliance, usually within ten days. When the corrected documents are received and verified for compliance, the contractor shall be notified and the file completed for that week. Strict deadlines, use of forms during review and checklists to be completed all aid in Alliant's duties to avoid penalties for noncompliance.

Alliant shall keep detailed records of the compliance of each payroll received, supporting documentation received and RFI's sent to contractors. All outstanding requests, missing information, payroll or supporting documentation shall be detailed by Alliant on a monthly summary submitted to owner via email by the 15<sup>th</sup> of the following month. Only noncompliance issues shall be addressed to owner.



Alliant shall notify owner via email when noncompliant contractors have met compliance. If contractors are still noncompliant after the ten day deadline, Alliant shall notify owner of the request to withhold payment to contractor until compliance is met. owner shall only get involved with requesting documents from contractor if Alliant is unable.

### **III. Monitoring and Review Phase**

#### **3. Apprentice Oversight**

Alliant shall ensure that the Contractor and all Subcontractors comply with the apprenticeship requirements set forth in CA Labor Code Section 1777.5 and California Code of Regulations Section 230.1. Alliant shall collect copies of DAS 140 and DAS 142 forms with supporting documentation to prove appropriate submission of forms, shall verify apprentices are individually registered in a bona fide apprenticeship program registered with a State or Federal Apprenticeship Agency recognized by the Bureau using the online verification system. The approval shall be printed out and put in contractor file.

Alliant shall ensure that the allowable ratio of apprentices to journeymen in any craft classification shall not be greater than the ratio permitted to the Contractor as to their entire work force under the registered program. The general ratio shall be no less than 1 apprentice hour for each 5 journeymen hours.

Alliant shall ensure the registration of a Contractor or Subcontractor to an approved apprentice program using the online verification process. A copy of such registration shall be printed out and put in file. If verification is not found online, Alliant shall contact contractor to furnish proof of registration.

Alliant shall ensure the proper payment of apprentices with the wage rate determined by the DIR or DOL (WHD) for the classification of the work actually performed by comparing the payroll rates with the published rates for project.

#### **4. Site Monitoring**

Alliant shall conduct on-site interviews with workers on the project only if required, depending on State, Federal and Local requirements for site visits. Consultant will follow set site-visitation schedule. Consultant shall conduct site interviews more often if there is any evidence that a violation may have occurred or to ensure interviews are done for each craft and classification on the project. Site interviews will be conducted on a random basis. Consultant shall conduct bilingual interviews so as to be certain that there is no communication barrier with workers who don't speak English. Alliant shall ensure site interviews are done as often as necessary to verify compliance and compare information with payrolls received.

**Method to Accomplish the Work**

When on the project site, Alliant shall ensure that the State and Federal wage determinations and other required material are posted by the Contractor at the site in a prominent and accessible place where they can be easily read by workers. The poster WH-1321 "Notice to Employees" shall be included in this.

Alliant shall interview workers in all trades and make an effort to interview up to 10% of workers in all trades. Interviewer shall use the Record of Employee Interview form.

Alliant shall initiate the interview by identifying himself/herself to the worker to be interviewed and shall explain their purpose for being on project site. Alliant shall inform the worker of the specific location at which the State wage decisions are posted at the project site.

Alliant shall ask worker all questions on form and question the worker for more information if needed to verify compliance with labor standards.

Alliant shall compare information collected during the interview with payroll received from Contractor to ensure compliance. If discrepancies are found, Alliant shall initiate an investigation.

Alliant shall complete the Record of Employee Interview form, take detailed notes of equipment on site, subcontractors and trades on site, work being completed and estimated headcount of workers on site. Interviewer shall take pictures of equipment and work being done for the file.

Alliant shall return to the office and prepare a Site Interview Summary for project detailing all workers interviewed, equipment seen on site, problems (if any) on site and include any notes they feel are required to verify compliance. Summary shall be printed for the file and saved electronically on server.

Alliant shall enter required information on the Site Visitation Log which will be verified with certified payroll records once received. The log will be updated as compliant or noncompliant. Noncompliance means the payroll information does not match information received on site during the interview. If noncompliance is found, Alliant shall immediately contact contractor with discrepancy and request corrected information by set deadline. If this information is not received by set deadline, owner shall be notified and the audit/investigative process shall start.

### **III. Audit and Investigation Phase**

#### **5. Investigation and Audit of Certified Payrolls**

Alliant shall investigate any and all complaints or discrepancies promptly. The investigation of labor standards complaints received from workers on the project receives priority attention.

**Method to Accomplish the Work**

Alliant's duties in investigating include, but are not limited to, the following:

- i. State and Federal Wage rate decision posting requirements.
- ii. Examination of payrolls.
- iii. Examination of basic time and work records including daily reports.
- iv. Conformity with Apprentice/Trainee requirements
- v. Laborers and Mechanics not listed in the wage decision.
- vi. Employee interviews.
- vii. Obtaining written statements from employees
- viii. Preparing investigation report, notifying contractor and owner.
- ix. Collecting all corrected documents to ensure compliance.

When an underpayment of wages or labor violation has occurred, Alliant's duties in enforcing include, but are not limited to, the following:

- i. Notifying owner via email immediately of discrepancy and results of investigation.
- ii. Making written recommendations, after a full and complete investigation to the satisfaction of the Alliant, to owner to withhold contract payments and assess appropriate penalties for not paying the per diem prevailing wages.
- iii. Making written recommendations to owner to withhold contract payments and assess appropriate penalties for failing to comply with the required apprenticeship requirements for the project.
- iv. Making written recommendations to owner and State, Federal & Local agencies if needed for forfeitures and preparing the required file or reports.
- v. Forwarding the written recommendations for forfeitures and the required file or reports to affected parties.

After determination of the amount of forfeiture, Alliant shall assist the owner in preparing and serving the appropriate notice of withholding of contract payments to the Contractor and/or Subcontractor and ensure payment of wage restitution when funds have been withheld.

**OUTREACH ACTIVITIES**

Alliant shall assist in the successful implementation of labor compliance by conducting the following outreach activities:

- a. General communication and outreach relative to public information regarding the State, Federal and Local labor standards provisions, notifications, updates, pre-determined increases and any prevailing wage questions contractors may have.

**Method to Accomplish the Work**

- b. Presentations to Contractors and Subcontractors at all Pre-construction conferences and additional meetings if required.
- c. Ongoing communication (via correspondence or meetings) with workers at the project when review of the CPRs reveals the possibility of State or Federal prevailing wage violations as well as violations of State, & Federal compliance law.
- d. Periodic meetings with Contractor and Subcontractors interested in public works contracting with the owner.
- e. Monthly status updates via email notifying owner of records received by all subcontractors and outstanding payroll and/or discrepancies. Additional updates if contractors are found to be in noncompliance or withholding of payment is required.
- f. Providing advice and expertise to answer any questions from the owners staff, Contractors and Subcontractors relative to the terms, requirements and administration of the labor compliance enforcement.

**IV. Enforcement Phase**

**6. Report to Owner for violations**

In the event that a violation is not remedied within 10 days of notification to the Contractor, Alliant shall prepare a report to the DIR/DOL/Agency describing the alleged violation, including the audit forms, and supporting documentation. The report will be accompanied by a Notice of Transmittal of the violation, as well as a recommendation for withholding of payments and penalties, if applicable. The affected Contractor will also receive a copy of this report, along with a Notice of Right to Review Evidence.

In the event that a Contractor is found to have committed a willful violation of the Labor Codes, Alliant may submit a report to the Agency and Labor Commissioner recommending debarment of that Contractor from bidding on or being awarded any public works contract for up to three years. This is in addition to penalties that will be charged to affected contractor.

**7. Withholding and Forfeiture**

Upon approval of the amount of forfeiture, including underpayments and penalties, by the Labor Commissioner/DOL, Alliant Consulting shall authorize the withholding of contract payments to the Contractor. Alliant shall send, by certified mail, a Notice of Withholding of Contract Payments to the Contractor and DIR, as well as a Notice of Right to Review in Formal Hearing to the Contractor. After receiving final approval from DIR, Alliant shall facilitate disbursement of forfeitures to the appropriate Agency and State funds.

**V. Hearing Phase**

**8. Hearing Review**

Upon receipt of a Notice of Right to Review, a Contractor may request a formal hearing to review the withholding of contract payments. Alliant Consulting shall collect and transmit to DIR the appropriate documentation, and work with the attorneys to properly prepare for the review. Alliant shall represent the Agency at pre-hearing conferences, settlement meetings, and formal hearings, as necessary, to bring the matter to conclusion. The Agency's own attorney may be required in this case as Alliant is not a legal firm. Alliant Consulting will do everything possible to prevent a case from entering a Hearing Phase.

**BOARD REPORT**

**11/12/13**

**14.3b**

**14.3b Approval to Ratify the Addendum to the Site Maintenance Lease Lease-Back Agreement with Balfour Beatty Company**

An addendum is required to the Site Maintenance Lease Lease-Back Agreement with Balfour Beatty Company in order to extend the duration of the agreement by an additional 30 days without increasing the agreement's Guaranteed Maximum Price "GMP" (\$900,000). The extended agreement term is required to allow for the completion of additional projects without increasing the contracted amount (GMP).

**RECOMMENDED MOTION:** That the Board of Education for Culver City Unified School District ratify the addendum to the Site Maintenance Lease Lease-Back Agreement with Balfour Beatty Company as outlined above.

**Moved by:**

**Seconded by:**

**Vote:**

## AMENDMENT NO. 1 TO SITE LEASE AND SUBLEASE

This Amendment No. 1 ("Amendment") to the Site Lease, Sublease and Construction Services Agreement for the Culver City USD Summer Project ("Agreement") by and between the Culver City Unified School District, a school district duly organized and validly existing under the laws of the State of California ("District") and Balfour Beatty Construction LLC ("Contractor") dated July 26, 2013 is hereby made and entered into this 1<sup>st</sup> day of November, 2013 ("Effective Date") as follows:

**WHEREAS**, the District and the Contractor have entered into the Agreement, a true and correct copy is attached hereto as Exhibit "A," to provide for the construction of certain improvements situated on portions of the El Marino Elementary School, El Rincon Elementary School, La Ballona Elementary School, Linwood E. Howe Elementary School, Farragut Elementary School, Culver City Middle School, Culver City High School, Culver Park High School and Office of Child Development sites, as more particularly described in the Agreement ("Project"); and

**WHEREAS**, the District and Contractor desire to extend the completion date for the Project and desire that Contractor complete extra work, which work was not contemplated in the original Construction Services Agreement; and

**WHEREAS**, Section 24 of the Site Lease and Section 30 of the Sublease Agreement provide that the Parties may amend the Agreement through a mutually agreed upon written amendment and Section 9 of the Construction Services Agreement provides that District may prescribe extra work by written order.

**NOW THEREFORE, THE DISTRICT AND THE CONTRACTOR HEREBY AGREE AS FOLLOWS:**

1. **Agreement.** The District and the Contractor represent that the aforementioned Agreement is the true, correct and complete agreement between the Parties and that there have been no written or oral amendment(s) to the Agreement. All capitalized terms not otherwise defined herein shall have the same meanings given in the Agreement.
2. **Extension of Completion Date.** Section 10 of the Construction Services Agreement is revised to state that Contractor agrees that the Project will be fully completed One Hundred Fifty-Five (125) calendar days from the Notice to Proceed, extending the completion date to December 3, 2013. The Parties agree that the extension of the completion date shall not increase the GMP.
3. **Additional Scope of Work.** The District and Contractor agree that the documents set forth in Exhibit "B," attached hereto and incorporated by this reference, shall be added to the Scope of Work as set forth in the Construction Services Agreement ("Additional Scope of Work"). The Parties agree that the Additional Scope of Work shall not increase the GMP.


4. **Conditions Applicable to Additional Scope of Work.** In causing the Additional Scope of Work to be completed, Contractor agrees that the Additional Scope of Work shall be performed in accordance with the Agreement and all other applicable requirements from DSA, local requirements, the California Building Code, Title 24 and the Field Act, as applicable. The structural engineer shall be notified, as necessary and appropriate, regarding any Additional Scope of Work which requires his approval or inspection.
5. **Binding Effect; Partial Invalidity.** This Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns. If any provision of this Amendment shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Amendment or the Agreement.
6. **Full Force and Effect; No Other Amendments.** The Amendment is hereby modified with respect to the terms set for the herein, and any other portion thereof as necessary to implement the foregoing. Except as specifically set forth in this Amendment, the Amendment shall remain unmodified and in full force and effect as executed by the Parties.
7. **Facsimile Signatures.** In order to expedite the execution of this Amendment, telecopied signatures may be used in place of original signatures on this document. The Parties intend to be bound by the signatures on the telecopied document, are aware that the other Party will rely on the telecopied signatures, and hereby waive any defenses to the enforcement of the terms of this Amendment based on the form of signature.
8. **Counterparts.** This Amendment may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument.
9. **Inconsistencies.** In the event of any inconsistency between the terms of this Amendment and those of the Agreement, the terms of this Amendment shall control.

***SIGNATURES ON FOLLOWING PAGE***



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

**CULVER CITY UNIFIED SCHOOL DISTRICT**

By:   
Name: Michael C. Reynolds  
Its: Assistant Superintendent

**BALFOUR BEATTY CONSTRUCTION LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

EXHIBIT "B"ADDITIONAL SCOPE OF WORK

CCHS	Paving at snack Bar
CCHS	Asphalt at removed tree
CCHS	Concrete sidewalk between classrooms
CCHS	<i>Baseball Fencing</i>
CCHS	Fencing tennis court
CCHS	Epoxy flooring
CCHS	Hydration Station
CCHS	Water Main to Facilities
CCHS	Sidewalk by Weight room
CCHS	Concrete at Snack Bar
CCHS	Roof Food Services office
CCHS	<i>Base Ball Remediation</i>
CCHS	Curb and asphalt at Bike Path
CCHS	Hydration Station
CCHS	Catch Basin at Multi Use Field
CPHS	Carpet
CPHS	Framing, drywall, etc
CPHS	Fencing
CPHS	Landscape Boxes
CPHS	FA conduit
CPHS	Hand Rails
El Marino	Asphalt cracks
El Marino	Hydration Station
El Marino	Sinks rooms 27, 28 & 30
El Marino	Hydration Station
El Marino	Hydration Station
El Rincon	Bulletin board
El Rincon	Fencing
El Rincon	Hydration Station
El Rincon	Hydration Station
El Rincon	<i>Bells</i>
El Rincon	Hydration Station
Farragut	Garden fencing repairs
Farragut	Hydration Station
Farragut	Room 3 plumbing
Farragut	Room 8 Sink
Farragut	Catch Basin - parking lot

Farragut	Drinking fountains
Farragut	Hydration Station
Farragut	LV Conduits
Farragut	Hydration Station
Farragut	Cleaning of two restrooms
La Ballona	Audrey's Asphalt
La Ballona	Fencing
La Ballona	Hydration Station
La Ballona	Gas leak
La Ballona	Hydration Station
La Ballona	Gutters & downspouts
La Ballona	Containers
La Ballona	Hydration Station
La Ballona	Condenser replacement
La Ballona	Package Unit replacement
La Ballona	Fan Motor replacement
La Ballona	Condenser replacement Admin
Lin Howe	Asphalt & funnel Ball
Lin Howe	Hydration Station
Lin Howe	Hydration Station
Lin Howe	<i>Tree Trimming &amp; removal</i>
Lin Howe	LV Conduits
Lin Howe	Hydration Station

**BOARD REPORT**

**14.4a Approval is Recommended for Resolution #3-2013/2014 (HR), Regarding Layoff of Classified Vacant Position (Clerk Typist II – Security)**

It is necessary to take action to abolish one classified position, Clerk Typist II (Security), for lack of work and/or lack of funds.

RECOMMENDED MOTION: It is recommended that the Board approve Resolution #3-2013/2014 (HR), authorizing the elimination of one classified vacant position.

Moved:

Seconded by:

Vote:

**RESOLUTION #3-2013/2014 (HR), REGARDING LAYOFF OF CLASSIFIED VACANT POSITION**

BE IT RESOLVED that the Governing Board of the Culver City Unified School District hereby determines that the following one (1) classified vacant position be abolished for lack of work and/or lack of funds.

<b><u>Position</u></b>	<b><u>No. Affected</u></b>	<b><u>Impact</u></b>
Clerk Typist II (Security) – 8 hours per day, 10 months per year	1	Eliminate

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of funds and/or lack of work, the number of classified employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 45308.
2. That said layoff shall become effective on November 13, 2013, subject to negotiations to the extent required by law.

Adopted by the Governing Board of the Culver City Unified School District on November 12, 2013, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Clerk, Governing Board of the  
Culver City Unified School District

**BOARD REPORT****14.4b Approval is Recommended for New Classified Job Classification and Job Description – Security Communications Technician**

It is recommended practice that the Board of Education approves new job classifications and job descriptions to reflect new duties and responsibilities based on the current needs of the District. District Administration has created a new job classification of Security Communications Technician and has developed a new job description, a copy of which is attached, with a recommended salary placement of Range 21 on the Classified Salary Plan.

RECOMMENDED MOTION: District Administration recommends the approval of the new classified job classification and job description for Security Communications Technician, with a salary placement of Range 21, effective November 13, 2013.

Moved:

Seconded by:

Vote:

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SECURITY COMMUNICATIONS TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Security Supervisor or Director, receives monitors, analyzes, and responds to emergency calls to the Districts' Security Communications Center through the operation of the Computer Aided Dispatching system to dispatch patrol units. Monitors surveillance camera, access control, and intrusion alarm systems.

#### **DISTINGUISHING CHARACTERISTICS:**

A Security Communications Technician exercises independent thinking and judgment when receiving and responding to calls and to signals from intrusion and other alarms in schools and offices; initiates, receives, and relays radio messages; and dispatches School Security patrol units.

A Security Communications Technician serves as a liaison between the Security Department, outside agencies, and the public, provides work direction to Security personnel during an assigned shift and participates in monitoring various security related systems.

A Security Communications Technician uses a two-way radio to receive, transmit, and relay information between Security and District Personnel, and the Security Communication Center.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Operates and monitors telephone and radio equipment to receive requests for assistance from school personnel and mobile units regarding criminal & school rule violations, and suspicious activities at district schools and property.

Monitors the Security Information Management System (SIMS) located in District schools and offices for intrusion alarm activity; inputs new data; updates existing data; makes reports on whether alarms are operating or malfunctioning; and submits requests for alarm service as needed.

Answers telephone inquiries, responds to reports of vandalism, break-ins, fires, and suspicious activities.

Elicits necessary information regarding routine and emergency situations and rephrases situations succinctly for computer aided dispatch calls to police, paramedics, and tow trucks.

Determines the urgency of emergency calls and dispatches Police patrol units and contacts other emergency response personnel such as other law enforcement agencies, fire departments, or medical units for support as needed.

Prepares summaries of information obtained from District Security and other agency Police Officers, posts data and maintains logs of calls, and prepares reports of incidents.

Imparts and disseminates approved information to the public and District personnel.

Retrieves information from various databases including the Student Database System (Aeries) to retrieve sensitive student data.

Performs specialized and technical clerical work involving an analysis of a variety of materials.

Monitors inventory levels of office supplies; orders, receives and maintains inventory of office supplies.

Prepares hourly and monthly payroll reports for security personnel; maintains payroll related records for security personnel recording absences, accumulated sick leave, vacation, overtime, extra duty pay and related information.

Maintains logs of calls.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization, operation, policies, and procedures of the School Security Department terminology and codes used by police and emergency personnel.

Use of a Computer Aided Dispatch system and Security Information Management System computer terminal for security alarm, access control and surveillance camera systems.

Geographic area and locations of schools and offices within the District Organizational hierarchy, key personnel, and respective responsibilities within the District Emergency procedures and safety practices implemented by the District.

Federal Communications Commission regulations pertaining to conversations permitted on two-way radio systems.

Characteristics and applicable history of a variety of district intrusion-alarm systems.

Data retrieval from various database systems including the District Computer Aided Dispatch system.

Correct English usage, spelling, punctuation, and grammar.

Standard office machines and equipment.

**ABILITY TO:**

Perform multiple tasks, exercise sound judgment, and make quick decisions in emergency situations.

Remain calm and exercise sound judgment in emergency situations.

Exercise discretion in the handling of confidential information.

Maintain a high level of production and work at a fast pace.

Memorize and apply security radio codes and terminology.

Quickly and accurately extract, summarize, and relay pertinent information and make concise log entries.

Accurately retain and recollect detailed information and maintain detailed records from a variety of sources.

Communicate effectively, both orally and in writing.

Deal tactfully with District employees and the public.



Perform routine clerical work.  
Establish and maintain cooperative working relationships.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in radio communications and data entry. Two years of clerical experience performing customer service activities, preferably in a school district or security operation. Proficient use of Microsoft Word and other office related software.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person, on the telephone and for two-way radio transmission.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file and retrieve materials.

**SPECIAL:**

This job description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities.

11/12/13  
14.4c

**BOARD REPORT**

**14.4c Approval is Recommended for the 2013/2014 Initial Collective Bargaining Proposal from the Culver City Unified School District (CCUSD) to the Association of Classified Employees (ACE) 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 (Association of Classified Employees) 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 Association of Classified Employees (ACE) for the 2013-2014 School Year.

Moved by:

Seconded by:

Vote:



**Culver City Unified School District**  
Administration Building 4034 Irving Place Culver City, CA 90232-2810  
(310) 842-4220

**CULVER CITY UNIFIED SCHOOL DISTRICT**

**DISTRICT PROPOSAL**

**2013-2014 ACE NEGOTIATIONS**

The Culver City Unified School District Governing Board will explore the following interests for 2013-2014 negotiations with the Association of Classified Employees (ACE), and proposes to maintain the provisions of the current classified collective bargaining agreement, except as follows:

**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 32: Wages**

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

Respectfully Submitted

Leslie J. Lockhart  
Assistant Superintendent- Human Resources  
October 31, 2013