

**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.**

**El Marino Elementary, Cafetorium**  
**11450 Port Road, Culver City, CA 90230**

**March 11, 2014**

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

**PRESENTATIONS AND PUBLIC COMMENTS**

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

**1. CALL TO ORDER**

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

**Roll Call – Board of Trustees**

Laura Chardiet, President

Nancy Goldberg, Vice President

Steven M. Levin, Ph.D., Clerk

Susanne Robins, Member

Katherine Paspalis, Esq., Member

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

**3. RECESS TO CLOSED SESSION**

- 3.1 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 Performance (Pursuant to GC §54957)  
Title: (1) Certificated Probationary; (2) Elementary Teachers; (1) Certificated Probationary; (2) Secondary Teacher; (1) Certificated Secondary ROP Teacher
- 3.3 Public Employee Discipline/Dismissal/Release (Pursuant to GC §54957)
- 3.4 Public Appointment/Employment (Pursuant to GC §54957)  
Certificated Personnel Services Report No. 14  
Classified Personnel Services Report No. 14

4. **ADJOURNMENT OF CLOSED SESSION**

5. **REGULAR MEETING – 7:00 p.m.**

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

5.2 Flag Salute

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

7. **PUBLIC HEARING - None**

8. **ADOPTION OF AGENDA**

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

9. **CONSENT AGENDA**

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

- 9.1 Approval is Recommended for the Minutes of Regular Meeting – February 25, 2014
- 9.2 Approval is Recommended for Purchase Orders and Warrants
- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 14
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 14

- 9.6 Approval is Recommended for CCHS Teacher to Attend the College Board Reading in Kansas City, Missouri, June 1-8, 2014
- 9.7 Acceptance of Enrollment Report

**10. AWARDS, RECOGNITIONS AND PRESENTATIONS**

- 10.1 Spotlight on Education – El Marino School
- 10.2 CCEF Check Presentation for the Front & Center Theatre Collaborative
- 10.3 Local Control Accountability Plan (LCAP) Presentation

**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 2013-2014 Second Interim Report
- 12.2 Air Quality Research Report

**13. RECESS (10 Minutes)**

**14. ACTION ITEMS**

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

**14.1 Superintendent's Items**

14.1a Approval is Recommended to Submit the Official CSBA 2014 Delegate Assembly Ballot

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

**14.2 Education Services Items**

14.2a Approval is Recommended for Resolution #16 Authorizing the Acquisition of SyTech Solutions Document Management and Record Conversion Services

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

**14.3 Business Items**

14.3a Approval is Recommended for the Certification of the Second Interim Report for 2013-2014

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

14.3b Approval is Recommended for Resolution #17/2013-2014 Authorizing Acquisition of Artificial Turf Protection System

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

14.3c Approval is Recommended for the Agreement with School Services of California for Compensation Study

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

14.3d Approval is Recommended for the Agreement with School Services of California for Fiscal Reporting Systems

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

**14.4 Personnel Items - None**

**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

April 22 – 7:00 p.m. – Regular Meeting (6:00 p.m. Closed Session), CCHS, Multi-Purpose Room, 4401 Elenda Street  
May 13 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), Farragut Elementary, 10820 Farragut Drive

**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.

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

|                 |   |              |  |
|-----------------|---|--------------|--|
| <b>Meeting:</b> | <b><u>Regular Meeting</u></b>   | <b>Date:</b> | <b><u>February 25, 2014</u></b>  |
| <b>Place:</b>   | <b><u>El Rincon Elementary<br/>(Cafetorium)<br/>11177 Overland Avenue<br/>Culver City 90230</u></b> | <b>Time:</b> | <b><u>6:00 p.m. – Public Meeting<br/>6:01 p.m. – Closed Session<br/>7:00 p.m. – Public Meeting</u></b> |

**Board Members Present**

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

**Staff Members Present**

**David LaRose, Superintendent**  
**Kati Krumpe**  
**Leslie Lockhart**  
**Mike Reynolds**

**Call to Order**

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

**Report from Closed Session**

Ms. Chardiet reported that the Governing Board met in Closed Session regarding issues listed on today's Closed Session agenda and announced that the following reportable actions were taken. The Board took action to release sixteen (16) temporary and 11 long term substitute certificated employees effective as of the end of the 2013/2014 school year. The roll call vote was 5 – Ayes by Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

**8. Adoption of Agenda**

Ms. Chardiet suggested moving Action Item 14.2a to follow item 10.2 under Awards, Recognitions and Presentations. It was moved by Ms. Paspalis and seconded by Ms. Goldberg that the Board adopt the February 25, 2014 agenda as amended. The motion was unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

**9. Consent Agenda**

Ms. Chardiet called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. No items were withdrawn from the Consent Agenda. It was moved by Dr. Levin and seconded by Ms. Paspalis to approve Consent Agenda Items 9.1 – 9.8 as presented. The motion was unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

- 9.1 Minutes of Regular Meeting – February 11, 2014
- 9.2 Purchase Orders
- 9.3 Acceptance of Gifts
- 9.4 Certificated Personnel Reports No. 13
- 9.5 Classified Personnel Reports No. 13
- 9.6 Culver City High School “Sojourn to the Past” Field Trip, March 26-April 5, 2014
- 9.7 Culver City High School Overnight Field Trip to the Wrigley Marine Science Center, May 16-18, 2014
- 9.8 Student Teacher Agreement between Culver City Unified School District and California State University, Long Beach

**10. Awards, Recognitions and Presentations**

**10.1 American Citizenship Awards**

Mr. LaRose and the Assistant Superintendents read the names and accomplishments of each school’s recipients of the American Citizenship Award for the month of February. The recipients were Mackenzie Marrujo from El

Marino School; Miguel Fernandez Ramirez from El Rincon Elementary; Andres Perez from La Ballona School; Uma Kolesnikow from Linwood E. Howe School; Sarina Lee from Farragut School; Sergio Gonzalez Estrada from Culver City Middle School; and Kishore Athreya from Culver City High School. Board members presented each recipient with a pin and certificate; and thanked the students and their families for attending the meeting.

## **10.2 Spotlight on Education - El Rincon Elementary School**

Mr. Brunson, Principal at El Rincon Elementary school presented information on the school which included test scores. He spoke about the high scoring and improvement in the school's sub-groups such as the special education students, and the high scores of the inter-district permit students. He shared some of the instructional practices that are showing significant results in achieving and exceeding the goals in the Single Plan for Student Achievement. Mr. Brunson thanked the Human Resources and Educational Services Departments for allowing the school to have an Intervention Teacher which has really been a great addition. He also thanked the staff, parents, and students in the audience for coming to the meeting and supporting their school. He spoke about the Professional Learning Community and the work that they are doing in responding to the key assessment questions. El Rincon is also a participant in Cotsen Math. Mr. Brunson invited fifth grader Mykah Ulloa Warner to speak about what he has learned in class about atoms, and asked him various questions. At the end of his presentation Mr. Warner showed the model of an atom that he made. Mr. Brunson continued his presentation stating that although El Rincon is a S.T.E.M. school it is also very rich in the arts, theater, and dance. He was also proud to speak about the parent involvement at the school. The school also has a project called Random Acts of Kindness. Mr. Brunson showed a Power Point of the students and their projects during Random Acts of Kindness month. Student, Danielle Lawson, shared her random act of kindness with the Board. At the end of his presentation Mr. Brunson shared with the Board the school's Program Improvement Plan.

Ms. Paspalis stated that she was really glad to see the curriculum moving more towards S.T.E.M. It has been one of the best decisions to bring in a dedicated staff member to the science lab. Dr. Levin was excited that Cotsen Math would be coming to the school, and the curriculum was moving towards S.T.E.M. He stated that he has seen the spirit of education and community at the school, and feels that there is really something special happening at this site. It shows that everyone is trying to move forward. Mr. Brunson agreed that the school is moving forward, and it has shown by the growth in PTA and Booster Club members. He stated that his door is always open for the parents, and staff is really trying to help students make good character choices and positive choices. Ms. Goldberg stated that she had to comment and say it "loudly" that Mr. Brunson is the positive example to his students. He is always the biggest cheerleader for the school and it shows how proud he is of his school. Ms. Robins stated that she is thrilled to see the science lab being utilized. She thanked Mr. Brunson for showing the Board why the school is so successful.

## **14. Action Items**

### **14.2 Education Services Items**

#### **14.2a Approval is Recommended for the Year 3 Program Improvement/Corrective Action Plan for El Rincon Elementary School**

It was moved by Ms. Robins and seconded by Ms. Paspalis that the Board approve the Year 3 Improvement/Corrective Action Plan for El Rincon Elementary as presented. The motion was unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

## **11. Public Recognition**

### **11.1 Superintendent's Report**

Mr. LaRose briefly spoke about the culture at El Rincon, the school's pledge, and how powerful the outcome is at the school. He reported that the district-wide earthquake drill is tomorrow and it will be coordinated with the City's services such as Culver City Fire Department. Mr. LaRose stated that there will be a BE NICE meeting. BE NICE is the new name for the Anti-Bullying Committee. He stated that staff will be trained to make sure our kids are safe. There will be continuing professional development around the Professional Learning Communities for staff and leadership teams. He informed the Board that he has received feedback from CSBA on our Board policies and which ones needed to be updated. We will start bringing those policies forward the Board to review.

**11.2 Assistant Superintendents' Reports**

Dr. Krumpke reported that Jennifer Slabbinck, Principal at La Ballona Elementary, received a call that the school will receive a visit for consideration for a California Distinguished School honor. She stated that there is continuing work with the teachers for the Common Core implementation. All elementary teachers have met and are working on understanding what students have to know and be able to do for math. The Cotsen teacher participants have been invaluable to the process. Dr. Krumpke thanked Robert Quinn, the I.T. Director for all his hard work in getting the Chromebooks set up and ready for delivery. We are close to delivering many Chromebook carts to sites so that they will be ready for pilot testing after Spring Break. Site Administrators have met multiple times to input to the LCAP and they are also gathering information from others such as PTA, Boosters, ELAC, SSC, and their staffs. This process will strengthen the voice of the community. She encouraged any parent that is not involved in SSC, ELAC, PTA, or Boosters to discuss ways in which we can improve the education for their child with their child's principal. Principals will be bringing the results back throughout March to include in the first draft of the LCAP.

Mrs. Lockhart stated that it was a little surreal and like coming home being at El Rincon. She thanked the PTA for providing the Board and staff with dinner. Mrs. Lockhart reported that all staff and District workers are considered first responders in a disaster. She reminded the audience that everyone that has taken a job in the District has also committed to taking care of their children should a disaster strike. She encouraged everyone to have a disaster plan for their families, make sure they have an out-of-state contact and plenty of updated supplies. Mrs. Lockhart reported on her attendance at the ACSA Delegate Assembly conference and provided a brief update. She stated that the main focus was LCAP.

Mr. Reynolds stated that he has been working with the architects on capital improvements and on the Second Interim. He continued on saying that the District was in good financial shape. He encouraged everyone to look at the Facilities Master Plan. Mr. Reynolds also reported that the composting project will be starting soon as well as Green 5 Program launch.

**11.3 Student Representatives' Reports****Middle School Student Representative**

Natalya Tapia, Culver City Middle School Student Representative, reported on activities at Culver City Middle School, including the Valentine's Day Dance on February 7<sup>th</sup> made a profit of a little over \$1,000. Most of the money will go towards 8<sup>th</sup> grade activities. She stated that the Back Pack Program is going great! The CCMS "The Choice" tryouts will be on February 30<sup>th</sup> and she named the prizes for first, second, and third place. On St. Patrick's Day the school will have vanilla shamrock shakes sold during lunch time. She also gave a brief sports update stating that the varsity soccer and varsity softball teams are starting.

**Culver Park Student Representative**

Wendy Mendoza, Culver Park High School Student Representative, reported on activities at Culver Park High School, including a Student Council Meeting held today where they started discussion for yearbook ideas. There is an origami workshop this Friday during fifth period; and in May there will be a Tie-Dye Day.

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

Kishore Athreya, who was substituting for Student Board Member Roy Gonzalez, reported on activities at Culver City High School, including the success of the ASB Blood Drive which was held last Thursday; the Student vs. Staff basketball game where the staff won; and Springfest being held on March 14<sup>th</sup>. He stated that the Commissioner of ASB has been working to revamp Springfest. The Electives Faire will be held this week, and on March 21<sup>st</sup> there will be a Multi-Cultural Assembly. Open House will be held on March 5<sup>th</sup>. Mr. Athreya provided a sports update, and reported that the AVPA dance performance will be from April 24<sup>th</sup> - 27<sup>th</sup>. AVPA's "Kiss Me Kate" will be performed March 6<sup>th</sup>-8<sup>th</sup>. As the ROP Ambassador Mr. Athreya stated that he is trying to bring more people to the College and Career Faire. The Link Crew had an event last week called Freshman Appreciation Day.

**11.4 Members of the Audience**

Members of the audience spoke about:



- Jody Reichel stated that she was speaking at the PTA leader and asked the Board to act on some unmet needs. She said El Rincon has an amazing PTA. She was thrilled when last year hundreds of thousands of dollars were being spent to start addressing needs in the District. Items that still need addressing are the gym at the Middle School; labs; and Frost Auditorium. She stated that it is amazing what our kids do with what they have and do not have. It would be amazing to see what they could if they had everything they need.
- Michelle Mayans who is a Producer and Director of Student Forum stated that March 3<sup>rd</sup> will be their fourth forum at City Hall where students can ask questions of their Public Officials.
- Dr. Rania Daily agreed that she loves the new lockers at the High School. She thanked this Board for the work they have done to get a bond on the ballot. Dr. Daily is also on the Clean Air Committee at El Marino. She provided the Board with an update on how the current pilot system has been effective in helping the air cleaner at the school site since they are close to the freeway. The committee is collaborating with USC.
- Marlene Carlan, Pamela Greenstein and Debbie Hamme stated that they were there on behalf of many Union members at the school. They thanked the Board and staff for all that they are doing and for the current collaborations.
- DaShayne Walker, Founder and Director of Dare to Care Learning Center, stated that she has been in business for fourteen years. She feels it is unfortunate that she never got to meet the Superintendent prior to a letter going out to the students in the District. She said that the letter implied that she was not licensed and she was not insured. Ms. Walker stated she would leave a copy of her license with the Superintendent before she left and provide her insurance information. She asked that another letter go out retracting that information. Ms. Walker also wanted to clarify that she is not a daycare.

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

Board Members spoke about:

- Ms. Robins thanked Mr. LaRose, Dr. Krumpke, Dylan Farris, and Mr. Pearson for improving the math at the Middle School that looks like it is working well. They looked at the data and recognized that there was a problem. She stated that in the past, sadly, the District was sending students off thinking they knew something when in fact they did not. She is proud that now our students are well prepared, competent in math, and will be ready for college. She is very excited about the bond. She is proud of the fact that there was input from our entire community, parents, staff, Chamber members, and community partners to bring the bond to this moment.
- Dr. Levin echoed Ms. Robin's comments on the new math initiative. He hopes everyone will stay involved through to June to vote on the bond. He thanked the California Astronomical Association for coming out to visit a couple of the school sites and speak to the students.
- Ms. Goldberg stated that she has received a large number of emails regarding the bond from a wide number of people. She stated that we could use some carefully crafted nutrition changes with birthday celebrations between grades K-3.
- Ms. Paspalis reported that the girl's basketball team won the last game. She thanked El Rincon for hosting the meeting and thanked everyone who sent emails regarding the bond. As she looked in the audience she stated that she saw parents from most of the other schools in the District, grandparents, parents from the sports activities, and it is a good representation of our community. She thanked everyone for attending.
- Ms. Chardiet echoed all of the Board's comments. She thanked El Rincon for hosting the meeting. She reported that she went to the girls' basketball game and it was great. She talked about how focused and engaged everyone is at the game and she hopes to get the community more engaged about the bond. Ms. Chardiet thanked the UPCC for organizing parents and keeping the informed along with the PTA members.

### **12. Information Items**

#### **12.1 Capital Outlay Budget Status Report**

Mr. Reynolds presented the Capital Outlay Budget Status Report to the Board. The report provides information on the current balances in each of the capital facilities funds, plus the anticipated costs of each of the current

major capital projects. He stated that we are currently developing cost projections for the summer projects as well.

**13. Recess**

The Board recessed at 8:49 p.m. and reconvened at 9:01 p.m.

**14. Action Items – (cont.)**

**14.1 Superintendent's Items - None**

**14.3 Business Services Items**

**14.3a Approval of Resolution #9/2013-2014 Ordering an Election and Establishing Specifications of the Election Order**

The following audience members commented on this item:

- Laura Stuart stated that she moved here twenty years ago for the schools. Ten years ago her daughter graduated. She has been involved with the bonds or parcel taxes that have been passed in the City. She wants her daughter and her grandchildren to be able to move here for the schools also.
- Jamie Wallace stated that the Middle School ASB “rocks” and she is happy about the Math Initiative. Ms. Wallace stated that she is really excited about what is about to happen with the bond campaign and she is ready to help.
- Mayor Jeff Cooper stated that he heard all of the reasons why the bond should be supported. He wanted to bring another perspective. He stated that the District is also important to the businesses. Before businesses come to Culver City they are asking about the schools in the City out of interest for their employees.
- Councilmember Jim Clarke reiterated what Mayor Cooper said, and added that passing the bond is also good for the economic development side. We do not want to leave out the educational development.
- Jeannine Wisnosky Stehlin thanked the Board for their hard work to get the bond where it is today. UPCC is looking forward to working hard during the campaign.
- Doug Richmond, parent of a Linwood Howe fourth grader stated that he is in support of the bond.
- Bryan Tjomsland said “good job” to the Board and staff. He is in support of the bond.
- Natasha Zarate, parent at La Ballona stated that she is also a member of UPCC and they are in support of the bond.
- Madeline Ehrlich stated that it is fantastic to see El Rincon and how great it looked. She has never seen it look so great. She stated that she is representing the seniors and she is pleased that the Board did so much homework on the bond. She is now supporting the bond.
- Patrick Meighan, President of Linwood Howe Boosters, stated that he is in attendance on behalf of the Linwood Howe Community and we support this bond.
- Todd Johnson wanted to specifically thank Mr. LaRose and Mr. Reynolds for engaging the community in a very respectful way. They were very thoughtful and were always available to answer any questions regarding this bond.
- Scott Malsin spoke about a great feeling it was when you reach a milestone like this. He spoke about how the Board and staff should be proud. He said support for the bond is also about respect. Respect for our students and the facilities they attend.

Mr. LaRose wanted to acknowledge all of our partners who assisted with the bond and supported the District in attending the many meetings. Dr. Levin addressed Mr. LaRose and Mr. Reynolds. He told that their leadership was exceptional and they never hesitated to rise to the occasion and respond to any and all questions.

It was moved by Ms. Paspalis and seconded by Ms. Goldberg that the Board approve Resolution #9/2013-2014 Ordering an Election and Establishing Specifications of the Election Order as presented. The motion was

unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

**14.3b Approval is Recommended for the Agreement with Century Paving for Asphalt Repair**

It was moved by Dr. Levin and seconded by Ms. Goldberg that the Board approve the Agreement with Century Paving for Asphalt Repair as presented. The motion was unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

**14.3c Approval is Recommended for the Ratification of Agreement with Specialty Doors for Gym Bleacher Repair**

It was moved by Ms. Robins and seconded by Ms. Paspalis that the Board approve the Ratification of Agreement with Specialty Doors for Gym Bleacher Repair as presented. The motion was unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

**14.3d Approval is Recommended for the Notice of Completion for Athletic Field Project**

It was moved by Ms. Paspalis and seconded by Dr. Levin that the Board approve the Notice of Completion for Athletic Field Project as presented. The motion was unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

**14.3e Approval is Recommended for the Notice of Completion for Site Maintenance Project**

It was moved by Ms. Goldberg and seconded by Ms. Robins that the board approve the Notice of Completion for Site Maintenance Project as presented. The motion was unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

**14.3f Approval is Recommended for the Ratification of Agreement with Inland Building Construction Companies to Install New Baseball Scoreboard**

It was moved by Ms. Paspalis and seconded by Ms. Goldberg that the Board approve the Ratification of Agreement with Inland Building Construction Companies to Install New Baseball Scoreboard as presented. The motion was unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays. Ms. Paspalis also wanted to thank Mr. Chip Netzel who helped secure the funding for the scoreboard.

**14.4 Personnel Items**

**14.4a Resolution #10/2013-2014, Catastrophic Leave for Certificated Employee**

It was moved by Ms. Robins and seconded by Ms. Paspalis that the Board approve Resolution #10/2013-2014, Catastrophic Leave for Certificated Employee as presented. The motion was unanimously passed with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays.

**15. Board Business - None**

**Adjournment**

Ms. Goldberg requested that the meeting be adjourned in memory of her husband Robert Sydney Goldberg. There being no further business, it was moved by Ms. Paspalis, seconded by Ms. Robins and unanimously approved with 5 – Ayes from Ms. Chardiet, Ms. Goldberg, Dr. Levin, Ms. Paspalis, and Ms. Robins; and 0 – Nays to adjourn the meeting. Board President Ms. Chardiet adjourned the meeting at 9:45 p.m. in memory of Mr. Robert Sydney Goldberg.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary

**9.2 PURCHASE ORDERS AND WARRANTS**

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

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

Purchase order grand total from February 16, 2014 through March 1, 2014 is \$150,465.82. Warrants issued for the period January 29, 2014 through February 27, 2014 total \$6,576,339.89. This includes \$2,700,184.00 in commercial warrants, and \$3,876,155.89 in payroll warrants.

**BUDGET NUMBER LEGEND FOR FUNDS**

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

**RECOMMENDED MOTION:** That purchase orders from February 16, 2014 through March 1, 2014 in the amount of \$150,465.82 and warrants for January 29, 2014 through February 27, 2014 in the amount of \$6,576,339.89 be ratified by the Board of Education.

**Moved by:**

**Seconded by:**

**Vote:**

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

Page No. **1**  
Run Date: **03/01/2014**  
Run Time: **02:45:05AM**  
FY: **13-14**  
**WEEKLY**

Purchase Orders/Buyouts To The Board for Ratification From : **2/16/2014 To 3/1/2014**

Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

| PO Date  | PO #   | Stat | Ord# | Date       | Vendor Name                      | Description                | Dept/Site | Fund | Res.Prj                          | Goal  | Funct | Obj  | Sch/Loc | BP    | Distrib | Amount   | PO Amt   |
|----------|--------|------|------|------------|----------------------------------|----------------------------|-----------|------|----------------------------------|-------|-------|------|---------|-------|---------|----------|----------|
| 02/26/14 | 61073M | A    |      | 02/26/2014 | MGM AUTO BODY                    | CONTRACT SERVICES RENDERED | 61073M    | 01.0 | 72400.0                          | 57500 | 36000 | 5890 | 0005510 | 13-14 |         | 1,100.00 | 1,100.00 |
|          |        |      |      |            |                                  |                            |           |      | MGM AUTO BODY                    |       |       |      |         |       |         |          |          |
| 02/26/14 | 61074M | A    |      | 02/26/2014 | DANDROY GLASS CO., INC.          | REPAIRS - OTHER            | 61074M    | 01.0 | 81500.0                          | 00000 | 81100 | 5630 | 0005040 | 13-14 |         | 850.00   | 850.00   |
|          |        |      |      |            |                                  |                            |           |      | DANDROY GLASS CO., INC.          |       |       |      |         |       |         |          |          |
| 02/21/14 | 61075M | C    |      | 02/24/2014 | AZTEC SERVICE COMPANY            | REPAIRS - OTHER            | 61075M    | 01.0 | 00000.0                          | 00000 | 82000 | 5630 | 0005042 | 13-14 |         | 1,679.56 | 1,679.56 |
|          |        |      |      |            |                                  |                            |           |      | AZTEC SERVICE COMPANY            |       |       |      |         |       |         |          |          |
| 02/21/14 | 61076M | C    |      | 02/21/2014 | DAVE MILLER PLUMBING INC.        | REPAIRS - OTHER            | 61076M    | 01.0 | 81500.0                          | 00000 | 81100 | 5630 | 0005040 | 13-14 |         | 7,138.00 | 7,138.00 |
|          |        |      |      |            |                                  |                            |           |      | DAVE MILLER PLUMBING INC.        |       |       |      |         |       |         |          |          |
| 02/21/14 | 61078M | A    |      | 02/21/2014 | CALIFORNIA PEST MANAGEMENT, INC. | PEST CONTROL               | 61078M    | 01.0 | 81500.0                          | 00000 | 81100 | 5630 | 0005040 | 13-14 |         | 255.00   | 255.00   |
|          |        |      |      |            |                                  |                            |           |      | CALIFORNIA PEST MANAGEMENT, INC. |       |       |      |         |       |         |          |          |
| 02/26/14 | 61080M | A    |      | 02/26/2014 | SPECIALTY DOORS & AUTOMATION     | REPAIRS - OTHER            | 61080M    | 01.0 | 81500.0                          | 00000 | 81100 | 5630 | 0005040 | 13-14 |         | 2,249.97 | 2,249.97 |
|          |        |      |      |            |                                  |                            |           |      | SPECIALTY DOORS & AUTOMATION     |       |       |      |         |       |         |          |          |
| 02/26/14 | 61081M | A    |      | 02/26/2014 | PIONEER ATHLETICS                | MAINTENANCE SUPP/EQUIP     | 61081M    | 01.0 | 81500.0                          | 00000 | 81100 | 4380 | 0005040 | 13-14 |         | 973.00   | 973.00   |
|          |        |      |      |            |                                  |                            |           |      | PIONEER ATHLETICS                |       |       |      |         |       |         |          |          |
| 02/27/14 | 62034  | A    |      | 02/27/2014 | B4 A DISASTER MANAGEMENT         | INSTRUCTIONAL SUPPLIES     | 62034     | 01.0 | 00000.0                          | 00000 | 31400 | 4310 | 0000000 | 13-14 |         | 669.23   | 669.23   |
|          |        |      |      |            |                                  |                            |           |      | B4 A DISASTER MANAGEMENT         |       |       |      |         |       |         |          |          |
| 02/19/14 | 62383  | A    |      | 02/19/2014 | BUDDY'S ALL STARS, INC.          | ATHLETIC SUPP/EQUIP        | 62383     | 01.0 | 00000.0                          | 15000 | 10000 | 4310 | 4010000 | 13-14 |         | 1,830.30 | 1,830.30 |
|          |        |      |      |            |                                  |                            |           |      | BUDDY'S ALL STARS, INC.          |       |       |      |         |       |         |          |          |

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

\* Prior Year Payments

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    |                                       |
|----------|-------|------|------------|------------|--------------------------------|------------------------|-------------------------|------|---------|-------|-------|------|---------|-------|-----------|-----------|---------------------------------------|
| 02/19/14 | 62388 | C    | 02/19/2014 | 02/19/2014 | COALITION FOR ADEQUATE FUNDING | MEMBERSHIPS            | Undistributed Se.lpa    | 01.7 | 65000.0 | 50500 | 22000 | 5310 | 0000000 | 13-14 | 1,050.00  | 1,050.00  |                                       |
|          |       |      |            |            |                                | 02/19/2014             | 62388                   |      |         |       |       |      |         |       |           | 1,050.00  |                                       |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | COALITION FOR ADEQUATE FUNDING        |
| 02/19/14 | 62392 | C    | 02/19/2014 | 02/19/2014 | YASAMAN DIANAT, MS, BCBA       | INSTRUCTIONAL SUPPLIES | Special Education       | 01.0 | 33100.0 | 57700 | 11100 | 4310 | 0004040 | 13-14 | 25.25     | 25.25     |                                       |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | 151.51                                |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | 11.22                                 |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | 36.48                                 |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | 56.11                                 |
|          |       |      |            |            |                                | 02/19/2014             | 62392                   |      |         |       |       |      |         |       |           |           | 280.57                                |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | YASAMAN DIANAT, MS, BCBA              |
| 02/19/14 | 62393 | A    | 02/19/2014 | 02/19/2014 | DELL COMPUTER CORP.            | COMPUTER SUPP/EQUIP    | Special Projects        | 01.0 | 70910.0 | 00000 | 27000 | 4410 | 0004030 | 13-14 | 837.44    | 837.44    |                                       |
|          |       |      |            |            |                                | 02/19/2014             | 62393                   |      |         |       |       |      |         |       |           |           | 837.44                                |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | DELL COMPUTER CORP.                   |
| 02/19/14 | 62394 | A    | 02/19/2014 | 02/19/2014 | NCS PEARSON, INC.              | TEST/TEST MATERIALS    | Special Projects        | 01.0 | 07140.0 | 11100 | 10000 | 4312 | 0004030 | 13-14 | 5,054.60  | 5,054.60  |                                       |
|          |       |      |            |            |                                | 02/19/2014             | 62394                   |      |         |       |       |      |         |       |           |           | 5,054.60                              |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | NCS PEARSON, INC.                     |
| 02/21/14 | 62396 | A    | 02/21/2014 | 02/21/2014 | NORTHERN TOOL + EQUIPMENT      | OFFICE SUPPLIES        | Resource Specialists    | 01.0 | 56400.0 | 00000 | 39000 | 4400 | 0004026 | 13-14 | 394.32    | 394.32    |                                       |
|          |       |      |            |            |                                | 02/21/2014             | 62396                   |      |         |       |       |      |         |       |           |           | 394.32                                |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | NORTHERN TOOL + EQUIPMENT             |
| 02/18/14 | 62404 | A    | 02/18/2014 | 02/18/2014 | CDW-G                          | COMPUTER SUPP/EQUIP    | Educational Services    | 01.0 | 74050.0 | 11100 | 10000 | 4410 | 0004000 | 13-14 | 15,263.58 | 15,263.58 |                                       |
|          |       |      |            |            |                                | 02/18/2014             | 62404                   |      |         |       |       |      |         |       |           |           | 15,263.58                             |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | CDW-G                                 |
| 02/19/14 | 62410 | A    | 02/19/2014 | 02/19/2014 | COLONIAL CHESTERFIELD AT       | FIELD TRIPS            | Linwood Howe Elementary | 01.0 | 91400.0 | 11100 | 10000 | 5816 | 2020000 | 13-14 | 1,320.00  | 1,320.00  |                                       |
|          |       |      |            |            |                                | 02/19/2014             | 62410                   |      |         |       |       |      |         |       |           |           | 1,320.00                              |
|          |       |      |            |            |                                |                        |                         |      |         |       |       |      |         |       |           |           | COLONIAL CHESTERFIELD AT RILEY'S FARM |
| 02/19/14 | 62411 | C    | 02/19/2014 | 02/19/2014 | HEALTHMASTER                   | SOFTWARE               | Nurses-Health Aides     | 01.0 | 56400.0 | 00000 | 39000 | 4340 | 0004027 | 13-14 | 4,500.00  | 4,500.00  |                                       |

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

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**WEEKLY**

2/16/2014 To 3/1/2014

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

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

| PO Date  | PO #  | Stat | Ord# | Date       | Vendor Name                   | Description            | Dept/Site               | Fund | Res.Prj                       | Goal  | Funct | Obj  | Sch/Loc | BP    | Distrib | Amount   | PO Amt |
|----------|-------|------|------|------------|-------------------------------|------------------------|-------------------------|------|-------------------------------|-------|-------|------|---------|-------|---------|----------|--------|
| 02/19/14 | 62412 | C    |      | 02/19/2014 | CAPTURE                       | INSTRUCTIONAL SUPPLIES | Culver City High School | 01.0 | 96352.0                       | 71100 | 10000 | 4310 | 4010000 | 13-14 |         | 438.01   |        |
|          |       |      |      |            |                               |                        | 62412                   |      | CAPTURE                       |       |       |      |         |       |         | 438.01   |        |
| 02/19/14 | 62413 | A    |      | 02/19/2014 | CSBA BOARD POLICY SERVICES    | CONTRACTED SERVICES    | Superintendent's Office | 01.0 | 00000.0                       | 00000 | 71000 | 5810 | 0001000 | 13-14 |         | 750.00   |        |
|          |       |      |      |            |                               |                        | 62413                   |      | CSBA BOARD POLICY SERVICES    |       |       |      |         |       |         | 750.00   |        |
| 02/19/14 | 62414 | C    |      | 02/19/2014 | LEE BROTHERS TRUCK BODY, INC. | REPAIRS - OTHER        | Undistributed Food Svcs | 13.0 | 53100.0                       | 00000 | 37000 | 5630 | 0000000 | 13-14 |         | 484.07   |        |
|          |       |      |      |            |                               |                        | 62414                   |      | LEE BROTHERS TRUCK BODY, INC. |       |       |      |         |       |         | 484.07   |        |
| 02/19/14 | 62415 | A    |      | 02/19/2014 | SUNRISE COMPUTER              | INSTRUCTIONAL SUPPLIES | La Ballona Elementary   | 01.0 | 91400.0                       | 11100 | 10000 | 4310 | 2060000 | 13-14 |         | 2,505.36 |        |
|          |       |      |      |            |                               |                        | 62415                   |      | SUNRISE COMPUTER              |       |       |      |         |       |         | 2,505.36 |        |
| 02/21/14 | 62416 | A    |      | 02/21/2014 | CDW-G                         | COMPUTER SUPP/EQUIP    | Technology              | 01.0 | 00000.0                       | 00000 | 77000 | 4410 | 0005020 | 13-14 |         | 1,349.07 |        |
|          |       |      |      |            |                               |                        | 62416                   |      | CDW-G                         |       |       |      |         |       |         | 1,349.07 |        |
| 02/21/14 | 62417 | A    |      | 02/21/2014 | CDW-G                         | COMPUTER SUPP/EQUIP    | Ei Rincon Elementary    | 01.0 | 90141.0                       | 11100 | 10000 | 4410 | 2040000 | 13-14 |         | 2,003.60 |        |
|          |       |      |      |            |                               |                        | 62417                   |      | CDW-G                         |       |       |      |         |       |         | 2,003.60 |        |
| 02/20/14 | 62418 | C    |      | 02/20/2014 | EAGLE SOFTWARE                | CONFERENCE AND TRAVEL  | Technology              | 01.0 | 00000.0                       | 00000 | 77000 | 5220 | 0005020 | 13-14 |         | 475.00   |        |
|          |       |      |      |            |                               |                        | 62418                   |      | EAGLE SOFTWARE                |       |       |      |         |       |         | 475.00   |        |
| 02/20/14 | 62419 | A    |      | 02/20/2014 | C&A ATHLETICS                 | INSTRUCTIONAL SUPPLIES | Culver City High School | 01.0 | 00000.0                       | 15000 | 10000 | 4310 | 4010000 | 13-14 |         | 3,429.54 |        |
|          |       |      |      |            |                               |                        | 62419                   |      | C&A ATHLETICS                 |       |       |      |         |       |         | 3,429.54 |        |
| 02/21/14 | 62420 | A    |      | 02/21/2014 | WELDON, WILLIAMS & LICK, INC. | GRADUATION SUPPLIES    | High School             | 01.0 | 00000.0                       | 00000 | 27000 | 4350 | 4010001 | 13-14 |         | 564.64   |        |

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

\* Prior Year Payments

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

Report ID: LAPO09C  
 District: 64444  
 Purchase Orders/Buyouts To The Board for Ratification From: 2/16/2014 To 3/1/2014  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

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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 |
|------------|-------|------|------|------------|-------------------------------|--------------------------------------|------------------------------------|------|---------|-------|-------|------|---------|-------|---------|----------|--------|
| 02/21/2014 | 62420 |      |      |            | WELDON, WILLIAMS & LICK, INC. |                                      | 62420                              |      |         |       |       |      |         |       |         | 564.64   |        |
| 02/20/2014 | 62421 | A    |      | 02/20/2014 | C&A ATHLETICS                 | ATHLETIC SUPP/EQUIP<br>02/20/2014    | Culver City High School<br>62421   | 01.0 | 00000.0 | 15000 | 10000 | 4310 | 4010000 | 13-14 |         | 1,844.86 |        |
|            |       |      |      |            |                               |                                      | C&A ATHLETICS                      |      |         |       |       |      |         |       |         | 1,844.86 |        |
| 02/21/2014 | 62422 | A    |      | 02/21/2014 | GRAINGER                      | JANITORIAL SUPP/EQUIP<br>02/21/2014  | Farragut<br>62422                  | 01.0 | 00000.0 | 00000 | 81000 | 4370 | 2050001 | 13-14 |         | 218.78   |        |
|            |       |      |      |            |                               |                                      | GRAINGER                           |      |         |       |       |      |         |       |         | 218.78   |        |
| 02/21/2014 | 62423 | A    |      | 02/21/2014 | TROXELL COMMUNICATIONS        | INSTRUCTIONAL SUPPLIES<br>02/21/2014 | Culver City Middle School<br>62423 | 01.0 | 30100.0 | 11100 | 10000 | 4310 | 3010000 | 13-14 |         | 75.12    |        |
|            |       |      |      |            |                               |                                      | TROXELL COMMUNICATIONS             |      |         |       |       |      |         |       |         | 75.12    |        |
| 02/21/2014 | 62424 | C    |      | 02/21/2014 | CAEAA                         | CONTRACTED SERVICES<br>02/21/2014    | Undistributed Adult<br>62424       | 01.0 | 00000.0 | 00000 | 72000 | 5890 | 0000000 | 13-14 |         | 1,800.00 |        |
|            |       |      |      |            |                               |                                      | CAEAA                              |      |         |       |       |      |         |       |         | 1,800.00 |        |
| 02/21/2014 | 62425 | A    |      | 02/21/2014 | DELL COMPUTER CORP.           | REPAIRS - OTHER<br>02/21/2014        | Special Projects<br>62425          | 01.0 | 40350.0 | 00000 | 27000 | 4410 | 0004030 | 13-14 |         | 359.17   |        |
|            |       |      |      |            |                               |                                      | DELL COMPUTER CORP.                |      |         |       |       |      |         |       |         | 359.17   |        |
| 02/21/2014 | 62426 | A    |      | 02/21/2014 | CDW-G                         | COMPUTER SUPP/EQUIP<br>02/21/2014    | Farragut<br>62426                  | 01.0 | 00000.0 | 11100 | 10000 | 4310 | 2050001 | 13-14 |         | 774.56   |        |
|            |       |      |      |            |                               |                                      | CDW-G                              |      |         |       |       |      |         |       |         | 774.56   |        |
| 02/21/2014 | 62427 | C    |      | 02/26/2014 | SAN FERNANDO MISSION          | FIELD TRIPS<br>02/21/2014            | La Ballona Elementary<br>62427     | 01.0 | 91400.0 | 11100 | 10000 | 5816 | 2060000 | 13-14 |         | 207.00   |        |
|            |       |      |      |            |                               |                                      | SAN FERNANDO MISSION               |      |         |       |       |      |         |       |         | 207.00   |        |
| 02/21/2014 | 62428 | A    |      | 02/21/2014 | MEALS PLUS                    | CONTRACTED SERVICES<br>02/21/2014    | Undistributed Food Svcs<br>62428   | 13.0 | 53100.0 | 00000 | 37000 | 5810 | 0000000 | 13-14 |         | 150.00   |        |
|            |       |      |      |            |                               |                                      | MEALS PLUS                         |      |         |       |       |      |         |       |         | 150.00   |        |
| 02/25/2014 | 62429 | A    |      | 02/25/2014 | CDW-G                         | COMPUTER SUPP/EQUIP<br>02/25/2014    | Educational Services<br>62429      | 01.0 | 74050.0 | 11100 | 10000 | 4410 | 0004000 | 13-14 |         | 4,939.55 |        |
|            |       |      |      |            |                               |                                      | Educational Services               |      |         |       |       |      |         |       |         | 4,939.55 |        |

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

\* Prior Year Payments



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

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Run Date: **03/01/2014**  
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FY: **13-14**  
**WEEKLY**

2/16/2014 To 3/1/2014

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

| PO Date    | PO #  | Stat | Ord# | Date       | Vendor Name                    | Description                | Dept/Site                 | Fund                                 | Res.Prj | Goal  | Funct | Obj  | Sch/Loc | BP    | Distrib | Amount   | PO Amt |
|------------|-------|------|------|------------|--------------------------------|----------------------------|---------------------------|--------------------------------------|---------|-------|-------|------|---------|-------|---------|----------|--------|
| 02/25/2014 |       |      |      |            |                                |                            | 62429                     | CDW-G                                |         |       |       |      |         |       |         | 4,939.55 |        |
| 02/21/14   | 62430 | C    |      | 02/21/2014 | CUE                            | CONFERENCE AND TRAVEL      | Business Services         | 01.0                                 | 00000.0 | 00000 | 73000 | 5220 | 0005000 | 13-14 |         | 290.00   |        |
| 02/21/2014 |       |      |      |            |                                |                            | 62430                     | CUE                                  |         |       |       |      |         |       |         | 290.00   |        |
| 02/21/14   | 62431 | A    |      | 02/21/2014 | RENT WHAT? INC.                | EQUIPMENT RENTAL/LEASE     | Maintenance               | 14.0                                 | 06205.0 | 00000 | 81100 | 5610 | 0005040 | 13-14 |         | 1,441.50 |        |
| 02/21/2014 |       |      |      |            |                                |                            | 62431                     | RENT WHAT? INC.                      |         |       |       |      |         |       |         | 1,441.50 |        |
| 02/21/14   | 62432 | A    |      | 02/21/2014 | CENTER FOR EDUCATIONAL         | OFFICE SUPPLIES            | Superintendent's Office   | 01.0                                 | 00000.0 | 00000 | 71000 | 4350 | 0001000 | 13-14 |         | 7,100.00 |        |
| 02/21/2014 |       |      |      |            |                                |                            | 62432                     | CENTER FOR EDUCATIONAL EFFECTIVENESS |         |       |       |      |         |       |         | 7,100.00 |        |
| 02/21/14   | 62433 | A    |      | 02/21/2014 | FAST SIGNS CULVER CITY         | INSTRUCTIONAL SUPPLIES     | Undistributed Gen'l Admin | 01.0                                 | 00000.0 | 00000 | 73001 | 4310 | 0000000 | 13-14 |         | 1,153.04 |        |
| 02/21/2014 |       |      |      |            |                                |                            | 62433                     | FAST SIGNS CULVER CITY               |         |       |       |      |         |       |         | 1,153.04 |        |
| 02/24/14   | 62434 | C    |      | 02/24/2014 | CUE                            | CONFERENCE AND TRAVEL      | Educational Services      | 01.0                                 | 40350.0 | 00000 | 21000 | 5220 | 0004000 | 13-14 |         | 290.00   |        |
| 02/24/2014 |       |      |      |            |                                |                            | 62434                     | CUE                                  |         |       |       |      |         |       |         | 290.00   |        |
| 02/24/14   | 62435 | A    |      | 02/24/2014 | ALLIANCE FOR CLIMATE           | CONTRACT SERVICES RENDERED | Undistributed Fiscal      | 01.0                                 | 00000.0 | 00000 | 72000 | 5890 | 0000000 | 13-14 |         | 500.00   |        |
| 02/24/2014 |       |      |      |            |                                |                            | 62435                     | ALLIANCE FOR CLIMATE EDUCATION       |         |       |       |      |         |       |         | 500.00   |        |
| 02/25/14   | 62436 | A    |      | 02/25/2014 | D & D SECURITY RESOURCES, INC. | COMPUTER SUPP/EQUIP        | Culver Park High School   | 01.0                                 | 07395.0 | 32000 | 10000 | 4410 | 5010000 | 13-14 |         | 46.29    |        |
| 02/25/2014 |       |      |      |            |                                |                            | 62436                     | D & D SECURITY RESOURCES, INC.       |         |       |       |      |         |       |         | 46.29    |        |
| 02/28/14   | 62437 | A    |      | 02/28/2014 | WESTSIDE PRINT CENTER          | PRINTING SERVICES          | Undistributed Gen'l Admin | 01.0                                 | 00000.0 | 00000 | 27000 | 4310 | 0000000 | 13-14 |         | 421.59   |        |
| 02/28/2014 |       |      |      |            |                                |                            | 62437                     | WESTSIDE PRINT CENTER                |         |       |       |      |         |       |         | 421.59   |        |
| 02/25/14   | 62438 | A    |      | 02/25/2014 | CDW-G                          | COMPUTER SUPP/EQUIP        | Culver Park High School   | 01.0                                 | 07395.0 | 32000 | 10000 | 4410 | 5010000 | 13-14 |         | 530.99   |        |

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

\* Prior Year Payments

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

Page No. **6**  
 Run Date: **03/01/2014**  
 Run Time: **02:45:05AM**  
 FY: **13-14**  
**WEEKLY**

Report ID: **LAPO009C**  
 District: **64444**  
 Purchase Orders/Buyouts To The Board for Ratification From : **2/16/2014 To 3/1/2014**  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

| PO Date    | PO #  | Stat | Ord# | Date       | Vendor Name                      | Description                | Dept/Site               | Fund                             | Res.Prj | Goal    | Funct | Obj  | Sch/Loc | BP    | Distrib | Amount    | PO Amt |
|------------|-------|------|------|------------|----------------------------------|----------------------------|-------------------------|----------------------------------|---------|---------|-------|------|---------|-------|---------|-----------|--------|
| 02/25/14   | 62438 |      |      |            |                                  | 02/25/2014                 | 62438                   | CDW-G                            |         |         |       |      |         |       |         | 530.99    |        |
| 02/26/14   | 62439 | A    |      | 02/26/2014 | CDW-G                            | COMPUTER SUPP/EQUIP        | Pupil Services          | 01.0                             | 00000.0 | 00000   | 31400 | 4410 | 0004020 | 13-14 |         | 294.58    |        |
| 02/26/2014 |       |      |      |            |                                  | 02/26/2014                 | 62439                   | CDW-G                            |         |         |       |      |         |       |         | 294.58    |        |
| 02/25/14   | 62440 | A    |      | 02/25/2014 | LACASE                           | CONFERENCE AND TRAVEL      | Psych-Soc Work          | 01.0                             | 56400.0 | 00000   | 39000 | 5220 | 0004023 | 13-14 |         | 125.00    |        |
| 02/25/2014 |       |      |      |            |                                  | 02/25/2014                 | 62440                   | LACASE                           |         |         |       |      |         |       |         | 125.00    |        |
| 02/25/14   | 62441 | A    |      | 02/26/2014 | IMAGERY VIDEO PRODUCTIONS        | CONTRACT SERVICES RENDERED | Educational Services    | 01.0                             | 00000.0 | 00000   | 21000 | 5810 | 0004000 | 13-14 |         | 675.00    |        |
| 02/25/2014 |       |      |      |            |                                  | 02/25/2014                 | 62441                   | IMAGERY VIDEO PRODUCTIONS        |         |         |       |      |         |       |         | 675.00    |        |
| 02/25/14   | 62442 | A    |      | 02/25/2014 | WILLIAM SMYTHE & CHRISTINE ROESE | CONTRACT SERVICES RENDERED | Special Education       | 01.0                             | 33100.0 | 57500   | 39000 | 5890 | 0004040 | 13-14 |         | 225.00    |        |
| 02/25/2014 |       |      |      |            |                                  | 02/25/2014                 | 62442                   | WILLIAM SMYTHE & CHRISTINE ROESE |         |         |       |      |         |       |         | 225.00    |        |
| 02/26/14   | 62443 | A    |      | 02/26/2014 | EDLIO, INC.                      | CONTRACTED SERVICES        | Technology              | 01.0                             | 00000.0 | 00000   | 77000 | 5810 | 0005020 | 13-14 |         | 16,840.32 |        |
| 02/26/2014 |       |      |      |            |                                  | 02/26/2014                 | 62443                   | EDLIO, INC.                      |         |         |       |      |         |       |         | 16,840.32 |        |
| 02/26/14   | 62444 | A    |      | 02/26/2014 | U.S. POSTAL SERVICE              | COMMUNICATION SUPP/EQUIP   | Adult School            | 11.0                             | 06390.0 | 41100   | 27000 | 5910 | 0000010 | 13-14 |         | 1,500.00  |        |
| 02/26/2014 |       |      |      |            |                                  | 02/26/2014                 | 62444                   | U.S. POSTAL SERVICE              |         |         |       |      |         |       |         | 1,500.00  |        |
| 02/26/14   | 62445 | A    |      | 02/26/2014 | Q PRESS GRAPHIC DESIGN STUDIO    | ADVERTISING                | Adult School            | 11.0                             | 06390.0 | 41100   | 27000 | 5830 | 0000010 | 13-14 |         | 6,334.00  |        |
| 02/26/2014 |       |      |      |            |                                  | 02/26/2014                 | 62445                   | Q PRESS GRAPHIC DESIGN STUDIO    |         |         |       |      |         |       |         | 6,334.00  |        |
| 02/26/14   | 62446 | C    |      | 02/26/2014 | CHASE CARD SERVICES              | FOOD PRODUCTS              | Superintendent's Office | 01.0                             | 00000.0 | 00000   | 37000 | 4710 | 0001000 | 13-14 |         | 131.88    |        |
| 02/26/2014 |       |      |      |            |                                  | 02/26/2014                 |                         |                                  | 01.0    | 00000.0 | 71000 | 5220 | 0001000 | 13-14 |         | 520.92    |        |
| 02/26/2014 |       |      |      |            |                                  | 02/26/2014                 |                         |                                  | 01.0    | 00000.0 | 71000 | 5890 | 0001000 | 13-14 |         | 25.09     |        |
| 02/26/2014 |       |      |      |            |                                  | 02/26/2014                 |                         |                                  | 01.0    | 00000.0 | 71000 | 5890 | 0001000 | 13-14 |         | 6.59      |        |

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\* Prior Year Payments

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

Page No. **7**  
 Run Date: **03/01/2014**  
 Run Time: **02:45:05AM**  
 FY: **13-14**  
**WEEKLY**

Report ID: **LAPO009C**  
 District: **64444**  
 Purchase Orders/Buyouts To The Board for Ratification From : **2/16/2014 To 3/1/2014**  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

| PO Date    | PO #  | Stat | Ord# | Date       | Vendor Name                | Description                   | Dept/Site                 | Fund | Res.Prj | Goal  | Funct | Obj  | Sch/Loc | BP    | Distrib | Amount           | PO Amt |
|------------|-------|------|------|------------|----------------------------|-------------------------------|---------------------------|------|---------|-------|-------|------|---------|-------|---------|------------------|--------|
| 02/26/14   | 62446 | C    |      | 02/26/2014 | CHASE CARD SERVICES        | TRAINING SUPP/EQUIP           | Superintendent's Office   | 01.0 | 00000.0 | 00000 | 37000 | 4710 | 0001000 | 13-14 |         | 501.90           |        |
| 02/26/2014 |       |      |      |            |                            |                               | 62446                     | 01.0 | 00000.0 | 00000 | 71000 | 5220 | 0001000 | 13-14 |         | 1,982.51         |        |
|            |       |      |      |            |                            |                               |                           |      |         |       |       |      |         |       |         | <b>3,168.89</b>  |        |
| 02/26/14   | 62447 | A    |      | 02/26/2014 | SCANTRON CORPORATION       | INSTRUCTIONAL SUPPLIES        | Culver City High School   | 01.0 | 07395.0 | 11100 | 10000 | 4310 | 4010000 | 13-14 |         | 37.55            |        |
| 02/26/2014 |       |      |      |            |                            |                               | 62447                     |      |         |       |       |      |         |       |         | <b>37.55</b>     |        |
| 02/26/14   | 62448 | A    |      | 02/26/2014 | CDW-G                      | COMPUTER SUPP/EQUIP           | La Ballona Elementary     | 01.0 | 91400.0 | 11100 | 10000 | 4410 | 2060000 | 13-14 |         | 234.63           |        |
| 02/26/2014 |       |      |      |            |                            |                               | 62448                     |      |         |       |       |      |         |       |         | <b>234.63</b>    |        |
| 02/28/14   | 62449 | A    |      | 02/28/2014 | TOLEDO P.E. SUPPLY CO.     | PHYSICAL EDUCATION SUPP/EQUIP | Culver City Middle School | 01.0 | 00000.0 | 11100 | 10000 | 4310 | 3010000 | 13-14 |         | 1,313.93         |        |
| 02/28/2014 |       |      |      |            |                            |                               | 62449                     |      |         |       |       |      |         |       |         | <b>1,313.93</b>  |        |
| 02/28/14   | 62450 | A    |      | 02/28/2014 | FOLLETT LIBRARY RESOURCES  | BOOKS                         | Linwood Howe Elementary   | 01.0 | 00000.0 | 16003 | 10000 | 4220 | 2020000 | 13-14 |         | 227.07           |        |
| 02/28/2014 |       |      |      |            |                            |                               | 62450                     |      |         |       |       |      |         |       |         | <b>227.07</b>    |        |
| 02/28/14   | 62451 | A    |      | 02/28/2014 | SUSAN WETZEL, M.A. CCC-SLP | INSTRUCTIONAL SUPPLIES        | Speech                    | 01.0 | 56400.0 | 50010 | 11360 | 4310 | 0004024 | 13-14 |         | 58.90            |        |
| 02/28/2014 |       |      |      |            |                            |                               | 62451                     |      |         |       |       |      |         |       |         | <b>58.90</b>     |        |
| 02/28/14   | 62452 | A    |      | 02/28/2014 | SCHOOL OUTFITTERS          | INSTRUCTIONAL SUPPLIES        | OT and APE                | 01.0 | 56400.0 | 00000 | 39000 | 4400 | 0004025 | 13-14 |         | 2,631.38         |        |
| 02/28/2014 |       |      |      |            |                            |                               | 62452                     |      |         |       |       |      |         |       |         | <b>2,631.38</b>  |        |
| 02/28/14   | 62453 | A    |      | 02/28/2014 | CDW-G                      | COMPUTER SUPP/EQUIP           | Special Education         | 01.0 | 33100.0 | 50010 | 27000 | 4410 | 0004040 | 13-14 |         | 135.02           |        |
| 02/28/2014 |       |      |      |            |                            |                               | 62453                     |      |         |       |       |      |         |       |         | <b>135.02</b>    |        |
| 02/28/14   | 62455 | A    |      | 02/28/2014 | SCHOOL NUTRITION SERVICES  | COMPUTER SUPP/EQUIP           | Food Services             | 01.0 | 00000.0 | 00000 | 37000 | 4400 | 0004050 | 13-14 |         | 11,912.20        |        |
| 02/28/2014 |       |      |      |            |                            |                               | 62455                     |      |         |       |       |      |         |       |         | <b>11,912.20</b> |        |

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\* Prior Year Payments

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

Page No. **8**  
Run Date: **03/01/2014**  
Run Time: **02:45:05AM**  
FY: **13-14**  
**WEEKLY**

Report ID: LAPO009C  
District: 64444  
Purchase Orders/Buyouts To The Board for Ratification From : 2/16/2014 To 3/1/2014  
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

| PO Date  | PO #  | Stat | Ord# | Date       | Vendor Name                 | Description                            | Dept/Site                          | Fund | Res.Prj | Goal  | Funct | Obj  | Sch/Loc | BP    | Distrib | Amount    | PO Amt    |
|----------|-------|------|------|------------|-----------------------------|--|------------------------------------|------|---------|-------|-------|------|---------|-------|---------|-----------|-----------|
| 02/28/14 | 62456 | A    |      | 02/28/2014 | CDW-G                       | COMPUTER SUPP/EQUIP<br>02/28/2014      | EI Rincon Elementary<br>62456      | 01.0 | 07395.0 | 11100 | 10000 | 4410 | 2040000 | 13-14 |         | 688.83    | 688.83    |
| 02/28/14 | 62457 | A    |      | 02/28/2014 | EKON-O-PAC PACKAGING        | FOOD SERVICES SUPP/EQUIP<br>02/28/2014 | Undistributed Food Svcs<br>62457   | 13.0 | 53100.0 | 00000 | 37000 | 4400 | 0000000 | 13-14 |         | 325.87    | 325.87    |
| 02/28/14 | 62458 | A    |      | 02/28/2014 | ACHIEVE3000                 | INSTRUCTIONAL SUPPLIES<br>02/28/2014   | Educational Services<br>62458      | 01.0 | 40350.0 | 11100 | 10000 | 4320 | 0004000 | 13-14 |         | 2,150.00  | 2,150.00  |
| 02/19/14 | 62663 | A    |      | 02/19/2014 | D & D EDUCATION CONSULTANTS | CONTRACTED SERVICES<br>02/19/2014      | Special Education<br>62663         | 01.0 | 33101.0 | 50010 | 27000 | 5850 | 0004040 | 13-14 |         | 12,000.00 | 12,000.00 |
| 02/19/14 | 62666 | A    |      | 02/19/2014 | TEEN GOLF ADVENTURES        | CONTRACTED SERVICES<br>02/19/2014      | Culver City Middle School<br>62666 | 01.0 | 00000.0 | 16002 | 10000 | 5850 | 3010000 | 13-14 |         | 1,100.00  | 1,100.00  |
| 02/19/14 | 62667 | A    |      | 02/19/2014 | DR. MICHAEL SALCE           | CONTRACTED SERVICES<br>02/19/2014      | Undistributed Seipa<br>62667       | 01.7 | 65120.0 | 50500 | 22000 | 5850 | 0000000 | 13-14 |         | 3,000.00  | 3,000.00  |
| 02/19/14 | 62668 | A    |      | 02/19/2014 | BRITTNIE MUNOZ              | CONTRACTED SERVICES<br>02/19/2014      | Culver City Middle School<br>62668 | 01.0 | 90127.0 | 11100 | 10000 | 5850 | 3010000 | 13-14 |         | 756.00    | 756.00    |
| 02/19/14 | 62669 | A    |      | 02/19/2014 | C&A ATHLETICS               | ATHLETIC SUPP/EQUIP<br>02/19/2014      | Culver City High School<br>62669   | 01.0 | 00000.0 | 15000 | 10000 | 4310 | 4010000 | 13-14 |         | 498.66    | 498.66    |
| 02/19/14 | 62670 | A    |      | 02/19/2014 | C&A ATHLETICS               | ATHLETIC SUPP/EQUIP<br>02/19/2014      | Culver City High School<br>62670   | 01.0 | 00000.0 | 15000 | 10000 | 4310 | 4010000 | 13-14 |         | 510.68    | 510.68    |

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\* Prior Year Payments

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

Page No. **9**  
 Run Date: **03/01/2014**  
 Run Time: **02:45:05AM**  
 FY: **13-14**  
**WEEKLY**

Report ID: **LAPO009C**  
 District: **64444**  
 Purchase Orders/Buyouts To The Board for Ratification From : **2/16/2014** To **3/1/2014**  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

| PO Date  | PO #  | Stat | Ord# | Date       | Vendor Name         | Description         | Dept/Site                          | Fund | Res.Prj | Goal  | Funct | Obj  | Sch/Loc | BP    | Distrib | Amount   | PO Amt   |  |
|----------|-------|------|------|------------|---------------------|---------------------|------------------------------------|------|---------|-------|-------|------|---------|-------|---------|----------|----------|--|
| 02/19/14 | 62671 | A    |      | 02/19/2014 | PARKER & COVERT LLP | LEGAL SERVICES      | Educational Services<br>62671      | 01.0 | 00000.0 | 00000 | 21000 | 5820 | 0004000 | 13-14 |         | 135.00   | 135.00   |  |
|          |       |      |      |            |                     |                     |                                    |      |         |       |       |      |         |       |         |          |          |  |
| 02/24/14 | 62672 | A    |      | 02/24/2014 | SCOTT R. PASSARELLA | CONTRACTED SERVICES | Culver City Middle School<br>62672 | 01.0 | 00000.0 | 16002 | 10000 | 5850 | 3010000 | 13-14 |         | 4,000.00 | 4,000.00 |  |
|          |       |      |      |            |                     |                     |                                    |      |         |       |       |      |         |       |         |          |          |  |
|          |       |      |      |            |                     |                     |                                    |      |         |       |       |      |         |       |         |          |          |  |

Total by District : 64444      150,465.82      150,465.82

End of Report LAPO009C

**NONPUBLIC SCHOOLS:**  
 INCREASES CURRENT PERIOD: **\$32,000.00**  
 APPROVED YTD: **\$3,122,347.08**

CULVER CITY UNIFIED SCHOOL DISTRICT  
DISTRICT WARRANTS REPORT  
2013 - 2014

| COMMERCIAL WARRANTS           |    |              |
|-------------------------------|----|--------------|
| JAN. 29, 2014 - FEB. 27, 2014 | \$ | 2,700,184.00 |

| PAYROLL WARRANTS              |    |              |
|-------------------------------|----|--------------|
| JAN. 29, 2014 - FEB. 27, 2014 | \$ | 3,876,155.89 |

TOTAL: \$ 6,576,339.89

## BOARD REPORT

3/11/14  
9.3

### 9.3 Approval is Recommended for Acceptance of Gifts – Donations

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

| <u>Location</u>             | <u>Donor/Item(s) Donated</u>   |
|-----------------------------|--|
| Office of Child Development | Sue Bass<br>Framed photograph of child   |
| Farragut School             | Andrew Hauptman<br>iPad  |
| El Rincon School            | Jocelyn Lopez<br>Annabel Axtell<br>Children's clothing, books and DVDs<br>for Random Acts of Kindness Week |
| El Marino School            | Josh Schweitzer<br>Mary Sue Milliken<br>1917 Kroeger Upright Piano and Bench                               |
| Culver City High School     | Bill Slaughter<br>Off road demo vehicle<br>for ROP Auto Specialization Program                             |

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

Moved by: Seconded by:

Vote:

**BOARD REPORT**

**9.4      Financial Implication for Certificated Services Report No. 14**

Total Fiscal Impact per Funding Source:

|                                  |              |
|----------------------------------|--------------|
| General Fund                     | \$ 30,377.27 |
| General Fund – Educational Svcs. | \$ 731.80    |
| SELPA                            | \$ 21,940.03 |
| Title II-Part A                  | \$ 164.65    |



**BOARD REPORT**

**9.4 Certificated Personnel Services Report No. 14**

I. Authorization and Ratification of Employment

A. Clinical Counselor – Middle School  
Effective March 17, 2014  
Funding Source: SELPA  
Total Cost: \$21,940.03

1. Hubbell, Christina

B. 20% Additional Assignment – High School, Extra Period (Physical Education)  
Effective January 22, 2014 through June 13, 2014 at additional 20% of current rate of pay  
Funding Source: General Fund  
Total Cost: \$6,394.50

1. Wright, Jahmal \$71.05 per day

C. 20% Additional Assignment – Culver Park, Extra Period (Art)  
Effective January 22, 2014 through June 13, 2014 at additional 20% of current rate of pay,  
based on working 4 out of 5 days per week  
Funding Source: General Fund  
Total Cost: \$6,570.00

1. Lanier, Karen \$73.00 per day

D. Substitute Teacher – District Office  
Effective February 27, 2014 at \$127.50 per day, on-call when needed; \$163.20 on 21<sup>st</sup> day  
Funding Source: General Fund

1. Colbert, Chrystal

E. Substitute Teachers – District Office  
Effective March 3, 2014 at \$127.50 per day, on-call when needed; \$163.20 on 21<sup>st</sup> day  
Funding Source: General Fund

1. Engel, Brittany

F. Substitute Teachers – District Office  
Effective March 6, 2014 at \$127.50 per day, on-call when needed; \$163.20 on 21<sup>st</sup> day  
Funding Source: General Fund

1. Jeong, Susan  
2. Warner, Jim Raymond

**BOARD REPORT**

**9.4 Certificated Personnel Services Report No. 14 – Page 2**

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

G. Extra Assignment – Various Sites, Spelling Bee Judges  
Effective February 3, 2014 at \$36.59 per hour, not to exceed 4 hours per teacher  
Funding Source: General Fund – Educational Services  
Total Cost: \$731.80

- |    |                      |            |    |                    |          |
|----|----------------------|------------|----|--------------------|----------|
| 1. | Arancibia, Debra     | La Ballona | 4. | Jackson, Alicia    | Farragut |
| 2. | Bell, Monica         | El Marino  | 5. | Pryharski, Allison | iAcademy |
| 3. | Green-Bratton, Cathi | CCMS       |    |                    |          |

H. Extra Assignment – El Marino, Facilitate & Supervise Open House  
Effective March 19, 2014 at \$36.59 per hour, not to exceed 2 hours  
Funding Source: General Fund  
Total Cost: \$73.18

1. Gramajo, Sonia

I. Extra Assignment – Middle School, Google Drive Classes  
Effective February 6, 2014 through March 10, 2014 at \$36.59 per hour, not to exceed 4.5 hours  
Funding Source: Title II-Part A  
Total Cost: \$164.65

1. Takahashi, Ai

J. Extra Assignment – High School, Math Class Preparation Plan in Teacher's Absence  
Effective February 18, 2014 through March 21, 2014 at \$36.59 per hour, not to exceed 15 hours  
Funding Source: General Fund  
Total Cost: \$548.85

1. Donahue, Doreen

K. Extra Assignment – High School, Score Clock Keeper for Basketball Games  
Effective January 17, 2014 through April 30, 2014 at \$50.00 per game as needed  
Funding Source: Coaching and Special Assignments

1. Prieto, Richard



**BOARD REPORT**

**9.5 Financial Impact for Classified Personnel Services Report No. 14**

Total Funding Fiscal Impact:

|                              |  |
|------------------------------|--|
| Boy Scouts of America Total: | \$127.04   |
| CCHS Booster Club Total:     | \$1,000.00   |
| General Fund Total:          | \$61,263.34<br>\$14.90 per hour, as needed<br>\$8.00 per hour, as needed |
| School Improvement Total:    | \$8,601.12   |
| Title I Total:               | \$34.80  |
| Title III Total:             | \$663.60   |

## BOARD REPORT

### 9.5 Classified Personnel Services Report No. 14

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

##### A. Clerical & Fiscal

1. Dobbs, Magdalena  
Secretary II/Bilingual  
Middle School – Extra Assignment –  
Translator – Math Night  
Not to exceed 1.5 hours  
Funding Source: Title I  
Effective February 20, 2014  
Range 22 – \$23.20 per hour  
Total Cost: \$34.80

##### B. Food Services

1. Gonzalez, Maria  
Senior Food Service Assistant  
Food Services – Extra Assignment  
Boy Scouts Dinner  
Not to exceed 8 hours  
Funding Source: Boy Scouts of America  
Effective May 17, 2014  
Range 10 – \$15.88 per hour  
Total Cost: \$127.04

##### C. Instructional Assistant

1. Penchansky, Angela  
Instructional Assistant  
Farragut – 3 hours per day, school year  
Funding Source: School Improvement  
Effective March 12, 2014  
Range 12 – \$14.48 per hour  
Total Cost: \$8,601.12
2. Diaz, Frank  
Instructional Assistant – Physical Education  
El Marino – Extra Assignment  
Not to exceed 2 hours per day, school year  
Funding Source: General Fund  
Effective February 12, 2014 through  
June 13, 2014  
Range 15 – \$16.36 per hour  
Total Cost: \$2,421.28

BOARD REPORT

9.5 Classified Personnel Services Report No. 14 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistant – continued

3. Rogers, Michael  
Instructional Assistant – Physical Education  
El Marino – Extra Assignment  
Not to exceed 2 hours per day, school year  
Funding Source: General Fund  
Effective February 12, 2014 through  
June 13, 2014  
Range 15 – \$18.13 per hour  
Total Cost: \$2,683.24
  
4. Dordoni, Alicia  
Instructional Assistant – Bilingual  
High School – Extra Assignment –  
IEP Translation – Not to exceed 10 hours  
Funding Source: General Fund  
Effective February 24, 2014 through  
June 13, 2014  
Range 16 – \$18.46 per hour  
Total Cost: \$184.60
  
5. Lopez, Maria  
Instructional Assistant – Bilingual  
High School – Extra Assignment –  
IEP Translation – Not to exceed 10 hours  
Funding Source: General Fund  
Effective February 24, 2014 through  
June 13, 2014  
Range 16 – \$18.46 per hour  
Total Cost: \$184.60
  
6. Gaines, Marlene  
Instructional Assistant  
Linwood Howe – Extra Assignment –  
Guided Reading – Not to exceed 15 hours  
Funding Source: Title III  
Effective February 11, 2014 through  
April 22, 2014  
Range 12 – \$15.88 per hour  
Total Cost: \$238.20

BOARD REPORT

9.5 Classified Personnel Services Report No. 14 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistant – continued

7. Hayslett, Rebecca Instructional Assistant  
Linwood Howe – Extra Assignment –  
Guided Reading – Not to exceed 15 hours  
Funding Source: Title III  
Effective February 11, 2014 through  
April 22, 2014  
Range 12 – \$14.48 per hour  
Total Cost: \$217.20
8. Wind, Nancy Instructional Assistant  
Linwood Howe – Extra Assignment –  
Guided Reading – Not to exceed 15 hours  
Funding Source: Title III  
Effective February 11, 2014 through  
April 22, 2014  
Range 12 – \$13.88 per hour  
Total Cost: \$208.20

D. Maintenance

1. Hawkins, Donnie School Custodian  
MOT – La Ballona  
3.9 hours per day, school year  
Funding Source: General Fund  
Effective February 26, 2014  
Range 16 – \$15.88 per hour  
Total Cost: \$12,262.54
2. Orellana, Edwin Substitute School Custodian  
Maintenance, Operations & Transportation  
Funding Source: General Fund  
Effective March 7, 2014  
Hourly, as needed – \$14.90 per hour

E. Security

1. Flores, Jonathan Security Guard  
Security – 8 hours per day, 10 months per year  
Funding Source: General Fund  
Effective March 6, 2014  
Range 16 – \$2,751.76 per month  
Total Cost: \$27,517.60

BOARD REPORT

9.5 Classified Personnel Services Report No. 14 – Page 4

I. Authorization, Approval & Ratification of Employment – continued

E. Security – continued

2. Flores, Oscar  
Substitute Security Guard  
Security  
Funding Source: General Fund  
Effective March 6, 2014  
Hourly, as needed – \$14.90 per hour

F. Coaches

1. Mejia, Jose  
Temporary Softball Coach  
Middle School  
Funding Source: General Fund – Athletics  
Effective March 11, 2014 through  
May 15, 2014  
Stipend of \$929.00
2. Tarpley, Shirley  
Temporary Boys' Volleyball Coach  
Middle School  
Funding Source: General Fund – Athletics  
Effective March 11, 2014 through  
May 15, 2014  
Stipend of \$929.00
3. Ikegami, Ray  
Temporary Baseball Coach  
High School  
Funding Source: Booster Club  
Effective February 24, 2014 through  
May 16, 2014  
Stipend of \$1,000.00

G. Student Helpers

1. Chavez, Gabriel  
Student Helper – Workability  
Location outside of district  
Funding Source: General – Special Education  
Effective February 28, 2014  
Hourly, as needed – \$8.00 per hour
2. Gonzalez, Daniel  
Student Helper – Workability  
Location outside of district  
Funding Source: General – Special Education  
Effective February 26, 2014  
Hourly, as needed – \$8.00 per hour



**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 14 – Page 5**

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

1. Diaz, Frank  
Permanent Increase in Hours:  
Instructional Assistant – Physical Education  
El Marino  
From: 2 hours per day, school year  
To: 3.5 hours per day, school year  
Funding Source: General Fund  
Effective February 12, 2014  
Range 15 – \$16.36 per hour  
Total Cost: \$11,337.48

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

1. Jaffe, Kyrn  
Instructional Assistant – Special Education IIA  
El Rincon  
6 hours per day, school year  
Funding Source: General Fund – Special Ed  
Effective February 28, 2014 through  
August 28, 2014  
Range 16 – \$18.46 per hour

IV. Authorization, Approval & Ratification of Resignations

1. Barrientos, Melvin  
Instructional Assistant – Special Education IIA  
El Rincon  
6 hours per day, school year  
Accepted position outside of district  
Funding Source: General Fund – Special Ed  
Effective March 7, 2014  
Range 16 – \$15.88 per hour

V. Authorization, Approval & Ratification of Termination of Employment & Placement on 39-month Reemployment List Due to Exhaustion of Benefits

1. Roberson, Ray  
Security Guard  
Security  
8 hours per day, 10 months per year  
Exhaustion of benefits  
Funding Source: General Fund  
Effective March 12, 2014  
Range 16 – \$3,199.23 per month

**BOARD REPORT**

**9.5 Classified Personnel Services Report No. 14 – Page 6**

V. Authorization, Approval & Ratification of Termination of Employment & Placement on 39-month Reemployment List Due to Exhaustion of Benefits – continued

2. Merlin, April  
Instructional Assistant – Child Development  
Child Development  
16.5 hours per week, school year  
Exhaustion of benefits  
Funding Source: General Fund  
Effective March 13, 2014  
Range 11 – \$16.36 per hour

VI. Authorization, Approval & Ratification of Revision to Items Previously Approved on Board Report #13, 02/25/14

1. Inada, Jeff  
Temporary Assistant Boys' Volleyball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective February 16, 2014 through  
May 16, 2014  
From: Stipend of \$1,500.00  
To: Stipend of \$2,814.00
2. Levingston, Rae'Shonda  
Instructional Assistant – Special Education  
Middle School  
3.9 hours per day, school year  
Personal  
Funding Source: General Fund – Special Ed  
From: Effective March 3, 2014  
To: Effective February 24, 2014  
Range 14 – \$15.28 per hour

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 14

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

3/11/14  
9.6

**9.6 Approval is Recommended for CCHS Teacher to Attend the College Board Reading in Kansas City, Missouri, June 1-8, 2014**

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

Rachel Snyder, Culver City High School teacher, seeks approval to attend the AP College Board Reading in Kansas City, Missouri, June 1<sup>st</sup> through June 8<sup>th</sup>, 2014. Costs of travel and accommodations are paid by the College Board. Sub costs will be paid by general fund and School Improvement funds.

RECOMMENDED MOTION: That the Board approve Rachel Snyder, CCHS Teacher, to Attend the College Board Reading in Kansas City, Missouri, June 1-8, 2014.

Moved by:

Seconded by:

Vote:

## BOARD REPORT

3/11/14

9.7

### 9.7 Enrollment Report

The attached reports display enrollment information for month six 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 six of the 2013-2014 school year as presented.

**Moved by:**

**Seconded by:**

**Vote:**

**Culver City Unified School District**  
**Enrollment for the 6th School Month (12/23/13 - 1/17/14)**  
**2013 - 2014**

| ELEMENTARY              | El Marino  | El Rincon  | Farragut   | La Ballona | Linwood Howe | Ind. Study | Total       |
|-------------------------|------------|------------|------------|------------|--------------|------------|-------------|
| K                       | 144        | 93         | 84         | 93         | 72           | 0          | 486         |
| Transitional K          | 22         | 22         | 0          | 0          | 24           | 0          |             |
| 1                       | 132        | 84         | 93         | 92         | 66           | 0          | 467         |
| 2                       | 127        | 69         | 97         | 87         | 94           | 0          | 474         |
| 3                       | 135        | 100        | 93         | 87         | 66           | 0          | 481         |
| 4                       | 126        | 93         | 102        | 113        | 96           | 0          | 530         |
| 5                       | 132        | 88         | 95         | 90         | 86           | 0          | 491         |
| Spec Class              | 0          | 22         | 0          | 0          | 37           | 0          | 59          |
| <b>Elementary Total</b> | <b>818</b> | <b>571</b> | <b>564</b> | <b>562</b> | <b>541</b>   | <b>0</b>   | <b>3056</b> |

| SECONDARY              | Middle School | High School | Culver Park | Ind. Study | Total       |
|------------------------|---------------|-------------|-------------|------------|-------------|
| 6                      | 456           |             |             | 0          | 456         |
| 7                      | 482           |             |             | 0          | 482         |
| 8                      | 494           |             |             | 0          | 494         |
| 9                      |               | 511         | 0           | 1          | 512         |
| 10                     |               | 507         | 0           | 7          | 514         |
| 11                     |               | 502         | 22          | 6          | 530         |
| 12                     |               | 465         | 42          | 9          | 516         |
| Spec Class             | 27            | 34          | 0           | 0          | 61          |
| <b>Secondary Total</b> | <b>1459</b>   | <b>2019</b> | <b>64</b>   | <b>23</b>  | <b>3565</b> |

|                              |             |
|------------------------------|-------------|
| <b>Total K-12 Enrollment</b> | <b>6621</b> |
|------------------------------|-------------|

**PRESCHOOL**

| Linwood Howe | El Marino | El Rincon | Farragut | La Ballona | CEE | Total |
|--------------|-----------|-----------|----------|------------|-----|-------|
| 54           | 24        | 28        | 8        | 84         | 96  | 294   |

**ADULT SCHOOL**

| Adult Basic Education | ESL | Citizenship | Adults with Disabilities | High School Subjects | Total |
|-----------------------|-----|-------------|--------------------------|----------------------|-------|
| 79                    | 373 | 11          | 18                       | 197                  | 678   |

Notes:

1. These enrollment figures represent the total number of sections. A single student may be enrolled in multiple sections.
2. Of the 197 students enrolled in high school subjects, 43 concurrently attend high school

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

| ELEMNTARY        | 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          | 809   | 772          | 807   | 764          | 803   |
| El Rincon        | 557          | 564   | 557          | 566   | 555          | 567   | 555          | 568   | 551          | 567   |
| Farragut         | 562          | 562   | 567          | 572   | 567          | 571   | 568          | 571   | 559          | 564   |
| La Ballona       | 553          | 566   | 557          | 566   | 556          | 569   | 555          | 566   | 547          | 558   |
| Linwood Howe     | 541          | 523   | 548          | 530   | 552          | 537   | 540          | 538   | 546          | 534   |
| Ind. Study       | 0            | 0     | 0            | 0     | 0            | 0     | 0            | 0     | 0            | 0     |
| Special Ed       | Incl         | Incl  | Incl         | Incl  | Incl         | Incl  | Incl         | Incl  | Incl         | Incl  |
| Elementary Total | 2979         | 3025  | 2990         | 3042  | 2958         | 3053  | 2989         | 3050  | 2951         | 3026  |

| 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  | 1466         | 1460  | 1462         | 1460  | 1460         | 1459  | 1449         | 1456  |
| High School     | 2111         | 2024  | 2151         | 2049  | 2106         | 2043  | 2149         | 2039  | 2127         | 2033  |
| Culver Park     | 55           | 52    | 56           | 57    | 56           | 27    | 60           | 67    | 64           | 68    |
| Ind. Study      | 22           | 18    | 23           | 20    | 60           | 24    | 23           | 24    | 24           | 30    |
| Special Ed      | Incl         | Incl  | Incl         | Incl  | Incl         | Incl  | Incl         | Incl  | Incl         | Incl  |
| Secondary Total | 3661         | 3553  | 3696         | 3586  | 3690         | 3554  | 3692         | 3589  | 3664         | 3587  |

|            |      |      |      |      |      |      |      |      |      |      |
|------------|------|------|------|------|------|------|------|------|------|------|
| K-12 Total | 6640 | 6578 | 6686 | 6628 | 6678 | 6607 | 6681 | 6639 | 6615 | 6613 |
|------------|------|------|------|------|------|------|------|------|------|------|

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

| ELEMENTARY              | 6th          |             | 7th          |          | 8th          |          | 9th          |          | 10th         |          | 11th         |          |
|-------------------------|--------------|-------------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|
|                         | School Month |             | 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    | 12-13        | 13-14    |
| El Marino               |              | 818         |              |          |              |          |              |          |              |          |              |          |
| El Rincon               |              | 571         |              |          |              |          |              |          |              |          |              |          |
| Farragut                |              | 564         |              |          |              |          |              |          |              |          |              |          |
| La Ballona              |              | 562         |              |          |              |          |              |          |              |          |              |          |
| Linwood Howe            |              | 541         |              |          |              |          |              |          |              |          |              |          |
| Ind. Study              | 0            | 0           | 0            | 0        | 0            | 0        | 0            | 0        | 0            | 0        | 0            | 0        |
| Special Ed              | Incl         | Incl        | Incl         | Incl     | Incl         | Incl     | Incl         | Incl     | Incl         | Incl     | Incl         | Incl     |
| <b>Elementary Total</b> | <b>2987</b>  | <b>3056</b> | <b>2988</b>  | <b>0</b> | <b>2975</b>  | <b>0</b> | <b>2982</b>  | <b>0</b> | <b>2982</b>  | <b>0</b> | <b>2944</b>  | <b>0</b> |

| SECONDARY              | 6th          |             | 7th          |          | 8th          |          | 9th          |          | 10th         |          | 11th         |          |
|------------------------|--------------|-------------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|--------------|----------|
|                        | School Month |             | 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    | 12-13        | 13-14    |
| Middle School          |              | 1459        |              |          |              |          |              |          |              |          |              |          |
| High School            |              | 2019        |              |          |              |          |              |          |              |          |              |          |
| Culver Park            |              | 64          |              |          |              |          |              |          |              |          |              |          |
| Ind. Study             |              | 23          |              |          |              |          |              |          |              |          |              |          |
| Special Ed             | Incl         | Incl        | Incl         | Incl     | Incl         | Incl     | Incl         | Incl     | Incl         | Incl     | Incl         | Incl     |
| <b>Secondary Total</b> | <b>3609</b>  | <b>3565</b> | <b>3668</b>  | <b>0</b> | <b>3662</b>  | <b>0</b> | <b>3673</b>  | <b>0</b> | <b>3691</b>  | <b>0</b> | <b>3667</b>  | <b>0</b> |

|                   |             |             |             |          |             |          |             |          |             |          |             |          |
|-------------------|-------------|-------------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|
| <b>K-12 Total</b> | <b>6656</b> | <b>6621</b> | <b>6656</b> | <b>0</b> | <b>6637</b> | <b>0</b> | <b>6655</b> | <b>0</b> | <b>6643</b> | <b>0</b> | <b>6561</b> | <b>0</b> |
|-------------------|-------------|-------------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|

## BOARD REPORT

3/11/14  
10.1

### 10.1 Spotlight on Education – El Marino School

Mrs. Tracy Pumilia, Principal, will share some of the instructional practices that are showing significant results in achieving and exceeding the goals in the Single Plan for Student Achievement for El Marino Language School.





**日本語 • ESPAÑOL**

**SPOTLIGHT ON EDUCATION**  
March 11, 2014

### EMLS: A California Distinguished School and 2013 CBEE Honor Roll School

- CCUSD TK Program: 23
- Spanish Immersion Program
  - Current Enrollment: 522
  - 22 Teachers
- Japanese Immersion Program
  - Current Enrollment: 263
  - 11 Teachers



Across both programs, a commitment to the principle that all students can become bilingual, biliterate, and develop cross-cultural understanding

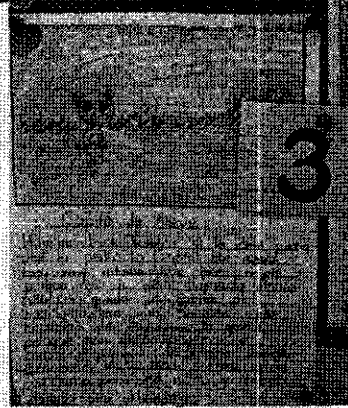
## Indicators of Program Success

### Bilingual Proficiency



*5<sup>th</sup> Grade JIP Target Language Assembly*

### Biliteracy



*3<sup>rd</sup> grade Narrative Writing Sample*

## Indicators of Program Success

### Cross-Cultural Understanding



*Winter Sing-A-Long*

### Positive Self-Esteem



*Annual 16 de septiembre Celebration*

## EMLS: A California Distinguished School and 2013 CBEE Honor Roll School

- **Ethnic Composition**

- 4% African American
- 38% Hispanic/Latino
- 14% Asian
- 24% Caucasian
- 20% Multiple Ethnicities

- 14% Qualify for **Free/Reduced funding** for meals

- **Language Classifications**

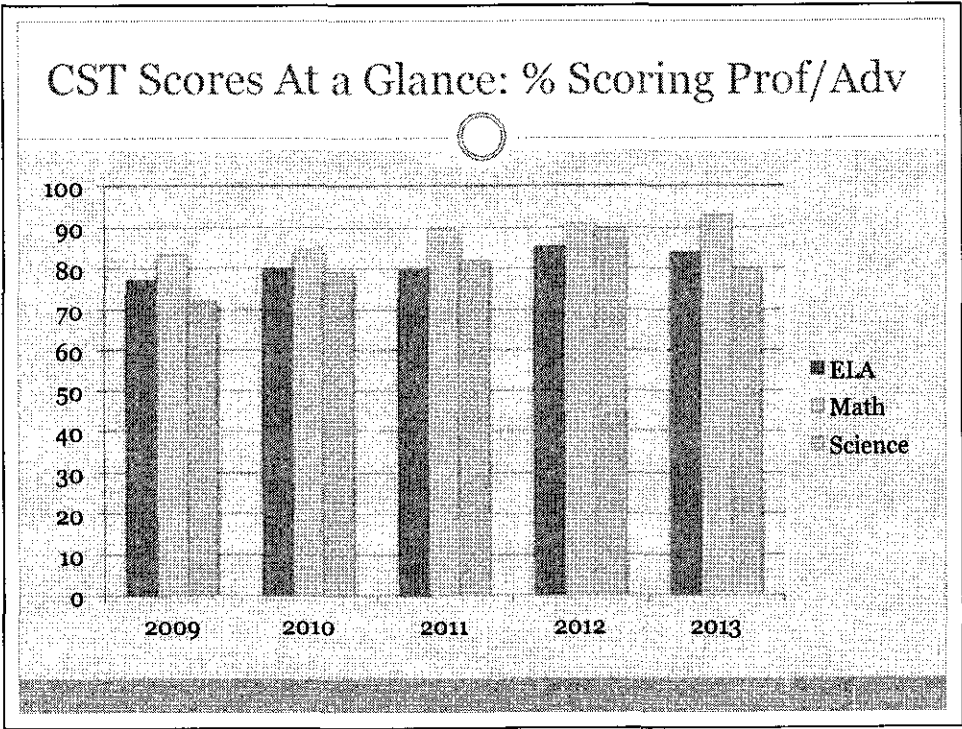
- 16 Home Languages
- 49% English Only
- 51% English + L2
  - × 24% Fluent English Proficient (FEP)
  - × 17% English Learners (ELs)
  - × 10% Reclassified English Fluent Proficient (RFEP)
- 38% 4<sup>th</sup>/5<sup>th</sup> graders qualify for **GATE classification**

## Academic Indicators of Success: API

### ***API Comparison of Sub-Groups***

| <i>Student Groups</i>             | <i>2010 API</i> | <i>2013 API</i> | <i>Diff</i> |
|-----------------------------------|-----------------|-----------------|-------------|
| All Students                      | 917             | 945             | +28         |
| White                             | 953             | 963             | +10         |
| <i>African-American</i>           | <i>927</i>      | <i>954</i>      | <i>+27</i>  |
| Asian                             | 927             | 962             | +35         |
| Hispanic                          | 856             | 913             | +57         |
| English Learners                  | 826             | 904             | +78         |
| <i>Economically Disadvantaged</i> | <i>832</i>      | <i>888</i>      | <i>+56</i>  |
| <i>Students w/ Disabilities</i>   | <i>841</i>      | <i>872</i>      | <i>+31</i>  |

*Italicized = Not a Numerically Significant Subgroup*



### Target Language Assemblies

- Monthly
- Student-Led
- Songs/Routines
- Cultural Component
- Class Performances

### Music as a Tool for Language Development

**An Emphasis on Positive School Climate**


**Red Ribbon Week**

*Building a Culture of Kindness*

**Obvius Kick-off Event**

**Anti-bullying Assemblies**

**Home-school connection**



Students hear *Llama, Llama and the Bully Goat* as part of Red Ribbon Week Activities

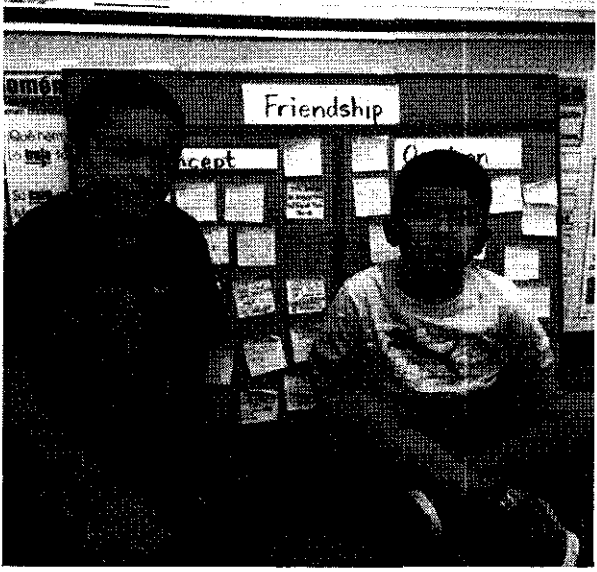
**An Emphasis on Positive School Climate**

**Buddies Program:**

*Building a foundation of kindness, respect, and empathy*

*Cross-age mentoring between*

- K & 3<sup>rd</sup>*
- 1<sup>st</sup> & 4<sup>th</sup>*
- 2<sup>nd</sup> & 5<sup>th</sup>*



**An Emphasis  
on Positive  
School Climate**

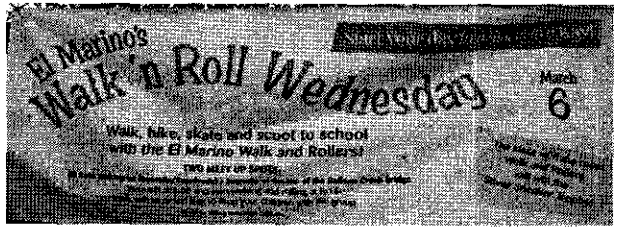
**Walk 'N Roll:**

*Encouraging safe  
and alternate routes  
to and from school*

*Monthly Events*

*Weekly 5-Block  
Challenge*

*Bike Safety  
Festival*



**An Emphasis  
on Positive  
School Climate**

**Green 5/  
Composting:**

*Encouraging  
sustainability*

*"Green Seat"  
helpers in class*

*Composting at  
meal times*





○

**An Emphasis  
on Positive  
School Climate**

**Growing Great:**


*Nutrition and Organic  
Garden Program*

*Led by Parent  
Volunteers*

*Nutrition lessons in  
the classroom*

*Monthly tastings*

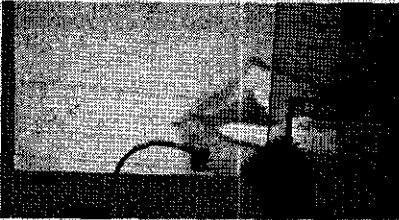
*5<sup>th</sup> Gr. Garden Club*



'13/'14 Focus Areas: Deepening our Practice

○

- **School Safety**
  - February Earthquake Drill
  - Site Safety Team Meetings
  - Regular and Varied Safety Drills
- **Instruction**
  - Guided Reading / ELD Strategies
    - *CCUSD Ed Services*
  - Common Core State Standards
    - *CCUSD Ed Services: Student Friendly; determination of Essential Standards; exploration of standards that need further review*
    - *Weekly Grade-level Planning Time for Collaboration*
    - *Aligning curriculum with CCSS: Spanish Writing Standards*



## What's Working: Developing our Expertise

### **Success for ALL Takes US All:**

- **PLC Leadership Team**
  - **Eye on Core Instruction**
  - **Intervention time**
  - **School Culture**



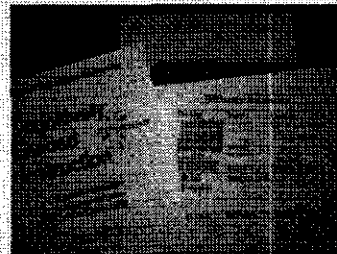
- **Determining Current Reality**
- **Guiding our Next Steps**
- **Developing Capacity of Site Leadership**



## Next Steps: Common Core Implementation

- **Natural applications to Common Core teaching and learning**
  - **Cotsen "Art of Teaching" Fellowship (SIP program):** Developing expertise in math using CGI
  - **AIP '14:** High-level cognitive tasks demanded within language learning and arts integrated context

- **Target Language Instruction**
  - **Alignment of K-5 Curriculum to CCSS**
  - **Peer Coaching (OPAL)**





## BOARD REPORT

3/11/14  
10.2

### 10.2 CCEF Check Presentation for the Front & Center Theatre Collaborative

Leslie Adler, Executive Director of the Culver City Education Foundation, will present a check to support the Front & Center Theatre Collaborative.

## BOARD REPORT

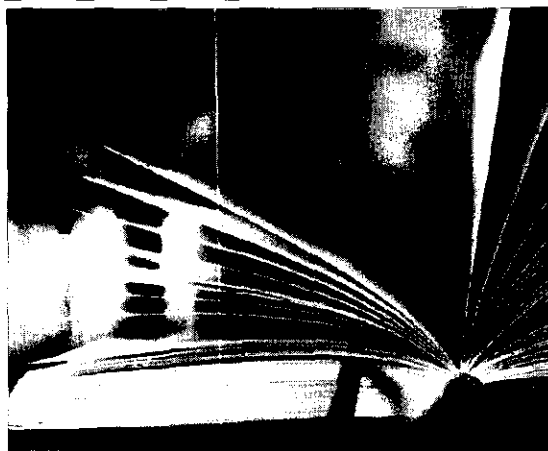
3/11/14  
10.3

### 10.3 Local Control Accountability Plan (LCAP) Presentation

Dr. Kati Krumpke, Assistant Superintendent – Educational Services, will present information on the Local Control Accountability Plan.

# LOCAL CONTROL ACCOUNTABILITY PLAN - "LCAP" DISCUSSION AND INPUT

*Culver City Unified School District*

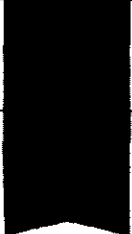


## What's It All About and Who Can Help?

- **An Entirely New Funding and Accountability Model**
  - We Now Have a Local Control Funding Formula (LCFF) ; and
  - Must Develop a Local Control Accountability Plan (LCAP)
- **The Local Control Accountability Plan Must Align to:**
  - District Goals; and
  - Eight (8) State Priority Areas
- **The Focus is on Student Performance and Eliminating Achievement Gaps**



- **Stakeholder Input is a Critical Element of the Local Accountability Plan**

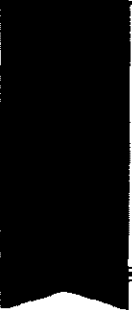


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## DISTRICT GOALS

Local Control Accountability Plan Must Align to These

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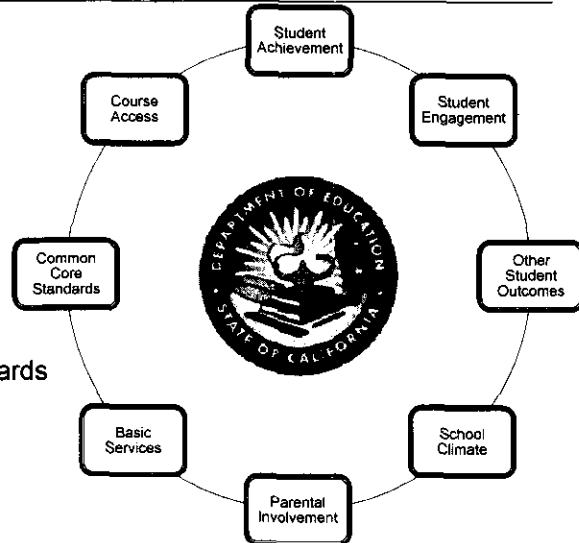
## EIGHT STATE PRIORITY AREAS

Local Control Accountability Plan Must Also Align To These

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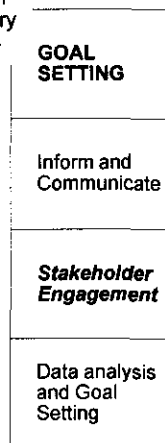
## EIGHT STATE PRIORITY AREAS

- Student Achievement
- Student Engagement
- Other Student Outcomes
- School Climate
- Parental Involvement
- Basic Services
- Implementation of Common Core Standards
- Course Access

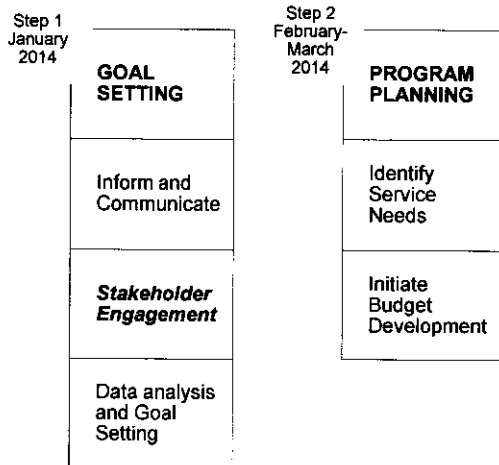


## Local Control Accountability Plan Preparation Activities

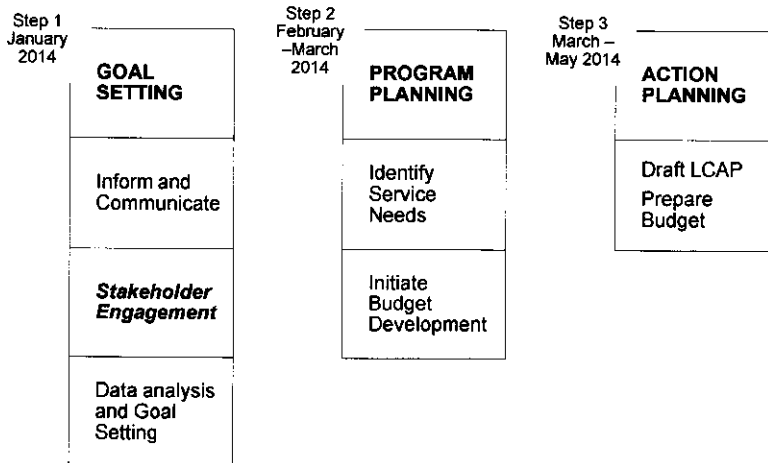
Step 1  
January  
2014



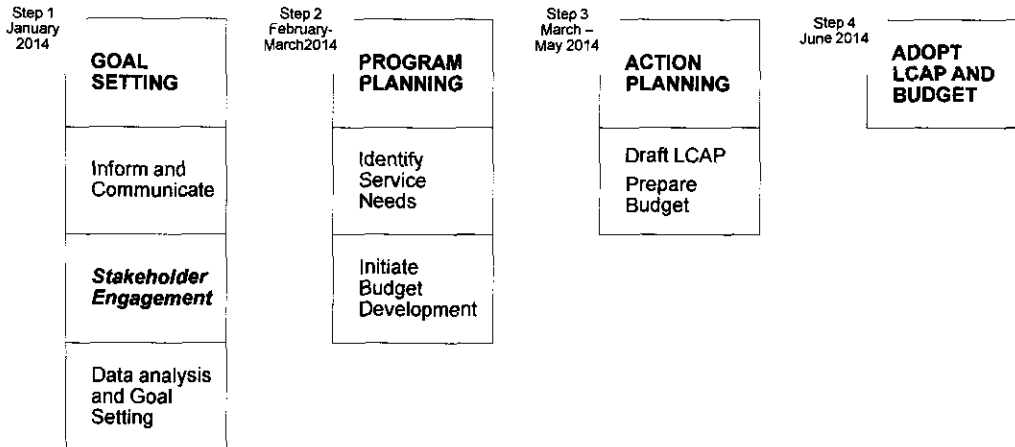
## Local Control Accountability Plan Preparation Activities



## Local Control Accountability Plan Preparation Activities



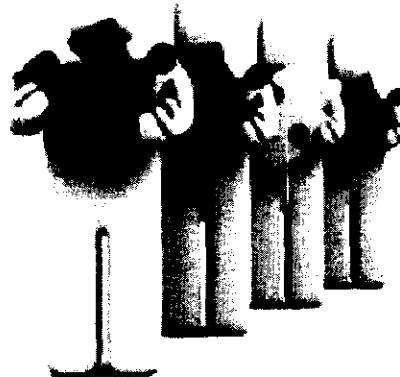
## Local Control Accountability Plan Preparation Activities



## Stakeholder Input

### **We Want to Engage Our Stakeholders on How We Can Best Support Student Achievement and Engagement**

- Community Conversations With Stakeholders a school sites
- Community Conversations With Stakeholders a the district level
- District Parent Task Force
- Administrator, teachers, and staff conversations
- Information on the District Web Site
- Written Comments/Suggestions
- On-Line Surveys



**12.1 Presentation of the Second Interim Report for 2013-2014**

In addition to other fiscal requirements, AB 1200 and AB 2756 legislation was enacted to insure full public disclosure of a public school district's financial position in the current and future years. The purpose of the interim reports, as required under AB 1200 and AB 2756, is to establish a procedure for the Board of Education, the public and other interested agencies to receive information regarding the financial condition of an entity during periodic intervals of the fiscal year.

The Second Interim Report for the 2013-2014 fiscal year is provided under separate cover.



**BOARD REPORT**

**3/11/14  
12.2**

**12.2 Presentation of Air Quality Research Report**

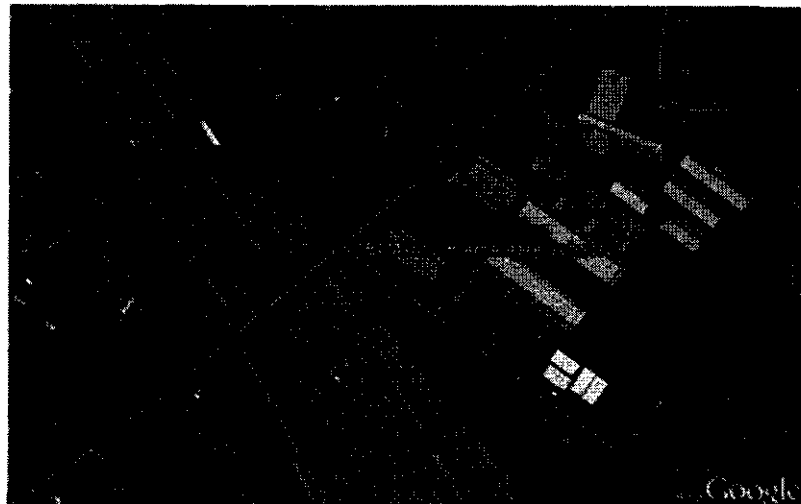
Dr. Rania Sabty-Daily will present an evaluation report of a high-performance air filtration system at El Marino Elementary School.

# Evaluation of a High-Performance Air Filtration System at El Marino Elementary School

## Background and Objectives

El Marino Elementary School is located in Culver City, in a highly urbanized area and less than 30m from (and downwind of) the I-405 freeway (Figure 1). Previous studies have shown that living within 300m and downwind of a busy freeway may greatly increase exposure to traffic emissions. This, in turn, can cause respiratory and cardiovascular problems especially in children and other susceptible individuals. Since most people spend the majority of their time indoors, one way to reduce air toxic exposure in near-road environments is through the installation of panel filters inside the Heating, Ventilating, and Air Conditioning (HVAC) system. Currently, El Marino Elementary is not equipped with a centralized air conditioning system and during the summertime most windows and doors are left open to increase ventilation.

**Figure 1** Aerial view of El Marino Elementary School showing the close proximity of the school to the I-405 freeway



Late in 2013, a high-performance air filtration system featuring a combination of HEPA and MERV 16 filters was installed at El Marino in classroom #20, the closest to the I-405 (Figure 2). Early in 2014, the South Coast Air Quality Management District (SCAQMD) was contacted by a representative of El Marino School to evaluate the performance of this newly installed air filtration system. For this purpose, two air monitoring “enclosures”, each including an Ultrafine Particle (UFP) Counter (TSI model 3781) and a portable Aethalometer (AetLabs model microAeth), were used to measure the in-classroom (indoor) and outdoor concentrations of UFP and black carbon (BC) continuously (i.e. 1-minute time resolution). These two air toxics are typically emitted from vehicular traffic and other combustion sources.

This performance evaluation study was conducted between 01/15/14 at 13:30 and 01/17/14 at 08:00 and the results are summarized below. It should be noted that because of an instrument malfunction indoor BC measurements are only available until 01/16/14 at 13:30.

**Figure 2 Street view of classroom #20 (to the right) with respect to the eastern edge of the I-405 freeway**



### **Results**

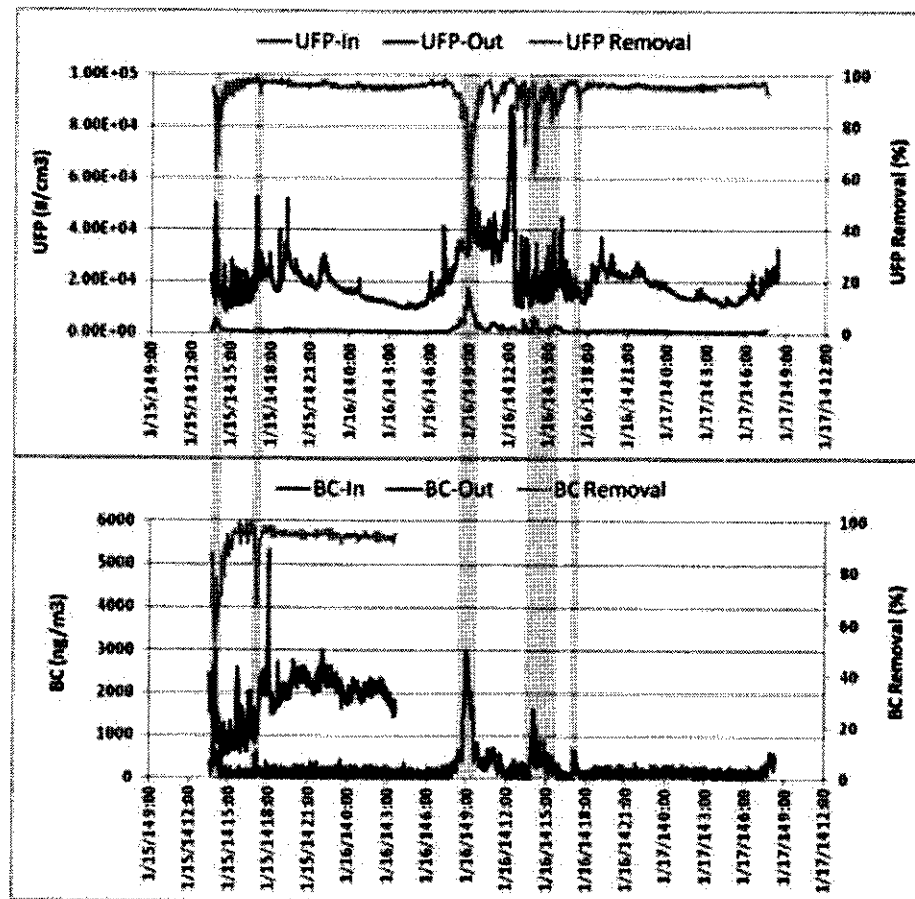
Table 1 summarizes the average, minimum and maximum particle removal efficiency (here defined as the percentage reduction in the indoor concentration of UFP (or BC) relative to its concurrent outdoor concentration) achieved by the air filtration system installed in classroom #20. Overall, our measurements indicate that this system was a very effective solution for reducing the indoor concentrations of the measured air toxics, with average removal efficiencies of 92 and 94% for BC and UFPs, respectively. These results are very consistent with those obtained by the SCAQMD during an air filtration evaluation study conducted at three different schools in the Wilmington area, and using similar high-performance panel filters (SCAQMD, 2010). Since the size of fine and coarse particulate matter (PM<sub>2.5</sub> and PM<sub>10</sub>, respectively) is much larger than that of UFP and BC, similar or higher removal efficiencies are also expected for these two important PM components.

**Table 1 Summary of the removal efficiencies for UFP and BC achieved by the air filtration system installed in classroom #20**

|         | <b>UFP Removal (%)</b> | <b>BC Removal (%)</b> |
|---------|------------------------|-----------------------|
| Average | 94                     | 92                    |
| Min     | 47                     | 53                    |
| Max     | 99                     | 100                   |
| Stdev   | 5                      | 7                     |

A closer look at the collected 1-minute data reveals the presence of sharp increases in outdoor concentrations of UFP and BC (Figures 3a and 3b), probably because of temporary contributions from local street traffic and increased emissions from the I-405 during rush-hour traffic. Activities occurring immediately outside the school boundaries were observed to influence the indoor UFP and BC levels and, thus, their corresponding removal efficiencies (Figures 3a and 3b). In particular, the highest indoor peaks recorded in the morning (approximately between 08:30 and 09:30) and early afternoon (mostly from 14:00 to 15:00, and at about 17:30) are probably associated with the morning drop-off and afternoon pick-up of students (grey areas), when the classroom doors were left open. Detailed time activity information collected by representatives of El Marino School seems to confirm this hypothesis. Overall, these indoor peaks caused a relatively small decrease in the calculated removal performance when averaged over the course of the entire school day.

**Figure 3 Time series of all continuous (1-minute) indoor and outdoor UFP (3a) and BC (3b) data collected during this study, along with the corresponding removal efficiencies**



## Glossary

- Ultra-fine particles (UFPs; particles with an aerodynamic diameter less than 0.1  $\mu\text{m}$ ): UFP are primarily produced from the combustion of fossil fuels (e.g. motor-vehicle emissions). Recent health studies suggest that UFPs are more toxic than fine particles, possibly due to their chemical composition and their ability to penetrate cell walls, enter the blood stream, and translocate to organs throughout the body. UFP are currently unregulated in the United States
- Black Carbon (BC; sometimes referred to as soot; related closely to elemental carbon): BC is a component of PM and is formed through the incomplete combustion of fossil fuels and biomass, and is emitted from both natural and anthropogenic sources. Most atmospheric BC is in the fine or ultra-fine particle size ranges. The majority of BC in Southern California comes from diesel particulate matter (DPM) emissions. DPM is considered an air toxic by the State of California, and the SCAQMD has recently estimated that DPM accounts for more than 80% of the total cancer risk from air toxics in the South Coast Air Basin (MATES III Study, 2008)
- Fine PM (PM<sub>2.5</sub>; particles with an aerodynamic diameter less than 2.5  $\mu\text{m}$ ): Sources of PM<sub>2.5</sub> include emissions from motor vehicles, power plants, residential wood burning, forest fires, agricultural burning, and other combustion activities. Fine particles have well established health effects, including multiple adverse respiratory and cardiovascular outcomes. PM<sub>2.5</sub> is a U.S. Environmental Protection Agency (U.S. EPA) criteria pollutant for which there exist National Ambient Air Quality Standards (NAAQS)
- Coarse PM (PM<sub>10</sub>; particles with an aerodynamic diameter less than 10  $\mu\text{m}$ ): PM<sub>10</sub> includes all PM<sub>2.5</sub> particles, but also larger particles between 2.5 and 10  $\mu\text{m}$  in diameter. Sources of these coarse particles include crushing or grinding operations, re-suspension of dust from vehicles traveling on roads, and other mechanical processes. PM<sub>10</sub> is also a U.S. Environmental Protection Agency (U.S. EPA) criteria pollutant and also has associated National Ambient Air Quality Standards (NAAQS)
- Removal Efficiency: percentage reduction in the indoor concentration of a particular pollutant relative to its concurrent outdoor concentration

## References

South Coast Air Quality Management District, 2010; Pilot Study of High Performance Air Filtration for Classroom Applications

**BOARD REPORT**

**03/11/14**

**14.1a**

**14.1a Approval is Recommended to Submit the Official CSBA 2014 Delegate Assembly Ballot**

The Board as a whole may vote for up to the number of vacancies in the region or sub-region as indicated on the ballot. For Region 24, to which Culver City Unified belongs, there are eight (8) vacancies. Therefore, the Board as a whole may vote for up to eight individuals. Regardless of the vacancies, the Board may cast no more than one vote for any one candidate.

**RECOMMENDED MOTION:** It is recommended that the Board of Education approve the CSBA Official 2014 Delegate Assembly Ballot naming up to eight candidates and submit the ballot to the CSBA office no later than March 17, 2014.

Moved by:

Seconded by:

Vote:



California School Boards Association

***TIME SENSITIVE, REQUIRES BOARD ACTION  
DEADLINE MONDAY, MARCH 17, 2014***

January 31, 2014

**MEMORANDUM**

To: All Board Presidents and Superintendents  
CSBA Member Boards of Education

From: Josephine Lucey, President

Re: 2014 CSBA Delegate Assembly Election  
U.S. Postmark Deadline – Monday, March 17, 2014

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Enclosed is the ballot material for election of a representative to the CSBA Delegate Assembly from your region or subregion. The material consists of the ballot (on red paper), required candidate biographical sketch form, and if submitted, résumé for each candidate. In addition, we are including a “copy” of the ballot on white paper so that it may be included in board agenda packets, if you choose to do so. **Only the ballot on red paper is to be completed and returned.**

The board as a whole may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies in the region or subregion, the board may vote for up to three individuals. Regardless of the number of vacancies, each board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery; please write **DELEGATE ELECTION** prominently on the envelope with the region or subregion number on the bottom left corner. **Ballots must be postmarked by the U.S. Post Office on or before Monday, March 17. No exceptions are allowed.**

Election results will be available no later than Tuesday, April 1. If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2014 – March 31, 2016. The next meeting of the Delegate Assembly is on Saturday, May 17 – Sunday, May 18 at the Hyatt Regency in Sacramento.

The names of all Delegates will be available on CSBA’s website no later than Tuesday, April 1. Please do not hesitate to contact Charlyn Tuter in the Leadership Services Department at (800) 266-3382 ext. 3281 should you have any questions. Thank you.

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **MONDAY, MARCH 17, 2014**. Only **ONE** Ballot per Board. Be sure to mark your vote "X" in the box.  
*A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

**OFFICIAL 2014 DELEGATE ASSEMBLY BALLOT  
 REGION 24  
 (Los Angeles County)**

Number of vacancies: 8 (Vote for no more than 8 candidates)

*Delegates will serve two-year terms beginning April 1, 2014 – March 31, 2016*

*\*denotes incumbent*

- |  |  |
|--|--|
| <input type="checkbox"/> Leighton Anderson (Whittier Union HSD)*   | <input type="checkbox"/> Sylvia Macias (South Whittier SD)*        |
| <input type="checkbox"/> Jan Baird (South Whittier SD)             | <input type="checkbox"/> Karen L. Morrison (Norwalk-La Mirada USD) |
| <input type="checkbox"/> Mary K. Campbell (Hermosa Beach City ESD) | <input type="checkbox"/> Ann M. Phillips (Lowndale SD)*            |
| <input type="checkbox"/> Sonya S. Cuellar (Paramount USD)          | <input type="checkbox"/> Margarita L. Rios (Norwalk-La Mirada USD) |
| <input type="checkbox"/> Paul Gardiner (East Whittier City SD)     | <input type="checkbox"/> Emma Sharif (Compton USD)*                |
| <input type="checkbox"/> Eugene Krank (Hawthorne ESD)*             | <input type="checkbox"/> Aurora R. Villon (El Rancho USD)          |

\_\_\_\_\_  
*Provision for Write-in Candidate Name*

\_\_\_\_\_  
*School District*

\_\_\_\_\_  
*Signature of Superintendent or Board Clerk*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*School District/COE Name*

\_\_\_\_\_  
*Date of Board Action*

*See reverse side for a current list of all Delegates in your Region.*



# 2014 Delegate Assembly Candidate Biographical Sketch Form



**DUE: Tuesday, January 7, 2014 (U.S.P.S.)**

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this required one page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

|  |   |
|--|---|
| Name: <u>Leighton Anderson</u>   | CSBA Region: <u>24</u>                      |
| District or COB: <u>Whittier Union High School District</u>  | Years on board: <u>16</u>                   |
| Contact Number: <u>(562) 698-9771</u>  | E-mail: <u>Leighton.anderson@wuhisd.org</u> |
| Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>13 years</u> |   |

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

1. Reducing the achievement gap through emphasis on educational success for all students.
2. Fiscal reform of school funding sources and mechanisms.
3. Independent advocacy for schools.

These priorities are important for CSBA because school board members are focused on student success. Too often, school districts are hampered by inadequate and overly restrictive funding sources and mandates. CSBA needs to be nimble as an independent voice for schools and students, without depending too much on coalition partners whose policy interests and goals may diverge from the best interests of students and schools.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

I serve on the board of the Regional Occupational Program (ROP) joint powers agency in our area. As a board member of a high school district, I confer with board members and administrators of local elementary school districts.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

I have enjoyed my ongoing service as a member of the Delegate Assembly for 13 years. I have made contributions to the Association and Delegate Assembly as a member (currently) of the Legislative Committee and in the past as a member of the CCS Partnership Task Force on State Budget and Fiscal Reform, the Policy Platform Committee, the Federal Issues Council, and the Nominating Committee. I am also a member of the Steering Committee of the Education Legal Alliance (ELA). Service in the Delegate Assembly creates an opportunity to promote the views and interests of school districts in this Region.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Leighton Anderson", is written over a horizontal line. The signature is stylized and cursive.

Leighton Anderson

Date: 12/20/2013

## LEIGHTON M. ANDERSON

BEWLEY, LASSLEBEN & MILLER LLP  
13215 EAST PENN STREET, SUITE 510  
WHITTIER, CA 90602-1797

### PROFESSIONAL EXPERIENCE

Partner in regional business-law firm (2003-current) principally engaged in business-litigation matters. Member of other law-firm partnerships or in solo practice (1982-2002). Member of American Bar Association (ABA). Chair (1992-96) and Vice Chair (1990-91, 1996-2001) of the Oil Refining & Marketing Committee of ABA's Section on Environment, Energy and Resources Law. Author, *As Easy As ABC: Applying the Rule Against Secondary-Line Price Discrimination To California Intra-State Transactions*, *Competition* (Journal of Antitrust & Trade Regulation Section, State Bar of California), Summer, 1998.

### EDUCATION

JURIS DOCTOR 1975-78  
*Columbia University Law School* *New York, New York*

Admitted to the law school under its "Advanced Interdisciplinary Legal Education" (AILE) program following third undergraduate year.

B.A., POLITICAL SCIENCE 1972-75  
*Claremont Men's College*  
*(now, Claremont McKenna College)* *Claremont, California*

### SCHOOL DISTRICT AND OTHER COMMUNITY AFFILIATIONS

- Board of Trustees (1997-current), Whittier Union High School District.
- Board of Trustees (2005-current), Tri-Cities Regional Occupational Program
- Member, California School Boards Association (CSBA) Delegate Assembly (2000-current); CSBA Nominating Committee (2011-2012), Legislative Committee (2002-2004; 2013-current); Federal Issues Council (2005-2006); Policy Platform Committee (2007); CCS Partnership Task Force on State Budget and Fiscal Reform (2009-2010)
- Steering Committee, Education Legal Alliance (ELA) (2013-current)
- Member, Oversight Board of the City of Whittier Redevelopment Agency Successor Agency (by appointment of the Los Angeles County Office of Education)
- Member, Oversight Board of the City of Santa Fe Springs Redevelopment Agency Successor Agency (by appointment of the Los Angeles County Office of Education)
- President (2001-03) and Board of Directors (1997-current), Rio Hondo Symphony Association.
- President (2005-current) and Board of Directors (1999-2009), Santa Fe Springs Chamber of Commerce.
- Board of Directors (1999-2005, 2007-current), Whittier Area Chamber of Commerce.
- Member, Pasadena Tournament of Roses Association (1989-current).

### PERSONAL

- Married 31 years. Three children, ages 29, 27 and 23, and four grandchildren

# 2014 Delegate Assembly Candidate Biographical Sketch Form



**DUE: Tuesday, January 7, 2014 (U.S.P.S.)**

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this required one page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

|   |                                |
|---|--------------------------------|
| Name: <u>Jan Baird</u>  | CSBA Region: <u>24</u>         |
| District or COE: <u>South Whittier School District</u>  | Years on board: <u>9</u>       |
| Contact Number: <u>562 944-9308</u>   | E-mail: <u>jsbaird@aol.com</u> |
| Are you a continuing Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? |                                |

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

I believe, as a school board member, that I must always work for high student achievement, maintaining highly motivated educators and stable school funding. I believe that with hard work, every child can make progress.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

I am a 25 year resident of my district and have consistently worked to support and improve our local schools during that time. I have served within the PTAs at each of my children's schools and continued to work with each school after their graduations. I co-chaired two school bond elections and worked on others. I am committed to providing all children the opportunity for a fine education.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I have been involved with the Delegate Assembly in the past and feel that I have benefitted from the information I received and have been able to pass on to other Board members.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Jan Baird

Date: 12/11/2013

# 2014 Delegate Assembly Candidate Biographical Sketch Form



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Name: Mary K. Campbell, Ph.D.

CSBA Region: 24

District or COE: Hermosa Beach City ESD

Years on board: 1 month, newly elected

Contact Number: 310-214-0048

E-mail: drmarydampbell@gmail.com

Are you a continuing Delegate?  Yes  No If yes, how long have you served as a Delegate?

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

1. Securing innovative and sustainable funding sources to cover important gaps in our educational systems is an increasingly pressing theme; one that needs updated solutions that are calibrated to a new century. This is a widely shared and increasingly challenging task for all school districts and communities.
2. The effective implementation of the Common Core State Standards and transition to the Smarter, Balanced Assessments is also a top priority for the CSBA at the present time. It represents a massive shift with many downstream impacts. Extremely thoughtful and sophisticated change management and implementation strategies are absolutely critical. We cannot afford the time, money and impacts of not doing this well.
3. Staying on top of technology advancements and their integration into the classroom and educational process represents another critical priority for the entire system. As a central and accelerating component of the present and (certainly) future educational equation, in addition to the need to carefully manage budget allocations and decisions, we cannot afford to be reactive as the future technological landscape unfolds. We require a comprehensive and sophisticated infrastructure of school support to effectively guide the way forward.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

From the local, Hermosa Beach City School District perspective, I am focused on these additional areas of challenge:

1. Our local gap funding challenges are now being stretched further due the negative impact of the new LCFF standards to our particular district.
2. School facilities and overcrowding are at a critical level here. Finding "smart" facilities solutions to our increasing enrollments requires a solution and there are limited current options, including a complete rebuild of an aging facility currently not in use by the district. We are focused on the potential for creative, win-win partnerships to address this need.
3. On a broader, contextual level, I am quite interested in the overarching topic of balancing student achievement with burnout-potential in the fast-paced 21<sup>st</sup> century environment. I believe this to be a growing issue moving forward that affects physical and mental well being and, therefore, our future communities and families.

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

I have worked in education my entire career, albeit higher education, and I have become increasingly compelled over the past three years to get more actively involved in the larger conversation about education advancement, reform and the thoughtful evolution of our public educational systems. The gaps are widening in education, from pre-K through college, in terms of staying relevant to sufficiently meet the *real* demands of the global environment that our young people will inherit. My contributions to the larger vision, possibilities for true innovation, and an actual roadmap to a future state are what I am extremely passionate about.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Mary K. Campbell

Date: 1-3-14

**Mary K. Campbell, PhD**

---

**Overview** A broad and sophisticated level and breadth of experience helping organizations create structure and culture to optimize performance an impact. Experienced in directing and practicing all areas of Organizational Effectiveness, Organization Development, Leadership Development, Change Management, Strategic Planning, Training and Development, Human Capital Management, and integrated Talent Management in a higher education environment. Exceptional track record of interpersonal effectiveness and productive influence within organizations, resulting in sustained success through program development, promotion, and resource/process/practice optimization. Builder of high performance teams by identifying and leveraging diverse strengths and empowering others in the creative process. Highly effective in C-level and Board of Directors environments. Integrity is second to none. An exceptional colleague – passionate, caring, fun and focused.

**Experience** **2011-present** *University of Southern California* *Los Angeles, CA*  
**Assistant Vice President, Talent and Organizational Effectiveness and Executive Director of Innovation**  
Oversee and direct a fully integrated Talent Management "center of excellence" serving the largest private employer in Los Angeles. This upgraded title and position is the result of a formal integration and restructuring of the previously cast role, and includes new and progressive additional responsibilities that focus on facilitating organizational innovation, operational efficiency and relevant results.

**2007-2011** *University of Southern California* *Los Angeles, CA*  
**Assistant Vice President, Career Services** (Employee Recruitment and Professional Development)  

- Oversight and direction of integrated Talent Management services for the university including workforce planning, talent acquisition, performance management, training and development, organizational development, leadership development, employee engagement and retention
- Oversight and direction of Human Resources team serving a major administrative division of the university

**2004-2007** *University of Southern California* *Los Angeles, CA*  
**Executive Director, Career Services**  

- Promoted to oversight of two human resource functions; employee recruitment services and professional/organizational development
- Responsible for facilitating the processes involved in all staff hires within the institution, including applicant tracking and resume screening, pre-employment skills testing, drug testing, and background screening
- Responsible for the design and delivery of professional development and performance improvement programs which serve the faculty and staff of the university
- Complete design and delivery of a wide variety of skill development opportunities, professional certificate programs, and performance improvement consulting approaches to deliver customized development interventions

**2000-2004** *University of Southern California* *Los Angeles, CA*  
**Director of Professional Development**  

- Responsible for directing all activities associated with employee development and performance improvement programs for the university, including a wide variety of individual and team skills and performance improvement programs, process facilitations, and coaching/mentoring arrangements for both faculty and staff of the university
- Introduced the expansion of several programs including the formal organizational development consulting practice within the organization to work with intact schools and units on their unique performance improvement challenges and goals
- Successfully grew the department from 4 to 9 FTEs due to intentional expansion, success, and increasing demand

**1990-2000** *California State University* *Long Beach / Fresno / Bakersfield*  
**Full-time/Part-time Faculty Positions**  

- Excellent student and faculty evaluations consistently highlight ability to dynamically engage, motivate and inspire students and peers
- Designed / prepared / delivered several university courses including: Org. Theory & Design, Org. Behavior, I/O Psychology, Small Group Dynamics, Human Development, Interpersonal Communication, among others
- Designed web-based online master's degree course in interpersonal communications skills.
- Co-designed standards and curriculum for online Master's Degree in Business Administration for the university.

**Education** Ph.D. and M.S. in Organizational Psychology California School of Professional Psychology, Alliant International University (LA)  
M.A. in Psychology (Social Psychology emphasis) – California State University, Fresno  
B.A. in Psychology (Business Emphasis) – University of California at Irvine  
Who's Who Among American Universities and Colleges; many honors, grants and student leadership positions held

# 2014 Delegate Assembly Candidate Biographical Sketch Form



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|   |                                   |                |                              |
|---|-----------------------------------|----------------|------------------------------|
| Name  | Sonya S. Cuellar                  | CSBA Region    | 24                           |
| District or CDE   | Paramount Unified School District | Years on board | 13                           |
| Contact Number  | 562-522-0608 / 562-602-6011       | E-mail         | scuellar@paramount.k12.ca.us |
| Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, how long have you served as a Delegate? |                                   |                |                              |

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

I have served as Vice President and currently President for my local school board. My interests include expanding our Career Technical Education program, initiating community service as a graduation requirement, and focusing on quality instruction for all students.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

I currently serve as an Administrator of Personnel Services that keeps me abreast of educational issues, which assists me with my service to the local school community. I have also served as a classroom teacher, Literacy Specialist, and staff development provider. These experiences help me make informed decisions which positively impact instructional programs.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

For the past twelve years, I have attended the annual CSBA Conference. Through my experience with my local school district and as a past CSBA Delegate, I have had the opportunity to see how CSBA influences and affects school districts. If elected, I would be dedicated in my service and utilize my educational experiences to impact educational policies and ensure quality education for all.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Sonya Cuellar

Date: December 17, 2013

# SONYA S. CUELLAR

## EDUCATION

Master of Arts in Educational Administration  
California State University, Los Angeles

Bachelor of Arts in Liberal Studies  
California State University, Dominguez Hills

Associate of Arts in General Education  
Cerritos Community College

## CREDENTIAL/CERTIFICATE

Administrative Service Credential  
Clear Professional Multiple Subject Credential  
English Supplemental Credential  
Reading Recovery Certificate  
California Early Literacy Learning Coordinator Certificate  
Extended Literacy Learning Coordinator Certificate

## EMPLOYMENT

Aug. 2010 - Present                      Little Lake City School District  
Administrator, Personnel Services

Aug. 2003 – Aug. 2010                Little Lake City School District  
Elementary School Principal

Sept. 1999 – Aug. 2003                Little Lake City Schools District  
Literacy Coordinator-Coach

Nov. 1997 – Sept. 1999                Paramount Unified School District  
Literacy Teacher

Jan. 1990 – Nov. 1997                 Paramount Unified School District  
Classroom Teacher

## COMMUNITY INVOLVEMENT/MEMBERSHIPS

2001 – Present                              Board of Education – Paramount Unified School District  
2003-04, 2009-10, 2013-14              President, Board of Education – Paramount Unified School District  
2002-03, 2008-09, 2012-13              Vice President, Board of Education – Paramount Unified School District  
Member of Parent – Teacher Association  
Member of California School Boards Association  
2005-07, 2007-09, 2009-11              Delegate CSBA Region 24  
Member of Los Angeles County School Trustee Association  
Member of Association of California Schools Administrator

# 2014 Delegate Assembly Candidate Biographical Sketch Form



**DUE: Tuesday, January 7, 2014 (U.S.P.S.)**

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this **required one page** candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this **one page** candidate form will **not** be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

|  |                                    |
|--|------------------------------------|
| Name: <u>Paul Gardiner</u>   | CSBA Region: <u>24</u>             |
| District or COE: <u>East Whittier City School District</u>   | Years on board: <u>11</u>          |
| Contact Number: <u>562-693-6597</u>  | E-mail: <u>pgardiner@ewosd.org</u> |
| Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? |                                    |

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

As a member of the Delegate Assembly the three top priorities are: to ensure adequate funding for the implementation of Common Core, STEM, and STEAM programs in our schools. Another priority is to have California K-12 funding move us from the fiftieth to at least the average of the funding levels of the other forty-nine states.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

At East Whittier City Elementary School District we have established an Arts Foundation to ensure the state mandated Arts programs are funded adequately. I am our Board's representative to the East Whittier Arts Education Foundation Board of Directors. I am the immediate past president of the Board of Education. The Arts reach across the curriculum to stimulate the thinking of every student and must be funded. Thus the Arts Foundation meets these needs.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

I believe CSBA's new president, Josephine Lucey, is committed to finding new funding sources for California's Schools. My expertise in negotiations, and board of Education's pursuit of funding for programs mandated without adequate funding are my assets. My being a member of the Delegate Assembly and supporting Josephine Lucey's commitment to our schools is my main interest.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: Paul R. Gardiner Date: 12/19/13



# 2014 Delegate Assembly Candidate Biographical Sketch Form



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|  |                                |
|--|--------------------------------|
| Name: <u>DR. Eugene Krank</u>  | CSBA Region: <u>24</u>         |
| District or COE: <u>Hawthorne ELEM</u>   | Years on board: <u>5</u>       |
| Contact Number: <u>310-259-4578</u>  | E-mail: <u>e.krank@AOW.com</u> |
| Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>3 yrs.</u> |                                |

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.

*Curriculum: It's important to understand the evolution of education and how the current technology and social changes affect learning and citizenship.*

*Legislative: Need board members to understand their role + responsibility in regards to laws and finance and how they impact education.*

*Achievement Gap: Understanding and discussion of the issues involving disparity are important to bring about true solutions.*

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

*Currently a highlighted activity involves our 3 middle school. We have established three academies. Each school now has a specific area of focus*

*STEM, ARTS, BUSINESS.*

*We also have established a district wide chess league involving all 10 school sites.*

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

*I wish to continue serving. I believe I add diversity as a scientist/physician. Also as a parent; in addition to serving in a low income district.*

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature:

Date: 12/15/13

Dr. Eugene Krank  
4358 W 136<sup>th</sup> St Hawthorne, CA 90250  
(310)-219-3339

Dr. Eugene M. Krank, Jr. is a native New Englander-RI. After graduating with honors and a full academic scholarship from college, Dr. Krank attended NYCPM where he obtained his Podiatric Medical Degree. He practiced podiatric medicine and surgery, including diabetic wound care for 9 years and retired in 2004 to pursue a career in consulting and scientific wellness training. He has worked with and trained thousands of groups and individuals in the areas of healthcare, healthcare benefits, sales, leadership development, team building, organizing, personnel development, nutrition and wellness.

He has been totally immersed in the education system since moving to California in 2004. He has volunteered in many areas. He is a chess coach and has been a softball, baseball and basketball coach. He sits on School Site Council, is Chairman of the District Advisory Council, PTO president of Hawthorne Math and Science Academy (a national Blue Ribbon Honors High School).

He is currently serving as an elected member of the Hawthorne School District Board of Trustees. As a board member, Dr. Krank serves as President and collectively oversees and collaborates with other board members and school administrators to maintain the solvency and functionality of the school district. He is directly involved in benefit negotiations, budget analysis, educational goal setting, parent liaison, academic standards evaluation and many other duties.

Dr. Krank also served as an area director for LACSTA (Los Angeles County School Trustees Association). LACSTA is the collaborative association for LA County school districts as a whole.

Dr. Krank is currently serving as a CSBA (California School Board Association) Delegate representing district 24.

Dr. Eugene Krank  
4358 W 136<sup>th</sup> St Hawthorne, CA 90250  
310-219-3339

# 2014 Delegate Assembly Candidate Biographical Sketch Form



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|  |                              |
|--|------------------------------|
| Name: Sylvia V. Macias   | CSBA Region: 24              |
| District or COE: South Whittier School District  | Years on Board: 12           |
| Contact Number: 916.244.6231 ext. 2042   | Email: smacias@whittierd.net |
| Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? 6 years |                              |

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

- Budget – Local Control Federal Funding Formula
- Quality – Education/Common Core Curriculum
- Safety in our Schools

With the new changes in our budget and school districts now getting local control it is important to CSBA to keep the delegates informed on this very important topic.

Now we are implementing the common core curriculum and it is very important to keep us on top of this topic. We must provide our students with the best quality in education.

With so much uncertainty in our schools, we must make sure our schools are as safe as they can be. Internet safety is a huge concern and bullying must be controlled in our schools.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

I have been involved in PTA for over 17 years. During this time I have served as a Unit PTA President, Council PTA President and as a PTA Area Advisor and have served on the Thirty-Third District Bilingual Liaison. I have served on numerous communities and councils including: School Site Council, Bilingual Advisory Committee, District Advisory Committee, Rio Hondo JC Parent Advisory Committee for the South Whittier School District, Served on the Community Resource Center Advisory Committee, Whittier Union High School District Advisory Committee. I successfully co-chaired two bond measures, Measure I and Measure W in the South Whittier School District. I have also served on the Wellness Committee for the South Whittier School District. I am a member of the Pupil Transportation Committee in the Whittier Union High School District. I have served on the Hispanic Outreach Taskforce Committee and I have completed my Masters in Governance Program.

During my tenure as a board member since 2001, I have attended several CSBA Education Conferences. I have attended CSBA Legislative Action Conferences and Wellness Conferences. I have served on the Nominating Committee for the Los Angeles County School Trustees association.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

I am interested in continuing to serve on the CSBA Delegate Assembly because I strongly believe in the commitment to the strengthening of education for our children. I have enjoyed being a school board member and I want to expand my responsibilities and become a stronger advocate for Public Education and the California School Board Association. I strongly believe that together WE can make every child successful!!

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Sylvia V. Macias

Date: Dec 17, 2013

## **SYLVIA VIERA MACIAS BIOGRAPHY**

- **Married 41 years; one son age 29**
- **Member of the Board of Education for South Whittier School District (SWSD); Whittier, California. Elected in 2001**

### **PROVEN LEADERSHIP**

- **President (2003, 2007 & 2008)**
- **Vice President (2002)**
- **Clerk (2005, 2012-present)**
- **Member of the California School Board Association (CSBA 2001 – present)**
- **Graduated from the California School Board Association – *Masters in Governance Program - 2008***
- **Co-Chair a successful school bond for SWSD - Measure W (1998 \$15 million bond with matching state funds of \$15 million. 84% “yes” vote 1998**
- **Co-chair Measure I school bond (2004 \$7.5 million; 77% “yes” vote)**
- **Served on Whittier Union High School District School Bond Committee - \$98 million successful bond**
- **Member of the CSBA Delegate Assembly (2008 – present)**
- **Member of SWSD Wellness Committee (2007 – present)**
- **Involved in Legislative Advocacy – school board local level and through California State PTA – (CSPTA)**
- **Governmental Relations Chairman – Senator Ron Calderon 2008, 2009**
- **Member of the Community Advisory Committee – SWSD**
- **Member of the Pupil Transportation Committee – Whittier Union High School District – 2006, 2007, 2009, 2010, 2013**
- **California School Board Association/Served as Golden Bell Validator**
- **Served on California Health Care Leadership Academy Panel**

### **California State PTA**

- **Served as Council President (Whittier-Pico Rivera Council PTA (WPRC) – 1998-2000**
- **Council PTA Area Advisor – 7 years**
- **Served on Board of Directors – WPRC/PTA (numerous years)**
- **Served on Thirty-Third District PTA- Council President Representative (1998 -2000)**
- **Served as Thirty-Third District PTA Liaison - Bilingual**
- **PTA Unit President – 3 years @ Howard J. McKibben Elementary, Whittier, CA**
- **Served as Unit President @ California High School, Whittier California (2 years 1998-2000)**
- **Served numerous positions at Unit Level and Council for over 17 years(CPTA Organization)**
- **Member of Rio Hondo Jr. College Parent Advisory Committee**
- **Member and served on Community Resource Center Advisory Committee – Made decisions on programs that would be part of this facility**
- **Served for the Hispanic Outreach Taskforce Committee (HOT)**
  
- **Served numerous committees for numerous years for the South Whittier School District;**
- **School Site Council**
- **District Advisory Committee**
- **Boundary Advisory Committee**
- **Budget Advisory Committee**

# 2014 Delegate Assembly Candidate Biographical Sketch Form



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|   |  |
|---|--|
| Name: <u>Karen L. Morrison</u>  | CSBA Region: <u>24</u>                 |
| District or COE: <u>Norwalk-La Mirada Unified School District</u>   | Years on board: <u>9</u>               |
| Contact Number: <u>310 702-3589</u>   | E-mail: <u>k4morrison323@gmail.com</u> |
| Are you a continuing Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? |  |

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

**School Financing and Funding:** Provide direction concerning our on-going budget issues facing California along with the challenges of the new Local Control Funding Formula.

**Ensure a Quality Education for all students:** As a Delegate I would work with my fellow Delegates to provide students the best opportunity for a high quality education and offer the tools for their success in the future, as an example, school to career opportunities.

**Governance and Structure:** Administrators and teachers work together to support the needs of our students. As a Delegate we will continue to set the policies to support local control in our districts.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

I have served on the Norwalk-La Mirada Unified School District Board of Education for nine years. I served as Board President from 2007-2008 and completed the Masters in Governance Training in 2007. Additionally, I have just been elected as a Board Member to the Southeast Regional Occupational Program, serving until 2015.

My community involvement has been extensive. I served as PTA President at my children's schools, School Site Council, Site-Based Management Team and NLMUSD Facilities Task Force Team. I served as Council PTA President from 1999 - 2001. I served as treasurer of the committee for our successful local bond Measure S that reconditioned our aging schools. I have also been involved in our local Kiwanis Club. My 28 years of involvement has provided me with an extensive knowledge of the educational needs of our communities.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

I am interested in becoming a Delegate so I can continue representing our district. We are a very diverse school district and I believe in providing all our students with a quality education. I believe in Public Education and it is important to keep it alive and strong. I appreciate the support the CSBA provides to Districts and Trustees. I would appreciate to be a part of that productive team.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Karen L. Morrison

Date: January 5, 2014

Karen L. Morrison

I have been employed at Unified Grocers for 40 years in the Corporate Purchasing Department and the Accounts Payable Department. I have had 28 years of active involvement in the PTA and in my school community.

#### Leadership Experience

- Southeast Regional Occupational Program Board Member - 2013 to 2015
- Norwalk-La Mirada Unified School District Board Member - 2004 to present
- School Board President - 2007 to 2008
- Masters in Governance Graduate - 2007
- Norwalk-La Mirada Council of PTA's President - 1999 - 2001
- Site-Based Management Team and School Site Council
- Norwalk-La Mirada Unified School District Facilities Task Force Team
- Attended CSBA conferences every year since 2004

#### Honors and Awards

- Superintendent's Community Award - 2000
- PTA Honorary Service Award
- PTA Continuing Service Award - 1998 and 2004
- PTA Golden Oak Award - 2001
- 40 year Service Award - Unified Grocers
- City of La Mirada Spring Beautification Award

I am proud to say that I am a product of the Norwalk-La Mirada Unified School District. I am married to Alan Morrison, 40 years in March, and we have two adult children who graduated from La Mirada High School. I have been a resident of La Mirada since 1960, first growing up in La Mirada and then purchasing our own home in La Mirada in 1975 to raise our family in this fine community.

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Name: Ann M. Phillips

CSBA Region: 24

District or COE: Lawndale School District

Years on board: 20

Contact Number: 310-973-1300 ext 50004

E-mail: Ann\_Phillips@lawndale.k12.ca.us

Are you a continuing Delegate?  Yes  No If yes, how long have you served as a Delegate? 19

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

1. The first priority is an equitable education for ALL students regardless of the environment from which they come.
2. The second priority is adequate funding to ensure all students receive the equitable education.
3. The third priority is a combination of the first two priorities. CSBA must continuously provide oversight and be a resource for Common Core, LCFF, and LCAP to ensure the needs of our students are met.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

Since 1987, I have been a member of the PTA and am the current president of Lawndale Council PTA which serves the families of the Lawndale School District and a portion of Centinela Valley Union High School District. I am the secretary of the District Parent Advisory Committee and District Learner Advisory Committee. On a quarterly basis, I participate in luncheons that include the leaders of the city of Lawndale, Lawndale School District, and Centinela Valley Union High School District.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

I have strong beliefs that children CAN succeed regardless of their background of socio-economic status. The families send us their best children and I rejoice with the families when I see the students improve academically. I am also interested in resources to improve the home lives as a result of efforts to provide access to services such as vision, dental, and health care. As a member of the Delegate Assembly I can not only learn from others to continue better serving our students, but I can also share my District's best practices to other can benefit from them.

My discerning lens when making decision is first and foremost determined by what is best for children.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Ann M. Phillips

Date: Dec. 13, 2013

Ann M. Phillips  
Candidate for CSBA Delegate Assembly  
Region 24

**Educational Leadership**

Experience: Member, Lawndale Elementary School District Board of Trustees for 20 years  
Elected CSBA Delegate: 19 years

Education: El Camino Community College  
University of Phoenix, AA Accounting  
University of Phoenix, BS Accounting (Jan. 20, 2014)

Employment: HR Director and Accountant - Trinity Lutheran Church

Personal: Widowed after 33 years of marriage, four children, six grandchildren, and one on the way

I became involved with public education when my first child began school in 1987. I truly believe that the success of the child is with the teamwork of the family, child, and school. School Board members are the part of the teamwork that can represent all parts of this successful team. Whether it's at our local level or at the state level, we must continue to support our students and ensure that they acquire the necessary knowledge and skills to become responsible adults. Times have changed, family situations have changed, standards have changed, but the "child" has not. Children are young people with a future and it is up to all of us to see that they are prepared for it. ALL of the needs of ALL of the children need to be met. CSBA continues to address these needs through the Policy Platform, leadership skills, and governance standards.

I have been honored to be a Delegate for CSBA and I commit to continue my efforts to communicate with Region 24 districts and would be proud to continue to serve the School Boards and the children of California for the next two years.



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|  |                                  |
|--|----------------------------------|
| Name: <u>Margarita L. Rios</u>   | CSBA Region: <u>Region 24</u>    |
| District or COE: <u>Norwalk-La Mirada Unified School District</u>  | Years on board: <u>4</u>         |
| Contact Number: <u>(562) 868-0431 ext 2205</u>   | E-mail: <u>larivers1@aol.com</u> |
| Are you a continuing Delegate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how long have you served as a Delegate? |                                  |

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

I am interested in educational initiatives that increase graduation achievement, college and career success, and school safety. I am especially interested in high school reform that offers students high quality instruction and curriculum that incorporates Linked Learning and Project Lead the Way with the CCSS. I believe that as policy makers (Association) we have a great responsibility to ensure students are prepared to flourish and excel in life beyond their K-12 education. Their ability to succeed beyond high school will determine their fate and a sustainable quality of life in the 21st Century.

I take a personal interest in ensuring our schools are safe, and places where our students grow, learn, and develop into strong citizens. I know students who feel safe attend school regularly and can focus on the learning. I know that staff that is prepared and trained to handle school emergencies make for better outcomes. It's important for the Association to have delegates who understand the importance of assessing how schools and staff respond, train, and prepare for incidents that threaten the safety of students and schools. School safety is a topic that requires those of us at the educational forefront to advocate its importance and the need to consistently assess school safety practices.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

I currently serve as Board President and have started my tenure with specific goals to advance the academic achievement of our students. I work well with district administration and have collaborated with staff on district policy, re-establishing our student wellness committee, and originating our governance handbook. I was appointed to serve 4 years on the Regional Occupational Program (ROP). During that time I ensured that career and technical pathways at our high schools were relevant and equitable. I serve on a committee that meets with local elected officials to maintain cooperative partnerships. I've attended Cerritos Community College K-12 Partnership meetings. I am involved with parents to improve parental involvement. I attend ELAC and PTA meetings, and have presented at these meetings on student discipline, and alcohol and drug awareness. I have strong collaborative relationships with elected officials, including board members that I have met during my yearly CSBA conference attendance. Through the National Association of Elected Officials (NALEO) I have been offered several scholarships to attend conferences that promote policy making, advocacy and leadership. I completed the Masters in Governance program in 2012, and the NALEO newly elected officials boot camp in 2009. Both programs contributed to my effectiveness as a governing board member and leader in the community. I am a member of the League of United Latin American Citizens (LULAC) and chair the scholarship committee that awards college money to our graduating students every year.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

I strongly believe in the commitment of strengthening education for our children, and providing exemplary and effective educational programs for our students. I welcome the opportunity to promote the views and interests of school districts in the Region, solicit input, and work together to advance the quality of public education.

My contribution as a Delegate would come from varying personal and professional experiences. As a parent of two graduates and one high school student in the District, I know what's important to parents. As a parent and school board member I understand public education, and accept that reform is necessary to truly make a difference for our students. As a Police Sergeant with the Los Angeles School Police Department, I have 16 years of experience in maintaining safe schools for students.

If elected, I make a commitment to attend all meetings and actively participate. It would be an honor to serve as a Delegate.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: Margarita L. Rios

Date: 1-3-14

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**DUE: Tuesday, January 7, 2014 (U.S.P.S.)**

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this required one page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

|  |                                      |
|--|--------------------------------------|
| Name: <u>Emma Sharif</u>   | CSBA Region: <u>24</u>               |
| District or COE: <u>Compton Unified School District</u>  | Years on board: <u>12</u>            |
| Contact Number: <u>(310) 722-3203</u>  | E-mail: <u>emma.sharif@yahoo.com</u> |
| Are you a continuing Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how long have you served as a Delegate? <u>9yrs</u> |                                      |

CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association. California has an increasingly diverse student population. Often there is an achievement gap between culturally, linguistically, ethnically, low income students and students with mainstream backgrounds. As an avid supporter of equitable access to a high quality public school education for all learners, my priorities are:

- Fully funded (LCFF, etc.) implementation of Common Core for all students, with emphasis on the needs of diverse learners (Special Need, Low Income, EL and Foster Youth), as well as College and Career Readiness High School Reform.
- Family Engagement - shared leadership and decision making, empowerment, outreach, etc. for parents, guardians, and families, centered on the needs of families of unduplicated pupils and individuals with special needs.
- School Climate - safety, attendance, graduation rates, expulsions, suspensions, etc.

Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.

As both a concerned citizen and a sitting CUSD Board Member, I am a member of and participant in various CUSD and community committees, organizations and activities:

- Attend DAC/DELAC districtwide parent meetings
- Chair and a member of CUSD Board Committees - Facilities and numerous other committees over the years.
- Founding and current member of the board of directors of The Compton Conservatory of Music - a non-profit organization providing instrumental music instruction for Compton students in grades 3 - 12.
- Participant in the Compton Initiative - a grassroots non-profit service organization
- Member of Concerned Citizens of Compton, a non-profit community activist organization
- Former member of Los Angeles County School Trustees Association (LACSTA)
- Member of CSBA Delegate Assembly

Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?

During my tenure as a member of CSBA's Delegate Assembly and the Compton Board of Trustees, I have embraced the mission and vision of CSBA focusing on the training and support of a united body of local school governance leaders advocating and acting for high quality education for all students. I can contribute more than twelve years of local governance experience; knowledge and participation as a CSBA Delegate Assembly member as well as the collegial networking skills, energy, passion, focus, and perseverance to help CSBA implement its mission, vision and strategic directions on behalf of public school education.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: Emma Sharif

Date: 12/17/13

# Emma Sharif

**Member  
Board of Trustees**

## **BIOGRAPHY**

*In 2001, Emma Sharif was appointed to fill a vacant seat on the Compton Unified School District Board of Trustees. In 2003 she was elected to her first full term as a member of the Board of Trustees.*

Emma Sharif, a native of Arkansas, has been a concerned, dedicated, enthusiastic, resident of Compton for more than twenty years. Ensuring the educational success and overall well-being of all Compton students has been her enduring passion. Her passion for student success has been illustrated in her work as a teacher and a youth development director. She has worked tirelessly to provide quality educational opportunities for each and every student in the Compton Unified School District.

Emma Sharif represents students and their parents in neighborhoods stretching from Compton to North Carson to the unincorporated areas of Los Angeles County. This includes the communities of East and West Compton, Rancho Dominguez, Rosewood, Enterprise, Mona Park, Stevenson Village, and Willowbrook.

Emma Sharif's dedication to the success of Compton's youth is reflected in her long and strong support of the "Beating the Odds" scholarship program which assists homeless and/or foster youth to acquire a college education. She models the importance of education for students through her continuing educational journey. Emma Sharif received her Bachelor's Degree in Political Science/Sociology from California State University Dominguez Hills and is currently pursuing a Master's Degree in Public Administration.

As a member of the CUSD Board of Trustees Ms. Sharif has demonstrated leadership by serving in a variety of Board positions including: President, Vice President, Clerk and Legislative Representative. Her association with the California School Board Association (CSBA) began in 2001. She has served as a CSBA Delegate since 2004. Emma Sharif's service as a CUSD Legislative Representative and CSBA Delegate has allowed her to impact statewide educational issues and serve as a positive voice for Compton students, families, and employees at the state level.

Emma Sharif's membership/associations are diverse, always underscoring her passionate support of Compton students and their families. These membership/associations include support of the Compton Unified School District Advisory Council (DAC) and the Compton Unified School District English Learners Advisory Council (DELAC). Additional membership/associations include The Concerned Citizens of Compton, The Compton Conservatory of Music and The National Association of University Women (NAUW).

Emma Sharif is dedicated to providing all Compton students with an excellent education.

# 2014 Delegate Assembly Candidate Biographical Sketch Form



**DUE: Tuesday, January 7, 2014 (U.S.P.S.)**

Mail to: CSBA | Attn: Leadership Services | 3251 Beacon Blvd., West Sacramento, CA 95691 | or fax 916.371.3407

Please complete, sign and date this required one page candidate biographical sketch form. An optional, one-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and please do not re-type this form. Any additional page(s) exceeding this one page candidate form will not be accepted. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Leadership Services department. Late submissions will not be accepted.

|   |  |
|---|--|
| Name: <u>Dr. Aurora R. Villon</u>                         | CSBA Region: <u>24</u>                                       |
| District or COE: <u>El Rancho Unified School District</u> | Years on board: <u>First year...elected November 5, 2013</u> |
| Contact Number: <u>562-965-8636</u>                       | E-mail: <u>Arvillon@msn.com</u>                              |

Are you a continuing Delegate?  Yes  No If yes, how long have you served as a Delegate?

**CSBA's Delegate Assembly sets the general education policy direction for the Association. As a member of the Delegate Assembly, please describe what your top three educational priorities would be, and why they are important to the Association.**

- 1) **Advocacy for the welfare and education of children:** The welfare and education of children must become a number one priority for educators, parents, local, state, and federal leaders and policy makers. It is common knowledge that the education of children in California has suffered tremendously due to budget cuts, poverty level of our students, increased needs in special education, and many other social factors that can no longer be ignored. The present state of education requires a strong commitment from all social agencies to the education and well being of all children.
- 2) **Budget:** Although proposition 30 will provide some much needed relief to schools in California, it is not enough to address the challenges created by the budget deficits in past years. The budget cuts in recent years have led to an increase in class size, a reduction in instructional days, and fewer student services. As policy makers, school board members must advocate for the development of new ways of generating additional resources and establish networks and partnerships with public and private organizations to help create new local revenues for children.
- 3) **Implementation of the Common Core Standards:** Setting the direction, structure, support, accountability, and leadership to implement the common core standards and the assessment tools for these standards.

**Another responsibility of Delegates is to communicate the interests of local boards to CSBA's Board of Directors, Executive Committee and staff. Please describe your activities/involvement or interests in your local district or county office.**

I have 35 years of education experience working as a teacher, counselor, and administrator in K-university. Received my doctoral degree in Educational Leadership and Reform from UC Irvine and UCLA in 2003. As an educational reformer, I have traveled extensively throughout the United States researching the best schools and instructional practices and have advocated for the development of true, student-centered learning communities. A few years ago I was one of a team of administrators who reformed an entire high school district. Some of the reforms included: developing smaller schools within a school for stronger student personalization; heterogeneous grouping of all students; mainstreaming of all special education students; developing teams of teachers, counselors, administrators, and special education teachers to work with each small school; developing student-centered meaningful curriculum; developing a student-centered master schedule with opportunities for community service, career paths, college classes, and senior projects. Received extensive training in K-12 school leadership from the Los Angeles County Office of Education and from the Western Association of Schools and Colleges. I have participated in WASC Accreditation Visiting Committees in Los Angeles and San Bernardino Counties.

**Why are you interested in becoming a Delegate and what contribution do you feel you would make as a member of the Delegate Assembly?**

Public education is facing many challenges which can best be addressed by the joint efforts, articulation and collaboration of people who view the education of children as a top priority. As a Delegate, I can be part of a team that advocates for the right of every child to live a healthy, safe, and intellectually stimulating lifestyle. The educational dialogue should be more about teaching children to achieve their highest potential and less about what new standardized test they will be subjected to. As an educational reformer, I have extensive experience on how to create learning communities that will help all students thrive and prepare them for a future of their choice and a global economy.

Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.

Signature: \_\_\_\_\_

Date: January 2, 2014

## BOARD REPORT

3/11/14

14.2a

**14.2a Approval is Recommended for Resolution #16 Authorizing the Acquisition of SyTech Solutions Document Management and Record Conversion Services**

The Culver City Unified School District has an estimated 1.2 million pages of student records stored at the District Office and school sites. Student records must be kept into perpetuity. Such records take up space and require valuable staff time to find and maintain student records. Scanned documents never suffer from physical degradation.

SyTech Solutions would scan and index records of former students. Once the records are scanned, CCUSD would be able to access the scanned records in a secure, full-feature document management solution.

RECOMMENDED MOTION:            That the Board approve Resolution #16 Authorizing the Acquisition of SyTech Solutions Document Management and Record Conversion Services.

Moved by:

Seconded by:

Vote:

**CULVER CITY UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 16**

**AUTHORIZING THE ACQUISITION OF SYTECH SOLUTIONS  
DOCUMENT MANAGEMENT AND RECORDS CONVERSION SERVICES**

**WHEREAS**, the Governing Board (the "Board") of the Culver City Unified School District (the "District") has determined that a true and very real need exists for the acquisition of Document Management and Records Conversion Services as more fully described in The SyTech Solutions Document Management Services: Records Conversion Project (the "Services") as specified in the Purchase Requisition attached hereto as Exhibit "A" and hereby incorporated by reference as if fully set out herein; and

**WHEREAS**, the governing board of a school district, under Sections 10298 and 10299 of the California Public Contract Code may, without competitive bidding, contract with suppliers that have been awarded contracts, master agreements, multiple award schedules, cooperative agreements or other types of agreements, including agreements with entities outside the state or other agreements that leverage the state's buying power, for acquisitions authorized under Chapter 2 (commencing with Section 10290), Chapter 3 (commencing with Section 12100), and Chapter 3.6 (commencing with Section 12125) of the California Public Contract Code; and

**WHEREAS**, the Board of the District has determined that it is in the best interest of the District to authorize the acquisition of the Services from SyTech Solutions through a contract procured by the State of California Department of General Services Procurement Division under the California Multiple Award Schedule Contract No. 3-11-36-0085A, effective December 9, 2011 through June 30, 2016 ("CMAS Contract"); and

**WHEREAS**, the District desires to procure the Hosted Document Management Services as more fully described in the attached Document Management Hosting Agreement ("Agreement") attached hereto as Exhibit "B" and hereby incorporated by reference.

**NOW, THEREFORE**, the District Board hereby finds, determines, declares and resolves as follows:

Section 1. All of the recitals set forth above are true and correct and the Board so finds and determines.

Section 2. The Board hereby finds and determines the acquisition of the Services from SyTech Solutions pursuant to the CMAS Contract and Public Contracts Code sections 10298 and 10299, to be in the best interest of the District.

Section 3. The Board hereby approves the acquisition of the Services specified in the Purchase Requisition to be acquired under the CMAS Contract and approves the Agreement.

Section 4. The Superintendent or Superintendent's designee is hereby authorized and directed to do any and all things, and to execute and deliver any and all documents which they may, in consultation with legal counsel, deem necessary or advisable in order to consummate this transaction and otherwise carry out, give effect to and comply with the terms and intent of this Resolution.

Section 5. This Resolution shall be effective as of the date of its adoption.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the Culver City Unified School District, Los Angeles County, State of California, this 11th day of March, 2014 by the following vote:

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

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

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

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

\_\_\_\_\_  
Laura Chardiet  
President of the Governing Board of  
Culver City Unified School District

**Exhibit "A"**  
**Purchase Requisition**  
**(attached)**



**PURCHASE REQUISITION**

CULVER CITY UNIFIED SCHOOL DISTRICT  
4034 IRVING PLACE \* CULVER CITY, CA 90232

VENDOR SYTECH SOLUTIONS ATTN: BRYAN GOLDEN  
ADDRESS 9362 STUDIO COURT  
BLK GROVE, CA 95758  
VOICE #: 916-381-3010 X 227 FAX #: 916-381-3350

42769

(Requisition #)

DATE: 2/13/2014 SCHOOL OR DEPT: PUPIL PERSONNEL SERVICES

DELIVER TO: (SITE) DISTRICT OFFICE (NAME) ANDREW SOTILO

ACCOUNT STRING(S): 01.0 - 00000.0 - 00000 - 39000 - 5890 - 00040205K

PROGRAM: CONFIRMING ORDER...(CHECK BOX)

**VENDOR INFORMATION**

PURCHASE ORDER #: \_\_\_\_\_  
QUOTE BY: \_\_\_\_\_  
SHIP & BILL TO (UNLESS OTHERWISE INDICATED BELOW):  
C.C.U.S.D. WAREHOUSE  
3939 VAN BUREN PLACE \* CULVER CITY, CA 90232  
(310) 842-4220 EXT. 4357 \* FAX (310) 842-4322

| ITEM No. | QUAN | UNIT | CATALOG No. & COMPLETE DESCRIPTION  | WAREHOUSE DEL. DATE | Quantity Delivered | UNIT PRICE | EXTENDED AMOUNT |
|----------|------|------|---|---------------------|--------------------|------------|-----------------|
| 1        |      |      | TABLE 1: DOCUMENT MANAGEMENT SOLUTION - CMAS #3-11-36-0085A   |                     |                    |            |                 |
| 2        | 2    | HRS  | SCP-001 RECORDS ASSESSMENT, PROJECT SET-UP  |                     |                    | 150.00     | N/C             |
| 3        | 12   | MOS  | DEL-012 1DOCSTOP, HOSTED DOCUMENT MANAGEMENT SOLUTION TO BE DEPLOYED AT ALL THE SCHOOL SITES  |                     |                    | 550.00     | 6,600.00        |
| 4        |      |      |   |                     |                    |            |                 |
| 5        |      |      |   |                     |                    |            |                 |
| 6        |      |      | "THIS PURCHASE ORDER IS PLACED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT PROCURED BY THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION UNDER THE CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NO. 3-11-36-0085A, EFFECTIVE DECEMBER 9, 2011 THROUGH JUNE 30, 2016 ("CMAS CONTRACT") AND THE ATTACHED PROJECT PROPOSAL THE SYTECH SOLUTIONS DOCUMENT MANAGEMENT SERVICES & RECORDS CONVERSION PROJECT." |                     |                    |            |                 |
| 7        |      |      |   |                     |                    |            |                 |
| 8        |      |      |   |                     |                    |            |                 |
| 9        |      |      |   |                     |                    |            |                 |
| 10       |      |      |   |                     |                    |            |                 |
| 11       |      |      | PROJECT PROPOSAL ATTACHED EXHIBIT "A"   |                     |                    |            |                 |
| 12       |      |      |   |                     |                    |            |                 |

C.C.U.S.D. Accounting Use ONLY

Acct. Class PS Fund 01.0

Fiscal Year 13/14

Date Request Processed 2/14/14 By AD

REQUISITIONED BY [Signature]  
(Site Administrator)

APPROVED BY \_\_\_\_\_

RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

TOTAL **6,600.00**  
DISCOUNT \_\_\_\_\_  
SUB TOTAL \_\_\_\_\_  
SHIPPING FEES \_\_\_\_\_  
SALES TAX \_\_\_\_\_  
TOTAL **6,600.00**

**PURCHASE REQUISITION**

CULVER CITY UNIFIED SCHOOL DISTRICT  
4034 IRVING PLACE \* CULVER CITY, CA 90232

VENDOR SYTECH SOLUTIONS ATTN: BRYAN GOLDEN  
ADDRESS 9362 STUDIO COURT  
ELK GROVE, CA 95758  
VOICE #: 916-381-3010 X 227 FAX #: 916-381-3350

16284 42770  
(Requisition #)

DATE: 2/13/2014 SCHOOL OR DEPT: PUPIL PERSONNEL SERVICES  
DELIVER TO: (SITE) DISTRICT OFFICE (NAME) ANDREW SOTELO  
ACCOUNT STRING(S): 01-0-00000-0-00000-39000-5810-0004020 SK  
PROGRAM: CONFIRMING ORDER...(CHECK BOX)

VENDOR INFORMATION:  
PURCHASE ORDER #:  
QUOTE BY:  
SHIP & BILL TO (UNLESS OTHERWISE INDICATED BELOW):  
C.C.U.S.D. WAREHOUSE  
3939 VAN BUREN PLACE \* CULVER CITY, CA 90232  
(310) 842-4220 EXT. 4357 \* FAX (310) 842-4322

| ITEM No. | QUAN. | UNIT | CATALOG No. & COMPLETE DESCRIPTION   | WAREHOUSE DEL. DATE | Quantity Delivered | UNIT PRICE | EXTENDED AMOUNT |
|----------|-------|------|--|---------------------|--------------------|------------|-----------------|
| 1        | 3     | EA   | TABLE 2: BACKLOG SCANNING SERVICES - CMAS #3-11-36-0085A<br>MILEAGE PICKUP & DELIVERY @ \$150.00 LESS 25%  |                     |                    |            | 337.50          |
| 2        | 1750  | HRS  | SCP-002 DOCUMENT PREPARATION @ \$15.00 LESS 25%  |                     |                    |            | 19,687.50       |
| 3        | 1     | LOT  | SCP-010 DOCUMENT SCANNING, 1,225,000 @ \$0.05 LESS 25%   |                     |                    |            | 45,937.50       |
| 4        | 1     | LOT  | SCP-035 INDEXING, 1,843,845 @ \$0.005 LESS 25%   |                     |                    |            | 6,914.25        |
| 5        | 3     | HRS  | LAB-002 PROFESSIONAL SERVICES @ \$125.00 LESS 25%  |                     |                    |            | 281.25          |
| 6        |       |      | ***COST REFLECTS A 25% DISCOUNT***   |                     |                    |            |                 |
| 7        |       |      | "THIS PURCHASE ORDER IS PLACED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT PROCURED BY THE STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES PROCUREMENT DIVISION UNDER THE CALIFORNIA MULTIPLE AWARD SCHEDULE CONTRACT NO. 3-11-36-0085A, EFFECTIVE DECEMBER 9, 2011 THROUGH JUNE 30, 2016 ("CMAS CONTRACT") AND THE ATTACHED PROJECT PROPOSAL THE SYTECH SOLUTIONS DOCUMENT MANAGEMENT SERVICES- RECORDS CONVERSION PROJECT." |                     |                    |            |                 |
| 8        |       |      |  |                     |                    |            |                 |
| 9        |       |      |  |                     |                    |            |                 |
| 10       |       |      |  |                     |                    |            |                 |
| 11       |       |      |  |                     |                    |            |                 |
| 12       |       |      | PROJECT PROPOSAL ATTACHED - EXHIBIT "A"  |                     |                    |            |                 |

C.C.U.S.D. Accounting Use ONLY  
Acct Class 05 Fund 010  
Fiscal Year 12/14  
Date Request Processed 2/14/14 by SP  
REQUISITIONED BY *A. Sotelo* (Site Administrator)  
APPROVED BY \_\_\_\_\_  
RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
TOTAL 73,158.00  
DISCOUNT \_\_\_\_\_  
SUB TOTAL \_\_\_\_\_  
SHIPPING FEES \_\_\_\_\_  
SALES TAX \_\_\_\_\_  
TOTAL 73,158.00

PURCHASING DEPT. PERMANENT FILE

**Exhibit "B"**  
**Document Management Hosting Agreement**  
**(attached)**

**CULVER CITY UNIFIED SCHOOL DISTRICT**  
**DOCUMENT MANAGEMENT HOSTING AGREEMENT**

**THIS DOCUMENT MANAGEMENT HOSTING AGREEMENT** (the "Agreement") is made and entered into as of February 25, 2014 (the "Effective Date") by and between the **Culver City Unified School District**, a public school district of the State of California ("District"), and **SyTech Solutions, Inc.**, a California corporation ("Contractor"). The District and Contractor are collectively referred to in this Agreement individually as "Party" and collectively as the "Parties." This Agreement is made with reference to the following facts:

**WHEREAS**, the District desires to engage Contractor because of Contractor's special expertise and experience in document management hosting, and Contractor desires to be engaged by the District; and

**WHEREAS**, the District is procuring the SyTech Solutions Document Management and Records Conversion Services from Contractor pursuant to a contract procured by the State of California Department of General Services Procurement Division under the California Multiple Award Schedule Contract No. 3-11-36-0085A ("CMAS Contract"); and

**WHEREAS**, in addition to the services procured by the District under the CMAS Contract, the District desires to utilize the Contractor's 1DocStop hosted solution, as more fully described herein; and

**WHEREAS**, the District and Contractor desire to reduce to writing the terms and conditions of the District's engagement of Contractor.

**NOW, THEREFORE**, in consideration of the mutual covenants set forth below, the Parties hereby agree as follows:

**ARTICLE I.**  
**DEFINITIONS**

**Section 1.1. Confidential Information.**

"Confidential Information" shall have the meaning specified in Article VI.

**Section 1.2. Contractor's Host Facility.**

"Contractor's Host Facility" means the Contractor's Internet-based data center and network where the District Data resides pursuant to this Agreement.

**Section 1.3. District Data.**

“District Data” means all data, text, pictures, sound, graphics, logos, marks, symbols, video, Student Information, District Information, and other materials supplied by District to Contractor pursuant to this Agreement, as such materials may be modified from time to time.

**Section 1.4. District Information.**

“District Information” shall have the meaning specified in Section 9.1.

**Section 1.5. Erase Or Erasure.**

“Erase” or “Erasure” means the permanent destruction of data so that no copy of the data remains or can be accessed or restored in any way.

**Section 1.6. School Official.**

“School Official” shall have the meaning specified in Section 9.1.

**Section 1.7. Security Incident.**

“Security Incident” shall have the meaning specified in Section 9.5.

**Section 1.8. Services.**

“Services” shall have the meaning specified in Section 2.1.

**Section 1.9. Student Information.**

“Student Information” shall have the meaning specified in Section 9.1.

**Section 1.10. Termination.**

“Termination” shall have the meaning specified in Section 9.1(c).

**ARTICLE II.  
SERVICES TO BE PERFORMED BY CONTRACTOR**

**Section 2.1. Performance Of Services.**

Contractor agrees to perform the Services described in Appendix A to this Agreement (the “Services”).

**Section 2.2. Method Of Performance And General Supervision.**

Contractor will determine the methods, details, and means of performing the Services required by this Agreement. Subject to the foregoing, the District retains the right to inspect, to stop work, to prescribe alterations and generally to monitor Contractor’s work to ensure its conformity with the terms of this Agreement.

**Section 2.3. Employment Of Assistants.**

Contractor may, at Contractor's own expense, employ such assistants as Contractor deems necessary to perform the Services required of Contractor by this Agreement. District may not control, direct, or supervise Contractor's assistants or Contractors in the performance of those Services.

**ARTICLE III.  
TERM AND TERMINATION**

**Section 3.1. Term.**

This Agreement shall become effective on the Effective Date and shall continue through June 30, 2015 (the "Initial Term"), unless the Agreement is earlier terminated by either Party in accordance with Section 2.2, below. This Agreement may be renewed by mutual written agreement between the parties for additional one-year periods not to exceed a total of five (5) years.

**Section 3.2. Termination.**

The District may terminate this Agreement for its convenience by providing the Contractor with ninety (90) calendar days written notice of termination. Notwithstanding the above, either Party may immediately terminate this Agreement if the other Party has materially breached this Agreement and has failed to cure such breach within twenty (20) calendar days of receiving written notice of such breach.

**ARTICLE IV.  
COMPENSATION**

**Section 4.1. Terms Of Payment.**

In consideration for all Services to be performed by Contractor, the District agrees to pay Contractor a fee of \$550.00 per month or \$6,600 per year, in accordance with the payment schedule and terms specified in Appendix A.

**Section 4.2. No Payroll Or Employment Taxes.**

No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to Contractor. The payroll or employment taxes that are the subject of this paragraph include, but are not limited to, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, and state unemployment insurance tax.

**Section 4.3. Accounting Records Of The Contractor.**

Records of the Contractor's direct personnel and authorized reimbursable expenses and records of accounts between the District and Contractor shall be kept on a generally recognized accounting basis, and shall be available for inspection by the District at mutually convenient times.

**ARTICLE V.  
OTHER OBLIGATIONS OF CONTRACTOR**

**Section 5.1. Nonexclusive Services/Noncompetition During Consulting Term.**

Contractor may represent, perform Services for, and/or be employed by such additional companies, persons, or clients as Contractor, in Contractor's sole discretion, chooses. Notwithstanding the foregoing, during the term of this Agreement Contractor shall not, directly or indirectly, either as a Contractor, District, agent, principal, partner, stockholder, corporate officer, director, or in any other individual or representative capacity, engage or participate in any business that is in competition in any manner whatsoever with the business of the District.

**Section 5.2. Workers' Compensation And Unemployment Insurance And Licenses.**

Contractor shall be responsible for providing, at Contractor's own expense, disability, unemployment and other insurance, workers' compensation, training, permits and licenses for Contractor and for Contractor's employees, agents and independent contractors, as may be required by law.

**Section 5.3. Materials And Equipment.**

Contractor shall supply all materials and equipment required to perform the Services under this Agreement, except as may be otherwise specified in Appendix A.

**Section 5.4. Licenses, Permits, Fees And Assessments.**

Contractor shall obtain, at Contractor's sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the Services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the Services required by this Agreement.

**Section 5.5. Fingerprinting.**

Contractor's employees are required to submit fingerprints to the Department of Justice where an employee may come into contact with students at any District site pursuant to Education Code section 45125.1. The Department of Justice will ascertain whether the employee has a pending criminal proceeding for a violent or serious felony, or has been convicted of a violent or serious felony as those terms are defined in Penal Code sections 667.5(c) and 1192.7(c), respectively. Contractor shall not permit an employee to come into contact with students until the Department of Justice has ascertained that the employee has not been convicted of a felony, as defined in Education Code section 45125.1. Contractors shall provide District with a list of names of employees who may come into contact with students and must certify in writing to the District that none of its employees who may come into contact with students have been convicted of a felony, as defined in Education Code section 45125.1. District may request the removal of an employee from a District site at any time. Failure to comply with any of the provisions of this Section may result in termination of this Agreement.

## **ARTICLE VI. CONFIDENTIALITY**

Contractor acknowledges that, during the term of this Agreement, Contractor will have access to privileged and confidential materials and information of the District. Contractor covenants and agrees to keep such information confidential and not to disclose such information directly or indirectly during, or subsequent to, the term of this Agreement. Contractor further acknowledges that, during the term of this Agreement, Contractor may obtain and have access to certain proprietary or confidential information, knowledge, technology, data, methods, files, records, and client lists relating to the District's business, including Student Information and District Information (collectively, the "Confidential Information"), which the District and Contractor agree are proprietary or confidential in nature. Contractor acknowledges that:

(a) The Confidential Information will be developed and acquired by the District at great expense, is of great significance and value to the District, and constitutes trade secrets;

(b) The Confidential Information will be made known to the Contractor in full reliance on this Agreement;

(c) The Confidential Information is material and critically important to the effective and successful conduct of the District's business operations and activities; and

(d) Any use of the Confidential Information by Contractor other than for the District's benefit in connection with the business relationship between Contractor and the District established by this Agreement will constitute a wrongful usurpation of the Confidential Information by Contractor. The Contractor hereby agrees to forever hold the Confidential Information in strict confidence and secret; provided, however, that Contractor may disclose any or all of the Confidential Information to any corporation, partnership, trust, firm or other business entity not affiliated with the District if prior written consent of the District is obtained by Contractor.

## **ARTICLE VII. INSURANCE**

### **Section 7.1. Workers' Compensation Coverage.**

The Contractor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, the Contractor shall require any and every subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the District at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the District, its officers, agents, employees, and volunteers for losses arising from work performed by the Contractor for District.



**Section 7.2. General Liability Coverage.**

The Contractor shall maintain commercial general liability insurance in an amount of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

**Section 7.3. Cyber Liability (Security and Identity Theft Coverage) Coverage.**

The Contractor shall provide \$3,000,000 per occurrence in Cyber Liability Insurance to cover Security, Privacy, Business Interruption, Cyber Extortion, and Denial of Service.

**Section 7.4. Professional Liability.**

The Contractor shall provide coverage for errors and omissions arising out of the Services to be provided under this Agreement. Limits shall be \$3,000,000 per occurrence and annual aggregate, with a deductible/self-insured retention of not more than \$100,000 per claim. The insurance shall remain in effect for two (2) years after completion and acceptance of the Services under this Agreement.

**Section 7.5. General.**

(a) Each insurance policy referred to in Article VII shall be issued by insurers possessing a Best's rating of no less than A-:VII.

(b) The District, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds on each insurance policy required under Article VII with respect to liability arising out of work performed by or on behalf of the Contractor, including materials, parts, or equipment furnished in connection with such work or operations.

(c) This policy shall be considered primary insurance as respects the District, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the District, including any self-insured retention the District may have, shall be considered excess insurance only, and shall not contribute with this policy.

(d) This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring Contractor.

(e) Contractor acknowledges that the insurance coverage and policy limits set forth in this Section constitute the minimum amounts of coverage required. Any insurance proceeds available to the District in excess of the limits and coverage required in this Agreement, and which is applicable to a given loss, will be available to the District.

(f) The insurer waives all rights of subrogation against the District, its elected or appointed officers, officials, employees, or agents regardless of the applicability of any insurance proceeds, and agrees to require all subcontractors to do likewise.

(g) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its elected or appointed officers, officials, employees, agents, or volunteers.

(h) The insurance provided by this policy shall not be suspended, voided or reduced in coverage or in limits except after thirty (30) days' written notice has been submitted to the District and approved of in writing, except in the case of cancellation, for which ten (10) days' written notice shall be provided.

(i) Contractor agrees to provide immediate notice to the District of any claim or loss against Contractor arising out of the work performed under this Agreement. District assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve the District.

**Section 7.6. Certificates Of Insurance.**

The Contractor shall provide certificates of insurance with original endorsements to the District as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the District on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the District at all times during the term of this Agreement.

**ARTICLE VIII.  
INDEMNIFICATION**

To the fullest extent permitted by law, Contractor shall fully indemnify, defend and hold harmless the District, its employees, agents and independent contractors from claims, demands, causes of actions and liabilities of every kind and nature whatsoever arising out of or in connection with Contractor's Services performed under this Agreement. This indemnification shall extend to claims occurring after this Agreement is terminated as well as while it is in force. This indemnity shall apply regardless of any active and/or passive negligent act or omission of Contractor, or its agents or Contractors.

**ARTICLE IX.  
DATA PROTECTION AND HANDLING**

**Section 9.1. Privacy And Security Of Student Information And District Information.**

(a) Definitions.

(1) Student Information. Student data, records and information ("Student Information") includes paper and electronic student education record information supplied by District, as well as any data provided by District students and parents to the Contractor, which is protected by federal and state law, including, but not limited to, 20 U.S.C.

section 1232(g) and Education Code sections 49060, *et seq.* Contractor acknowledges that the Agreement requires the Contractor access to Student Information to perform its obligations under this Agreement and that Contractor shall be considered a School Official for purposes of receipt of such Student Information, and Contractor is familiar with all legal restrictions associated with the use and nondisclosure of Student Information. Both District and Contractor certify that they will abide by state and federal laws concerning confidential Student Information.

(2) District Information. Information shall mean Student Information, employee data, records and information, including paper and electronic employee information supplied by District, as well as any and all data provided by District in utilizing the Service ("District Information"). Contractor acknowledges that the Agreement requires the Contractor access to District Information to perform this Agreement and that such District Information is confidential, proprietary and protected by both federal and state laws. Contractor certifies that it will abide by state and federal laws concerning District Information.

(b) Prohibition On Unauthorized Use Or Disclosure Of District Information. Contractor agrees to hold District Information in strict confidence. Contractor shall not use or disclose District Information received from or on behalf of District, except as permitted or required by the Agreement, or as required by law. Contractor agrees that it will protect the District Information it receives from or on behalf of District according to commercially acceptable standards, and no less rigorously than it protects its own Confidential Information.

(c) Return Or Destruction Of District Information. Upon termination, cancellation, expiration or other conclusion of the Agreement ("Termination"), Contractor shall return all District Information to District in a usable format within fifteen (15) days of Termination, or if return is not feasible as determined by District in written notice to Contractor, destroy any and all District Information as directed by the District.

(d) District Remedies. If District reasonably determines in good faith that Contractor has materially breached any of its obligations under this Article, District, in its sole discretion, shall have the right to provide Contractor with a fifteen (15) day period to cure the breach, or terminate the Agreement immediately if cure is not possible. District shall provide written notice to Contractor describing the violation and the action it intends to take.

(e) Maintenance Of The Security Of District Information. Contractor shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all maintained or transmitted District Information received from or on behalf of District or its students. These measures will be extended by contract to all subcontractors used by Contractor in the performance of this Agreement.

(f) Reporting Of Unauthorized Disclosures Or Misuse Of District Information. Contractor, within one (1) day of discovery, shall report to District any use or disclosure of District Information not authorized by the Agreement or in writing by District. Contractor's report shall identify: (i) the nature of the unauthorized use or disclosure; (ii) the District Information used or disclosed; (iii) who made the unauthorized use or received the unauthorized disclosure; (iv) what Contractor has done or shall do to mitigate any effect of the

unauthorized use or disclosure; and (v) what corrective action Contractor has taken or shall take to prevent future similar unauthorized use or disclosure. Contractor shall provide such other information, including a written report, requested by District.

(g) Indemnity. Contractor shall indemnify, defend and hold District harmless from all claims, liabilities, damages or judgments involving a third party, including District's costs and attorneys' fees, which arise as a result of Contractor's failure to meet any of its obligations under this Article.

**Section 9.2. Data Management.**

(a) Access, Use And Legal Compulsion. Unless Contractor receives District's prior written consent, Contractors: (i) will not access or use District Data other than necessary to facilitate the Service; and (ii) will not give any third party access to District Data. Notwithstanding the foregoing, Contractor may disclose District Data as required by applicable law or proper legal or governmental authority; provided, however, that Contractor provides District with prompt notice of any such legal or governmental demand and reasonably cooperates with District in any effort to seek a protective order or otherwise contest such required disclosure.

(b) District's Rights. District possesses and retains all rights, title and interest in and to District Data, and Contractor's use and possession thereof is solely as District's agent.

(c) Retention And Deletion. Contractor will retain any District Data in its possession until Erased. Contractor shall Erase: (i) any or all copies of District Data promptly after District's written request; and (ii) all copies of District Data after return of District Data to District upon expiration, termination or cancellation of this Agreement. Promptly after Erasure, Contractor shall certify such Erasure in writing to District.

**Section 9.3. Data Security/Data Integrity.**

(a) General. Contractor shall maintain all facilities and equipment that are used to host, store, and process and maintain District Data in a secure environment, so as to protect such District Data from unauthorized access, destruction, use, modification and disclosure. Contractor shall protect District Data against deterioration or degradation of District Data.

(b) Technical And Physical Security. In the handling of District Data, Contractor will observe the Technical and Physical Security Requirements attached to this Agreement as Appendix B.

(c) Individuals' Access. Contractor will not allow any of its employees to access District Data, except to the extent that an employee needs access in order to facilitate the Services and executes a written agreement with Contractor agreeing to comply with Contractor's obligations set forth in this Article. Contractor will provide a background check of the individuals it gives access to District Data. Such background check will include, without limitation, a review of the individual's criminal history, if any. Contractor will not grant access to District Data if the background check or other information in Contractor's possession would

lead a reasonable person to suspect that the individual has committed identity theft or otherwise misused third-party data, or that the individual presents a threat to the security of District Data.

(d) Compliance With Law And Policy. Contractor will comply with all applicable federal and state laws and regulations and District policies governing the handling of District Data.

(e) Testing And Audits. No less than once per year, Contractor shall retain a certified public accounting firm: (i) to perform a SAS-70 audit that includes Contractor's Data management systems; and (ii) to produce a SAS-70-Type II report. Contractor shall provide such report to the District promptly after receipt thereof.

(f) Leaks. Contractor will promptly notify District of any actual or potential exposure or misappropriation of District Data (any "Leak") that comes to Contractor's attention. Contractor will cooperate with District and with law enforcement authorities in investigating any such Leak, at Contractor's expense. Contractor will likewise cooperate with District and with law enforcement agencies in any effort to notify injured or potentially injured Parties, and such cooperation will be at Contractor's expense, except to the extent the Leak was caused by the District. The remedies and obligations set forth in this Subsection (f) are in addition to any others District may have.

(g) Injunction. Contractor agrees that violation of the provisions of this Article would cause District irreparable injury, for which monetary damages would not provide adequate compensation and that, in addition to any other remedy, District will be entitled to injunctive relief against such breach or threat of breach, without providing actual damage or posting a bond or other security.

**Section 9.4. Responses To Legal Orders, Demands Or Requests For District Data.**

(a) Except as otherwise expressly prohibited by law, Contractor shall:

(1) If required by a court of competent jurisdiction or an administrative body to disclose District Data, Contractor shall notify District in writing immediately upon receiving notice of such requirement and prior to any such disclosure;

(2) Consult with District regarding Contractor's response;

(3) Cooperate with District's reasonable requests in connection with efforts of the District to intervene and quash or modify the legal order, demand or request; and

(4) Upon District's request, provide District with a copy of Contractor's response.

(b) If District receives a subpoena, warrant, or other legal order, demand or request seeking District Data maintained by Contractor, District will promptly provide a copy to Contractor. Contractor will supply District with copies of District Data required for District to respond within the timelines required for the District to respond to the subpoena, warrant or other

legal order, demand or request, and Contractor will cooperate with District's reasonable requests in connection with its response.

**Section 9.5. Security Incident Response/Reports.**

(a) Contractor shall report to District orally, followed by a written confirmation, any compromise of District Data and/or circumstances that could have resulted in unauthorized access to District Data, including any reasonable belief that an unauthorized access to District Data may have occurred ("Security Incident"). Contractor shall make the report immediately upon discovery of the Security Incident, but in no event more than forty-eight (48) hours after Contractor reasonably believes there has been such unauthorized use or disclosure. Oral reports by Contractor regarding such Security Incident shall be reduced to writing and supplied to District as soon as reasonably practicable, but in no event more than forty-eight (48) hours after the oral report.

(b) Immediately upon becoming aware of the Security Incident, Contractor shall fully investigate the circumstances, extent and causes of the Security Incident, and report the results to the District and continue to keep the District informed on a daily basis of the progress of its investigation until the issue has been effectively resolved.

(c) The Contractor's report to the District shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the District Data used or disclosed; (iii) all known or suspected information concerning who made the unauthorized use or received the unauthorized disclosure; and (iv) Contractor's actual and proposed corrective action to prevent future Security Incidents.

(d) Contractor, at Contractor's expense, shall cooperate fully with the District's investigation of and response to any Security Incidents involving District Data.

(e) Except as otherwise required by law, the Contractor shall not provide notice of the incident directly to the persons whose data was involved in the Security Incident, regulatory agencies, or other third parties, without the prior written consent from the District.

(f) Notwithstanding any other provisions of this Agreement, and in addition to other remedies available to the District under law or equity, Contractor shall promptly reimburse District in full for all costs incurred by District in any investigation, remediation, or litigation resulting from such Security Incident, including, but not limited to: (i) notification to third parties whose Data were compromised and to the regulatory bodies, law enforcement agencies or other entities required by law; (ii) establishing and monitoring call center(s) and credit monitoring and/or identity restoration services to assist each person impacted by the Security Incident; and (iii) the payment of legal fees and expenses, audit costs, fines and penalties and other fees imposed by regulatory agencies, courts of law or contracting partners as a result of the Security Incident.

**Section 9.6. Transfer Of Data On Termination.**

(a) Upon Termination or expiration of this Agreement, Contractor shall ensure that all District Data are securely transferred to the District, or a third party designated by the

District, within thirty (30) calendar days, and without interruption in service. Contractor will ensure that such data transfer uses facilities and methods that are compatible with the relevant systems used by the District and that the District will have access to District Data during the transition. In the event it is not possible to transfer the District Data in a format that does not require proprietary software to access the District Data, Contractor shall provide the District with an unlimited use, perpetual license to any proprietary software necessary in order for the District to gain access to the District Data.

**Section 9.7. Compliance With Laws And District Policies.**

(a) Contractor shall comply with applicable laws and District Policies in performing the Services under this Agreement. District shall provide a copy of the relevant District policies to Contractor upon request.

**Section 9.8. Service Levels.**

(a) Contractor represents and warrants that the Services will be performed in a professional manner consistent with industry standards reasonably applicable to such Services and pursuant to the Service Level Agreement ("SLA") attached hereto as Appendix "C."

**ARTICLE X.  
CONTRACTOR'S WORK PRODUCT**

**Section 10.1. Ownership Of Contractor's Work Product.**

(a) Contractor agrees that any and all intellectual properties, including, but not limited to, all ideas, concepts, themes, computer programs or parts thereof, documentation or other literature, or illustrations, or any components thereof, conceived, developed, written, or contributed by Contractor, either individually or in collaboration with others, pursuant to this Agreement, shall belong to and be the sole property of District.

(b) Contractor agrees that all rights in all works prepared or performed by Contractor pursuant to this Agreement, including patent rights and copyrights applicable to any of the intellectual properties described in Subsection (a) above, shall belong exclusively to District and shall constitute "works made for hire."

(c) The provisions of this Section shall not apply to any of Contractor's rights in any invention for which no equipment, supplies, facilities, or trade secret information of District was used, which was developed entirely on Contractor's own time, and which:

(1) Does not relate, at the time of conception or reduction to practice of the invention, to District's business or to District's actual or demonstrably anticipated research or development; or

(2) Does not result from any work performed by Contractor for District.

**Section 10.2. Use Of Copyrighted Materials.**

Contractor warrants that any materials provided by Contractor for use by District pursuant to this Agreement shall not contain any material that is protected under the Copyright Act or any other similar law, except to the extent of "fair use," as that concept is defined in the Copyright Act, and except to the extent that Contractor has obtained permission to use such work from the copyright holder. Contractor shall be solely responsible for ensuring that any materials provided by Contractor for use by District pursuant to this Agreement satisfy this requirement. Contractor agrees to hold District harmless from all liability or loss, including debt or exercise for attorneys' fees to which District is exposed on account of Contractor's failure to perform this duty.

**ARTICLE XI.  
DISPUTE RESOLUTION**

In the event of any disputes or disagreement between the District and Contractor with respect to the interpretation of any provision of this Agreement, or to the performance of the Parties under this Agreement, each Party shall appoint a designated representative to meet in good faith, to resolve the dispute or to negotiate an adjustment to any provision of this Agreement. Such negotiations shall be conducted in a timely manner to avoid undue delay in resolving the dispute. No formal proceeding for judicial resolution of any dispute or disagreement shall be commenced until a Party concludes in good faith and provides written notice to the other Party that an amicable resolution of the matter at issue through continued negotiation does not appear likely.

**ARTICLE XII.  
GENERAL PROVISIONS**

**Section 12.1. Default.**

A Party will be considered in default of its obligations under this Contract if such Party should fail to observe, to comply with, or to perform any term, condition, or covenant contained in this Contract and such failure continues for twenty (20) days after the non-defaulting Party gives the defaulting Party written notice thereof. In the event of default, the non-defaulting Party, upon written notice to the defaulting Party, may terminate this Contract as of the date specified in the notice, and may seek such other and further relief as may be provided by law.

**Section 12.2. Amendments.**

The Agreement may not be altered or modified, except by a writing signed by the Parties.

**Section 12.3. Status Of Contractor.**

Contractor enters into this Agreement, and will remain throughout the term of the Agreement, an independent Contractor. Neither Contractor nor its employees, agents or independent contractors shall become an employee, joint venturer, partner, agent or principal of the District while this Agreement is in effect. Contractor's employees, agents and independent contractors shall not be entitled to the rights or benefits afforded to the District's employees,



including disability or unemployment insurance, workers' compensation, medical insurance, sick leave or any other employment benefit.

**Section 12.4. Governing Law.**

This Agreement shall be governed by and construed according to the laws of the State of California that would apply if all Parties were residents of California and the Agreement was made and performed in California.

**Section 12.5. Notices.**

All notices and demands between the Parties hereto shall be in writing and shall be served either personally or by registered or certified mail. Such notices or demands shall be deemed given when personally delivered or seventy-two (72) hours after the deposit thereof in the United States mail, postage prepaid, addressed to the Party to whom such notice or demand is to be given or made. Such notices and demands may also be sent by telex, telegraph, telecopier or other similar electronic transmission device providing for a permanent record of the notice or demand, and, if so served, such notice or demand shall be deemed given and made at the time the device confirms to the sender delivery thereof to the addressee.

All notices and demands shall be given as follows:

**To the District:**

**Culver City Unified School District**  
Attn: Superintendent  
4034 Irving Place  
Culver City, CA 90232

**To the Contractor:**

**SyTech Solutions Inc.**  
Attn: Bryan Golden  
9362 Studio Court  
Elk Grove, CA 95758

Each Party may designate in writing such other place or places that notices and demands may be given.

**Section 12.6. Assignment.**

This Agreement shall not be assigned by either Party without the prior written consent of the other Party.

**Section 12.7. Taxes.**

Contractor shall pay all contributions, taxes and premiums payable under federal, State and local laws measured upon the payroll of employees engaged in the performance of work under this Agreement, and all applicable sales, use, excise, transportation, privilege, occupational and other taxes applicable to furnish Services hereunder and shall save District harmless from

liability for any such contributions, premiums, and taxes for Contractor's employees and sub-contractors, if applicable.

**Section 12.8. Order Of Precedence.**

In the event of any conflict or inconsistency in the interpretation of this Agreement (including appendices), such conflict or inconsistency shall be resolved by giving precedence to the body of this Agreement, then to the Appendices.

**Section 12.9. Agreement Interpretation.**

This Agreement is the result of arm's length negotiations between the Parties, and shall be construed as drafted by all Parties such that any ambiguities shall not be construed against either Party.

**Section 12.10. Counterparts.**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the Parties as of the Effective Date at such time as all signatories hereto have signed a counterpart of this Agreement.

**Section 12.11. Entire Agreement.**

This Agreement contains the entire agreement between the Parties with respect to the subject matter of this Agreement and it supersedes all other prior and contemporary agreements, understanding, and commitments between the Parties with respect to the subject matter of the Agreement.

**Section 12.12. Severability.**

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**Section 12.13. Authority.**

The person(s) executing this Agreement on behalf of the Parties hereto warrant that: (i) such Party is duly organized and existing; (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party; and (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement

**Section 12.14. Effects Of Recitals.**

The Recitals and Exhibits herein are deemed true and correct, and are hereby incorporated into this Agreement and the Parties acknowledge they are each bound by the same.

**Section 12.15. Conflicts Of Interest.**

No director, officer, official, representative, agent or employee of any Party shall have any financial interest, direct or indirect in this Agreement.

**Section 12.16. Rights And Remedies Are Cumulative.**

Except as may be otherwise expressly stated in this Agreement, the rights and remedies of the Parties are cumulative, and the exercise by any Party of one or more of its rights or remedies shall not preclude the exercise by it, at the same time or at different times, of any other rights or remedies for the same default or any other default by the other Party.

**IN WITNESS WHEREOF**, the Parties hereto have entered into this Agreement as of the Effective Date of this Agreement.

**CULVER CITY UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
Mr. David LaRose, Superintendent

**SYTECH SOLUTIONS, INC.**

By: \_\_\_\_\_  
Mr. Bryan P. Golden, President

## APPENDIX A

### SCOPE OF SERVICES

#### A. Scope of Services

SyTech ("Contractor") will provide scanning services to Culver City Unified School District ("District"). Contractor will scan an estimated 1,225,000 images of student cumulative records and index the information by four key fields: 1) first name, 2) last name, 3) date of birth and 4) last school attended.

Once the records are scanned, Contractor will upload all District's scanned data into a hosted electronic document management solution ("1DocStop"). 1DocStop allows easy access to scanned documents via the internet and is stored in Microsoft's cloud services platform, Azure. 1DocStop, utilizes a Microsoft .NET Framework environment, which can be leveraged for future needs and made available to various departments within the District.

1DocStop gives authorized users instant access to important documents via the web using a login email address and password. Users will have the ability to search, view, retrieve, and email documents without installing any software. They will have the capability to add comments and attachments for later review. It can be expanded to include additional document types.

Once the online system is deployed, Contractor will provide training for District staff. The initial training can be completed in an hour, and will answer questions for both users and administrators. This approach allows staff to be productive in their assigned responsibilities, without unnecessarily committing them to project management throughout the process. After this process is complete, the same process will be expanded for additional departments and other school sites.

On-going end-user support will also be provided via the phone and internet during normal business hours (Monday through Friday, 9AM to 5PM, excluding major holidays).

#### B. Payment Terms

The District shall pay the hosted subscription fee on a monthly basis. Payment is due 30 days after the completion of services as invoiced by Contractor.

**APPENDIX B**  
**TECHNICAL AND PHYSICAL SECURITY REQUIREMENTS**  
(Attached)

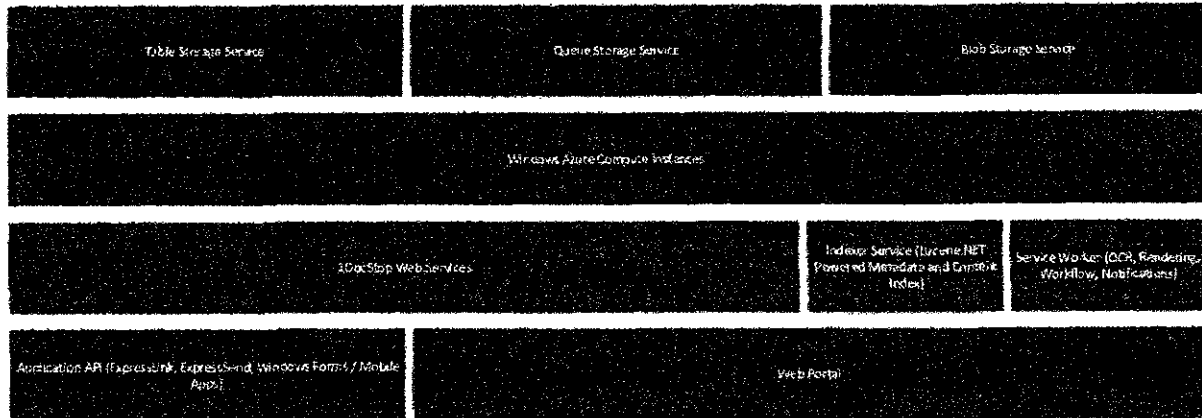
## Security Overview

SyTech staff adheres to strict confidentiality standards and undergoes a regular training program to ensure that the highest industry standards are met—including security training and review for the Health Insurance Portability and Accountability Act (HIPPA), California State law, Federal law, and the Sarbanes Oxley Act (SOX). We consistently work with confidential information and have the proper security and standards in place. SyTech's employees undergo background checks when they are hired and execute confidentiality agreements that protect the documents of third parties. Located next to the Elk Grove Police Department, our secure production facility is protected with restricted access, 24/hour surveillance, biometric locks, and access is restricted to employees only.

- **BUILDING:** SyTech's stand-alone production facility is not shared with any other tenant. SyTech hired a consultant who designs security systems for banks to help design our production facility. Our building was designed and constructed specifically with record and data security specifically in mind. All exterior doors and windows (windows are located only in the lobby area) are hard wired with alarms. Access to all entry points into and within the production facility are protected by electronic access control mechanisms which allow only authorized individuals to enter the production area. Furthermore, the IT area is also protected with its separate biometric fingerprint readers. SyTech's facility has 16 security cameras in place throughout all critical areas, both inside and out of our building.
- **TRANSPORTATION:** Although it has never been required, in case of emergency, our vehicles are equipped with hidden transponder devices that, when enabled, show the GPS coordinates of the vehicle to protect records during transport and to assist police in its recovery.
- **DATA MONITORING:** SyTech provides daily monitoring of its hosting network to ensure uptime and identify possible security issues. Current security management includes monitoring of both application and IIS access logs, server to client communications encryption using secure server certificates (128-bit), and user password encryption.
- **INSURANCE:** In addition to General Liability Insurance, Professional Liability Insurance, Workers' Compensation Insurance and Auto Insurance policies, SyTech also has a specific rider on its E&O policy that covers network security and data privacy. SyTech will name clients as *Additional Insured* on its policies upon request.
- **SHREDDING:** Upon approval, records are shredded on-site in a manner that exceeds DoD standards. Cameras are connected to the shredders so you can actually watch the records as they are being destroyed and destruction certificates provided.

## Storage Security

The 1DocStop document platform runs exclusively on Microsoft's Windows Azure Cloud. 1DocStop's data layer consists of native Azure storage technology including Table, Queue, and Blob storage. The data layer is accessed exclusively through user-authenticated ASP.NET WCF web services.



### Table

The Windows Azure Table storage service stores large amounts of structured data. The service is a NoSQL datastore which accepts authenticated calls from inside and outside the Windows Azure cloud. Windows Azure tables are ideal for storing structured, non-relational data. Common uses of the Table service include:

- Storing TBs of structured data capable of serving web scale applications
- Storing datasets that don't require complex joins, foreign keys, or stored procedures and can be de-normalized for fast access
- Quickly querying data using a clustered index
- Accessing data using the OData protocol and LINQ queries with WCF Data Service .NET Libraries

1DocStop stores all document metadata, system data, and log info in Azure Table Storage.

### Queue

Windows Azure Queue storage is a service for storing large numbers of messages that can be accessed from anywhere in the world via authenticated calls using HTTP or HTTPS. A single queue message can be up to 64KB in size, a queue can contain millions of messages, up to the 100TB total capacity limit of a storage account. Common uses of Queue storage include:

- Creating a backlog of work to process asynchronously
- Passing messages from a Windows Azure Web role to a Windows Azure Worker role

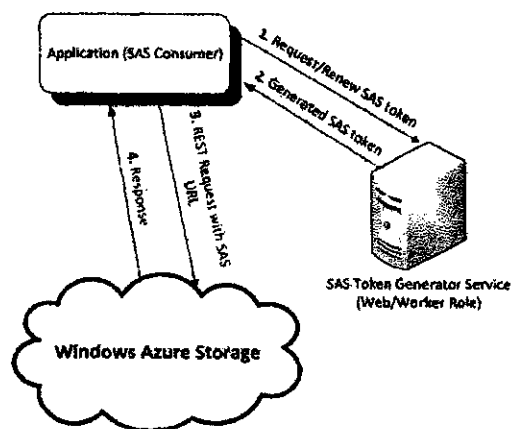
1DocStop uses Azure Queue Storage to manage long running tasks such as content indexing and preview/thumbnail rendering.

### Blob

Windows Azure Blob storage is a service for storing large amounts of unstructured data that can be accessed from anywhere in the world via HTTP or HTTPS. A single blob can be hundreds of gigabytes in size, and a single storage account can contain up to 100TB of blobs. Common uses of Blob storage include:

- Serving images or documents directly to a browser
- Storing files for distributed access
- Streaming video and audio
- Performing secure backup and disaster recovery
- Storing data for analysis by an on-premises or Windows Azure-hosted service

Blob storage is used by the 1DocStop platform to store all document files. All access to the blob storage service is secured through the use of Shared Access Signatures.



A Shared Access Signature is an expiring key providing lease access to the key holder. Shared Access Signatures are specific to an individual blob item and must be generated at runtime. SAS tokens are only valid for 45 minutes after they are requested for writes and 10 minutes for reads.

### Portal Security

All access to 1DocStop and its respective services are secured using industry standard protocols adopted to protect HIPPA class document storage. All communication between services and client browser/application/mobile device is protected by 128-bit transport layer security secured using verified SSL certificates.



### Authentication

Every request to the 1DocStop platform requires either a valid authenticated token or a valid set of credentials. Credentials are comprised of an email address and a user defined password. SyTech support staff will never ask a user for their password and all password information is hashed and encrypted using a one-way string encryption before being stored. A password cannot be recovered from database and so requires a complete reset should the user forget their password.

To reduce login fatigue, an authentication token is created on successful login. This token includes certain localized entropy such as IP, browser version, date-time offset, etc. to create a security token that can be used in place of a credential set. This token is only valid for the current session and invalidated immediately if any of entropy points are modified.

### Transport Layer Security

All 1DocStop service communications are secured using transport-layer security. This is the go-to standard practice for all sensitive services available online. It involves both the browser and the server encrypting the packets before they are transported over the internet. They are only readable once they have been received by the respective recipients. Any communication intercepted between the browser and the service would be encrypted using a 128-bit key and therefore useless.

### Physical Security

These specific procedures will be undertaken with your project to ensure that mission-critical records receive the highest possible protection available. The security plan that we have put in place will ensure the security of all records to prevent their damage or destruction and to also ensure their confidentiality. SyTech has identified the greatest threat to your confidential mission critical records, and the best solution to mitigate that risk. The chart below identifies how we will protect the records from pickup to ultimate disposal:

|                         |  |
|-------------------------|--|
| <b>Secure Transport</b> | <ul style="list-style-type: none"> <li>• Drivers equipped with GPS tracking devices.</li> <li>• Van will be securely locked at all times and no stops other than necessary fueling will be made by drivers between trips from and SyTech and your location.</li> <li>• Flawless 12 year track record of daily pickups and processing of critical records from other clients and state agencies.</li> </ul>   |
| <b>Secure Facility</b>  | <ul style="list-style-type: none"> <li>• All records will be processed at SyTech's secure Elk Grove Facility, located next to the Elk Grove Police Department.</li> <li>• Biometric security prevents access past reception area. Visitors must be accompanied by an employee.</li> <li>• Access monitored 24/7 by security system and cameras.</li> <li>• Stand-alone building not shared with other tenants.</li> <li>• Independent monitoring of fire and alarm systems.</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Alarm system equipped with cellular backup.</li> <li>• Building staffed day and swing shift.</li> <li>• Comprehensive closing checklist signed off by the swing shift supervisor on nightly basis.</li> <li>• Building in unoccupied only 7.5 hours/day, during which facility is further protected by 24 hour security cameras and alarm.</li> </ul>   |
| <b>Secured Project Processing Room</b>                                 | <ul style="list-style-type: none"> <li>• Records will be immediately logged and placed for immediate processing in an area dedicated for processing special projects.</li> <li>• The room is protected by additional security locks, accessible only by supervisors and authorized employees.</li> <li>• All records will be physically stored until their scanned images have been backed up at a Tier 1, Azure data center.</li> <li>• Boxes will be catalogued by date and internal tracking system for expeditious handling of physical record requests detailed in the Record Retention section below.</li> </ul> |
| <b>Daily Scanning &amp; Backup of Forms</b>                            | <ul style="list-style-type: none"> <li>• All records will be scanned and backed up on DAT tape on a daily basis.</li> <li>• SyTech will utilize Kofax with VRS to ensure the best possible image quality of the record is obtained during the scanning process.</li> </ul>   |
| <b>Azure, Tier 1 Data Center Backup</b>                                | <ul style="list-style-type: none"> <li>• Weekly backups of all forms will be stored at Microsoft (Tier 1) Data Center, mirrored in Nevada (described more fully below).</li> <li>• Images will be stored in non-proprietary Group IV TIFF images.</li> <li>• SyTech will also provide client with backups of the images as requested.</li> <li>• Scanned images and mirrored images will provide client with a fully legal copy of the original record in the event of a catastrophic disaster to SyTech (or Sacramento)</li> </ul>  |
| <b>Flood Protection—Above 100 Year Plain</b>                           | <ul style="list-style-type: none"> <li>• Location of building is above Sacramento 100 year flood plain.</li> </ul>   |
| <b>"Chain-Of-Custody" (COC) Documentation &amp; Real Time Tracking</b> | <ul style="list-style-type: none"> <li>• SyTech will adhere to client "Chain-Of-Custody" (COC) documentation and tracking requirements.</li> <li>• Chain of Custody managed by Project Manager, Jonathan Pritt a licensed California Attorney.</li> <li>• Only those employees authorized to work on this project will have access to those records.</li> <li>• During the performance of this contract, authorized personnel will tracks the location of all projects. This will also allow for</li> </ul>  |

|  |  |
|--|--|
|  | <p>rapid handling of record requests.</p> <ul style="list-style-type: none"> <li>• At the conclusion of the contract, a record containing all Chain-of-Custody documentation can be provided if requested.</li> </ul>  |
| <b>Audit of Physical Security Plan</b>                       | <ul style="list-style-type: none"> <li>• SyTech performs routine audits of our security plan.</li> </ul>   |
| <b>Employee Screening &amp; Best Practice Training</b>       | <ul style="list-style-type: none"> <li>• SyTech employees have extensive experience working with highly sensitive confidential records (including Alameda County Sheriff Dept., Sacramento County Sheriff Dept., S.F. and San Mateo County Bureau of Environmental Health, and the California Dept. of Health Service).</li> <li>• SyTech's building does not allow access to non-employees beyond the reception area (biometric doors).</li> <li>• SyTech provides continual best practice training to its employees to protect sensitive records it processes for its clients.</li> </ul>  |
| <b>Confidentiality Agreements</b>                            | <ul style="list-style-type: none"> <li>• All SyTech employees have executed a comprehensive Confidentiality Agreements. These are available upon request.</li> </ul>   |
| <b>Document Destruction</b>                                  | <ul style="list-style-type: none"> <li>• Destruction will be followed per the written instructions, and in the manner proscribed by the Contract Manager.</li> <li>• Records designated for further retention beyond that specified in the retention schedule (such as those pertaining to pending litigation) will not be destroyed.</li> <li>• Physical records will be destroyed on-site (not removed off-site unless directed by client).</li> <li>• Client personnel are welcome to witness the destruction of their files if desired.</li> <li>• Electronic records will be destroyed in OPS per the established policies of the record retention manual.</li> <li>• Verification of destruction forms will be completed documenting all records destroyed.</li> </ul> |
| <b>Authorized Physical and/or Electronic Access to Files</b> | <ul style="list-style-type: none"> <li>• Each form received will be assigned its own ICN and will be cataloged and stored for expedited physical access.</li> <li>• Authorized client employees will also be provided expedited electronic access to the records via 128 bit encrypted OPS system.</li> </ul>  |

## Privacy

SyTech has worked with hundreds of public customers and takes privacy very seriously. The majority of our client base is public agencies responsible for storing confidential information for extremely long periods of time. These agencies are tasked with the storage and retrieval of documents ranging from

publicly available board minutes to HIPPA classified medical records. We have been providing document management services for many of these customers for more than a decade.

The documents and associated metadata that we store for our customers is always treated as the respective customer's private property. It is never aggregated, sold, or provided to third parties for any purpose. We work with each customer to ensure they understand this policy, provide them the tools to restrict access, and store access statistics so that administrators can track each instance a document was accessed.

### **Group Access Policies**

Documents are categorized by schema or property collections called Document Types. These types are used to determine how a document will be stored, searched, and retrieved. Additionally, document types are the smallest unit for controlling access by user group. Each 1DocStop user account can belong to only one group. Each group has an array of document types that its users can access. This keeps access control simple, obvious, and explicit.

Access is defined as one of 4 types.

- Read – Ability to read the document from storage.
- Modify – Ability to change classification of a record as well as change its applied document schema.
- Create – Create allows the group's users to create or add new documents of this schema to the repository.
- Delete – Ability to mark a document for deletion on the next purge cycle.

### **Access Log**

Every time a document stored in 1DocStop is accessed, an access event object is created and stored for that document. This event object includes the date and time of the access, the user account id that accessed it, and the methods that were called on it. This log can be viewed at both the document level and the user level to assist in monitoring the database. Access by SyTech support staff is recorded in the same manner and is reviewable by customer administrators.

### **SyTech Technician Access**

SyTech access is limited by policy to support incidents only. This policy is enforced through review of the access logs and support ticket reconciliation. All SyTech support access is logged in the same manner as customer's user accounts. The nature of Azure Blob storage requires that access to document files include private keys generated by the service. This requirement prevents out of band access to document files stored by the system including access by SyTech's support staff.

### **Optional Encryption @ Rest**

Additionally, customers may request encryption at rest which encrypts each document before storing it to Azure Blob storage. Encryption at rest generates an additional private key specific to the customer for use with an RSA encryption algorithm to obscure the contents of a file before it is stored. This would

*be an additional layer of protection should Microsoft's blob storage service be compromised. This extra protection comes at a cost to performance as each document must be processed by the encryption services for each access. This can slow the access for larger documents >250 pages or ~15MB. Content indexing and image preview/thumbnail rendering times are also impacted.*

## APPENDIX C

### SERVICE LEVEL AGREEMENT

#### SyTech 1DocStop Service Level Agreement (SLA)

1. Standard terms applicable to all Service Levels outlined herein:
  - a. Definitions
    - i. "Claim" means a claim submitted by Customer to SyTech pursuant to this SLA that a Service Level has not been met and that a Service Credit may be due to Customer.
    - ii. "Customer" refers to the Culver City Unified School District..
    - iii. "Customer Support" means the services by which SyTech may provide assistance to Customer to resolve issues with the Services.
    - iv. "Incident" means any set of circumstances resulting in a failure to meet a Service Level.
    - v. "SyTech" means the SyTech Solutions entity that signed your 1DocStop Subscription Agreement.
    - vi. "Service" or "Services" refers to the 1DocStop service provided to Customer pursuant to the Agreement.
    - vii. "Service Credit" is the percentage of the monthly service fees for the Service that is credited to Customer for a validated Claim.
    - viii. "Service Level" means standards SyTech chooses to adhere to and by which it measures the level of service it provides as specifically set forth below.
    - ix. "Tenant" represents one or more roles each consisting of one or more role instances that are deployed in a single package.
    - x. "Update Domain" refers to a set of 1DocStop compute nodes to which platform updates are concurrently applied.
  - b. Service Credit Claims
    - i. SyTech provides this SLA subject to the following terms. These terms will be fixed for the duration of the initial term of the subscription and all renewal terms.
    - ii. In order to be eligible to submit a Claim with respect to any Incident, the Customer must first have notified Customer Support of the Incident, using the procedures set forth by SyTech, within five business days following the Incident.
    - iii. To submit a Claim, Customer must contact Customer Support and provide notice of its intention to submit a Claim. Customer must provide to Customer Support all reasonable details regarding the Claim, including but not limited to, detailed descriptions of the Incident(s), the duration of the Incident, network

tracerooutes, the URL(s) affected and any attempts made by Customer to resolve the Incident.

- iv. In order for SyTech to consider a Claim, Customer must submit the Claim, including sufficient evidence to support the Claim, by the end of the billing month following the billing month in which the Incident which is the subject of the Claim occurs.
- v. SyTech will use all information reasonably available to it to validate Claims and make a good faith judgment on whether the SLA and Service Levels apply to the Claim.
- vi. In the event that more than one Service Level is not met because of the same Incident Customer must choose only one Service Level under which a Claim may be made based on that Incident, and no other Claim under any other Service Level will be accepted for that Incident.

c. **SLA Exclusions**

- i. This SLA and any applicable Service Levels do not apply to any performance or availability issues:
  1. Due to factors outside SyTech's reasonable control, such as war, strike, act of God such as earthquake, volcanic eruption, etc. ;
  2. That resulted from Customer's or third party hardware or software;
  3. That resulted from actions or inactions of Customer or third parties;
  4. Caused by Customer's use of the Service after SyTech advised Customer to modify its use of the Service, if Customer did not modify its use as advised;
  5. During beta and trial Services (as determined by SyTech);

Or

  6. Attributable to the acts or omissions of Customer or Customer's employees, agents, contractors, or vendors, or anyone gaining access to SyTech's service by means of Customer's passwords or equipment.

d. **Service Credits**

- i. The amount and method of calculation of Service Credits is described below in connection with each Service Level description.
- ii. The Service Credits awarded in any billing month shall not, under any circumstance, exceed Customer's monthly Service fees.
- iii. For Services purchased as part of a suite, the Service Credit will be based on the pro-rata portion of the cost of the Service, as determined by SyTech in its reasonable discretion. In cases where Customer has purchased Services from a reseller the Service Credit will be based on the estimated retail price for the applicable Service, as determined by SyTech in its reasonable discretion.

- iv. Service Credits for this SLA will only be calculated against monthly fees associated with 1DocStop. This includes charges associated with data transfers to compute nodes.

2. Service Levels

a. Monthly Connectivity Uptime Service Level

i. Definitions

1. "Maximum Connectivity Minutes" is the total accumulated minutes during a billing month for all Internet facing roles that have two or more instances deployed in different Update Domains. Maximum Connectivity Minutes is measured from when the Tenant has been deployed and its associated roles have been started resultant from action initiated by Customer to the time Customer has initiated an action that would result in stopping or deleting the Tenant.
2. "Connectivity Downtime" is the total accumulated minutes that deployed Internet facing roles that have not been stopped by action from Customer have no external connectivity during a five minute period, as measured and aggregated in five minute intervals.
3. "Monthly Connectivity Uptime Percentage" for a specific Customer is the total number of Maximum Connectivity Minutes less Connectivity Downtime divided by Maximum Connectivity Minutes for a billing month for a given subscription of 1DocStop. Monthly Connectivity Uptime Percentage is reflected by the following formula:

$$\frac{\text{Maximum Connectivity Minutes} - \text{Connectivity Downtime}}{\text{Maximum Connectivity Minutes}} = \text{Monthly Connectivity Uptime Percentage}$$

ii. Monthly Connectivity Uptime Service Levels

| Monthly Uptime Percentage | Service Credit |
|---------------------------|----------------|
| <99.95%                   | 10%            |
| <99%                      | 25%            |

b. Monthly Role Instance Uptime Service Level

i. Definitions

1. "Maximum Role Instance Minutes" is the total accumulated minutes during a billing month for all role instances measured from when the associated Tenant has been deployed and its associated roles have been started resultant from action initiated by Customer to the time Customer has initiated an action that would result in stopping or deleting the Tenant.



2. "Role Instance Downtime" is the total accumulated minutes for all role instances during a billing month that had been deployed and started by action initiated by Customer which had not been running for longer than two minutes without detection and corrective action being initiated.
3. "Monthly Role Instance Uptime Percentage" for a specific Customer is the total number of Maximum Role Instance Minutes less Role Instance Downtime divided by Maximum Role Instance Minutes for a billing month for a given subscription of 1DocStop. Role Instance Uptime is reflected by the following formula:

$$\frac{\text{Maximum Role Instance Minutes} - \text{Role Instance Downtime}}{\text{Maximum Role Instance Minutes}} = \text{Monthly Role Instance Uptime Percentage}$$

ii. Additional SLA Exclusion

1. In addition to the SLA Exclusions noted in Section 1.c., the SLA and any applicable Service Levels related to the Monthly Role Instance Uptime does not include any performance or availability issues to perform regular platform upgrades and patches.
2. SyTech will perform system upgrades whenever possible during off-work hours and will provide at least one week's notice before such upgrades.

iii. Monthly Role Instance Uptime Service Levels

| Monthly Uptime Percentage | Service Credit |
|---------------------------|----------------|
| <99.9%                    | 10%            |
| <99%                      | 25%            |

## APPENDIX D

### PRIVACY POLICY

# 1DocStop Privacy Policy

## Scope

1DocStop <http://www.windowsazure.com/en-us/home/features/overview/> is a cloud based document management platform designed to store and serve documents to authorized end users. This notice applies to the use of those services and any other SyTech enterprise service. These services are referred to in this statement collectively as the "Services." For more information about the functionality of particular features, please review the services documentation available on the SyTech Solutions website: (<http://www.sytechsolutions.com>).

Notice to End Users: This privacy statement is written for the organization or company (our "customer") that contracts with SyTech Solutions for the Services. All references to "you" or "your" in this privacy statement are to our customers, who in turn, may use the Services to develop and host their own services for end users. Any information SyTech Solutions collects or handles in such circumstances is processed by us on behalf of our customer, who controls the collection and use of the information. SyTech Solutions is not responsible for the privacy practices of our customers.

## Customer Data

Customer Data is all the data, including all text, sound, software or image files that you provide, or are provided on your behalf, to us through your use of the Services. For example, Customer Data includes data that you upload for storage or processing in the Services and applications that you or your end users upload for processing by the Services. It does not include configuration or technical settings.

*We only use Customer Data to provide the Services for the Customer. This may include troubleshooting aimed at preventing, detecting and repairing problems affecting the operation of the Services and the improvement of features that involve the detection of, and protection against, emerging and evolving threats to the user (such as malware or spam).*

## Administrator Data

Administrator Data is the information about administrators (including account contact and subscription administrators) provided during sign-up, purchase, or administration of the Services, such as name, address, phone number, and e-mail address.

We use Administrator Data to complete the transactions you request, administer your account, improve the Services and detect and prevent fraud.

We may contact you to provide information about new subscriptions, billing and important updates about the Services, including information about security or other technical issues. You will not be able to unsubscribe from these communications. Subject to your contact preferences, we may also contact you, by phone or e-mail, regarding information and offers about other products and services or to request your feedback.

You may manage your contact preferences by contacting customer service at 800-814-8324.

## Support Data

Support Data is the information we collect when you submit a support request or run an automated troubleshooter, including information about hardware, software, and other details related to the support incident, such as: *contact or authentication information, chat session personalization, information about the condition of the machine and the application when the fault occurred and during diagnostics, system and registry data about software installations and hardware configurations, and error-tracking files.*

Support may be provided through phone or email. We may use Remote Access (RA), with your permission, to temporarily navigate your machine. For RA, you may end a session at any time of your choosing. We use Support Data as described in this privacy statement, and additionally use it to resolve your support incident and for training purposes.

## Cookies & Other Information

Some IDocStop functions utilize "cookies," which are small text files placed on a device's hard disk by a web server. We may use cookies and similar technologies such as web beacons for storing users' preferences and settings, for fraud prevention, to authenticate users and to collect operational information about the Services.

Passwords, Customer Data, Administrator Data, nor Payment Data are never saved to cookies.

## Local Software

Some features of IDocStop may enable or require that you install local software (e.g., Express Link). This software may collect data from your local environment in order to provide the services that you have requested.

## Sharing Your Information

We will not disclose Customer Data, Administrator Data, Payment Data or Support Data ("your information") outside of IDocStop except as you direct, or as described in your agreement(s) or this privacy statement.

- We will not disclose Customer Data to a third party (including law enforcement, other government entity, civil litigant, or subcontractors) except as you direct or unless required by law. Should a third party contact us with a demand for Customer Data, we will attempt to redirect the third party to request it directly from you. As part of that, we may provide your basic contact information to the third party. If legally compelled to disclose Customer Data to a third party, we will notify you in advance of a disclosure unless prohibited by court order issued by a court of competent jurisdiction.
- We will not substantively respond to data protection and privacy requests from your end users without your prior written consent, unless required by applicable law.

## Data Location

IDocStop stores all customer information on Microsoft's Windows Azure platform in the West US (Northern California) region.

## IDocStop Account

In order to access the Services, you or your users will be required to sign in with a IDocStop Account or another authorized authentication mechanism (LDAP, synchronized AD).

## How to Contact Us

SyTech Solutions welcomes your comments. If you believe that SyTech Solutions is not adhering to its privacy or security commitments, please contact through Customer Support. Our mailing address is:

SyTech Solutions

Online Services

9362 Studio Court, Elk Grove, CA 95758

800-814-8324

**14.3a Certification of the Second Interim Report for 2013-2014**

In addition to other fiscal requirements, AB 1200 and AB 2756 legislation were enacted to insure full public disclosure of a public school district's financial position in the current and future years. The purpose of the interim reports, as required under AB 1200 and AB 2756, is to establish a procedure for the Board of Education, the public and other interested agencies to receive information regarding the financial condition of a school district during periodic intervals of the fiscal year.

Based upon a review of the interim report, the Board of Education certifies the district in one of the following three categories:

- (1) POSITIVE, if the district will be able to meet its financial obligations for the current fiscal year and subsequent two fiscal years,
- (2) QUALIFIED, if the district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years,
- (3) NEGATIVE, if the district will be unable to meet its financial obligations for the remainder of the current fiscal year and subsequent two fiscal years.

Administration has been refining the budget since its formal September Revision and the First Interim Report, and is submitting the Second Interim Report for a Positive Certification based upon budget modifications, reductions and revenue changes made since that time.

In certifying the 2013-14 Second Interim Report, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. The Board recognizes that this Second Interim Report represents revenue and expenditure projections over the multi-year period which are based on the best known information at this time.

**RECOMMENDED MOTION:** That the Board of Education approve the 2013-14 Second Interim Report; and, certify that Culver City Unified School District will be able to meet its financial obligations for the remainder of the current fiscal year and two subsequent fiscal years.

**Moved by:**

**Seconded by:**

**Vote:**

**BOARD REPORT**

**3/11/14**

**14.3b**

**14.3b Approval of Resolution #17 / 2013-2014 Authorizing Acquisition of Artificial Turf Protection System**

At this time, we need to approve the resolution to purchase the necessary artificial turf protection system from Signature Systems Group as the sole source provider of the specific product that we wish to acquire. Signature Systems Group manufactured the field protective cover that was used during last year's Commencement Ceremony , which functioned extremely effectively in protecting the artificial turf field.

**RECOMMENDED MOTION:** That the Board of Education for Culver City Unified School District adopt Resolution #\_\_\_ / 2013-2014 authorizing the acquisition of the Ultra Deck and Armor Deck Artificial Turf Cover Protection System.

**Moved by:**

**Seconded by:**

**Vote:**

**RESOLUTION NO. 17**  
**OF THE CULVER CITY UNIFIED SCHOOL DISTRICT**  
**AUTHORIZING A SOLE SOURCE PURCHASE OF DESIGNATED PRODUCT**

**WHEREAS**, the Culver City Unified School District ("District") desires to purchase Ultradeck Expansion Joint covering ("Product") from Signature Systems Group, LLC ("Vendor");

**WHEREAS**, the District has spent several million dollars on a new artificial turf for the Culver City High School athletic field, and in order to hold events on the field, a cover is needed to protect the artificial turf from damage;

**WHEREAS**, the Product is a modular flooring system that can accommodate thermal expansion in outdoor environments and can only be purchased through the Vendor;

**WHEREAS**, in accordance with Public Contract Code section 3400 ("PCC § 3400") and other applicable law, the District wishes to list and/or designate in its public works contracts, the Product as a required item;

**WHEREAS**, PCC § 3400 states that a school district cannot limit "the bidding, directly or indirectly, to any one specific concern, or ... [call] for a designated material, product, thing, or service by specific brand or trade names" when letting "contracts for the construction, alteration, or repair of public works";

**WHEREAS**, PCC § 3400 states that its restrictions on the listing of only one specific name or brand are inapplicable if the District makes a finding that is described in the invitation for bids (if the procurement is publicly bid) that a particular material, product, thing, or service is designated by specific brand or trade name for any of the following purposes:

- "In order that a field test or experiment may be made to determine the product's suitability for future use." (PCC § 3400 (c)(1))
- "In order to match other products in use on a particular public improvement either completed or in the course of completion." (PCC § 3400 (c)(2))
- "In order to obtain a necessary item that is only available from one source." (PCC § 3400 (c)(3))
- To respond to certain emergency situations. (PCC § 3400 (c)(4));

**WHEREAS**, for the procurement of the Product, the District desires to list the Product as the only acceptable material, product, thing, or service for the athletic field, because the Product is:

- A match for other products in use on other District public improvements either completed or in the course of completion; and
- A necessary item that is only available from one source;

**WHEREAS**, the District staff has collected and provided documentation to support the fact that Vendor is the only possible provider of the Product to the District;

**WHEREAS**, District staff shall utilize the District's current form of agreement to formalize its agreement with Contractor to provide and warranty the Product ("Agreement");

**WHEREAS**, District staff believes that Vendor's price of **\$302,824.93** to provide and warranty the Product is reasonable;

**WHEREAS**, Public Contract Code section 20111(a) states that a school district is required to competitively bid any procurement of Product with a contract value over \$50,000;

**WHEREAS**, Public Contract Code section 20111(d) states that the State Superintendent of Public Instruction (SSPI) shall annually adjust the dollar amounts specified in subdivision (a) to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce, for the 12-month period ending in the prior fiscal year;

**WHEREAS**, the SSPI has determined that the inflation adjusted bid threshold for calendar year 2014 is \$84,100;

**WHEREAS**, notwithstanding Public Contract Code section 20111, California law provides that, "Where competitive proposals work an incongruity and are unavailing as affecting the final result or where they do not produce any advantage . . . the statute requiring competitive bidding does not apply." *Hiller v. City of Los Angeles* (1961) 197 Cal.App.2d 685, 694, and that public entities need not comply with competitive bidding processes where to do so would be impractical or futile and would not serve the purposes of competitive bidding. (*Los Angeles Dredging Company v. City of Long Beach* (1930) 2 Cal. 348; *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App.3d 631);

**WHEREAS**, publicly bidding the procurement of the Product will not affect the final result because the only possible vendor/bidder is Vendor;

**WHEREAS**, based on the foregoing, it would be incongruous, futile and unavailing to solicit public bids for the Product; and

**WHEREAS**, publicly bidding the procurement of the Product will not produce an advantage to the District;

**NOW, THEREFORE BE IT RESOLVED** the Governing Board of the Culver City Unified School District hereby resolves, determines, and finds the following:

- Section 1.** That the above recitals are true and correct;
- Section 2.** That the Product is the only acceptable material, product, thing, or service because the Product is a match for the artificial field turf in use on the District public improvements at Culver City High School and it is a necessary item that is only available from one source;
- Section 3.** That public bidding of the Product would not produce an advantage to the District, and would produce a net burden and distinct disadvantages to the District; and
- Section 4.** That it would be incongruous, futile, and unavailing to publicly bid the Product; and



**Section 5.** That the District's Superintendent of Schools and/or his designee is authorized to enter on behalf of the District, without advertising for or inviting of bids, the Agreement as indicated herein for the purchase price of \$\_\_\_\_\_, and to take all steps and perform all actions necessary to execute and implement the Agreement and to carry out, give effect to, and comply with the terms and intent of this Resolution.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the Culver City Unified School District on this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by the following vote:

AYES:

NOES:

ABSTENTIONS:

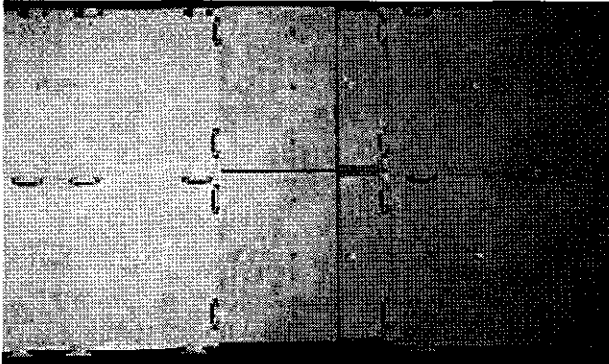
\_\_\_\_\_  
President of the Governing Board of the  
Culver City Unified School District

Attested to:

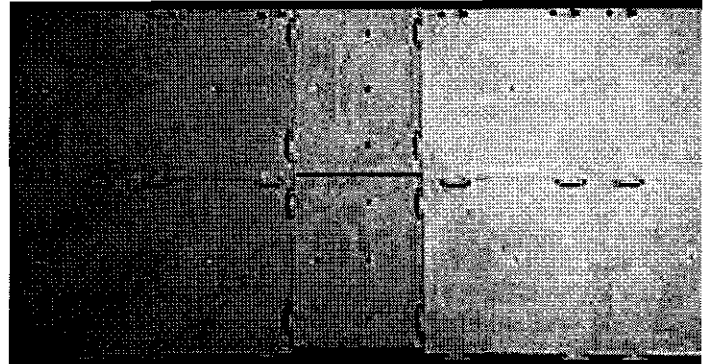
\_\_\_\_\_  
Clerk of the Governing Board of the  
Culver City Unified School District

# ULTRAdeck

## EXPANSION JOINT SPECIFICATIONS



*Patented expansion joint - closed*



*Patented expansion joint - open*

### **Why is Signature's patented Expansion Joint important?**

All plastic products expand and contract with varying temperatures and differing sunlight conditions. In most situations, this is not noticeable, but in the case of stadium flooring it is a critical issue that must be considered and factored into every purchase or rental.

Changes in thermal conditions can cause bowing or waving of any plastic temporary flooring and it's important to have a mechanical expansion joint that can "eat up" the expansion. Depending on the temperature conditions, plastic panels can expand significantly, and when connected in an array, will be forced upwards to relieve the tension. In warmer climates, or in a climate where there is a wider temperature shift, the potential for expansion challenges is higher and the need for engineered expansion joints is significant. Any climate can cause potential issues if sunlight is sporadic or weather conditions change.

This expansion problem was the deep dark secret of the industry for many years and most manufacturers would like to avoid thinking about the problem at all. Not at Signature! We decided to address this problem head on and developed an innovative technological solution to this problem. Only Signature has an expansion joint for use in stadiums. That's because Signature's expansion joint technology is patented.

This system (available for EventDeck®, UltraDeck\*, and ArmorDeck™) allows space for panels to expand and contract during the normal temperature cycle and provides for a mechanical solution to an age-long problem.

Like a bridge that is designed to expand and contract during varying climatic conditions, Signature products also allow for trouble-free use in any climate. Sections slide open and closed as needed to create the space for sections to expand into.

Expansion joints are installed during the installation in the open position and gradually close as surrounding floor modules expand. They return to the open position when temperature or thermal conditions drop.

Expansion joint sections are designed without large gaps or steps and eliminate the need for unsightly seams and gaps between sections the only solution to relieve stress in a floor, before Signature invented its patented expansion joint.

Signature is committed to being at the forefront of technology and is constantly improving and developing its system based on our customer's needs.



**ULTRADECK EXPANSION JOINT  
PRODUCT SPECIFICATIONS**

|                 |   |
|-----------------|---|
| Module Size     | Closed: 11-13/16" X 9-1/4" (300.03mm x 234.95mm) usable surface area<br>Opened (maximum): 11-13/16" x 12-1/4" (300.03mm x 311.15mm)   |
| Thickness       | 1-1/8" (10.625mm)   |
| Weight          | 1 lb. 6 oz. (.623 kg)   |
| Expansion       | Up to 3"  |
| Colors          | Light Gray. Custom colors are available.  |
| Edging          | Sloped transitional pieces are available.   |
| Weight Loading  | 20,000 lbs sq/ft (97,648 kg/m <sup>2</sup> ) static load, solid sub-surface. Varies depending on sub-surface.   |
| Ground Surfaces | UltraDeck is designed to be used with little ground preparation on sand, soil, concrete, asphalt, ice, snow, mud, synthetic turf, rubberized tracks and other standard surfaces.                              |
| Aeration Holes  | EDU1: Specially designed to allow light, aeration, and rain drainage. Incorporates proprietary ridge that surrounds each aeration hole, thus preventing casual spills from flowing through to the subsurface. |
| Warranty        | 3 year manufacturer's limited warranty.   |
| GSA Schedule    | Contract # GS-03F-059AA   |

*\* Signature System Group, LLC's UltraDeck products are not in any way affiliated, endorsed, or sponsored by Menard, Inc. or any of Menard, Inc.'s affiliates or subsidiaries.*



Signature Systems Group, LLC  
50 East 42nd Street, 14th Floor  
New York, NY 10017 - EUA

800.569.2751 (EUA) | Direto: 212.953.1116 | Fax: 212.953.1117  
[www.stadiumflooring.com](http://www.stadiumflooring.com) | [www.eventdeck.com](http://www.eventdeck.com)

# ULTRAdeck

## PRODUCT SPECIFICATIONS

- Module Size:**      **Width:** 24" / 60.96 cm / 609.6 mm  
                          **Length:** 12" / 30.48 cm / 304.8 mm  
                          **Thickness:** 1.125" Tall / 2.858 cm / 28.58 mm
- Edging Size:**      **Width:** 3-3/4" / 9.5 cm / 95 mm  
                          **Length:** 11-5/8" / 29.5 cm / 295 mm  
                          **Thickness:** 1-1/16" / 1.0625 / 10.625 mm  
                          **Weight:** 6.4 oz
- Module Weight:** 2.88 lbs. / 46.08 oz. / 1.306 kg. / 1306 grams  
                          **Per Square Foot:** 1.44 lbs. / 23.04 oz. / 0.653 kg. / 653 grams  
                          **Per Square Meter:** 15.50 lbs. / 7.03 kg.
- Material:**            High-impact polypropylene co-polymer. UV Inhibitors added.
- Fire Rating:**        UL 94HB (Underwriters Laboratory Yellow Card Number)  
                          This test signifies that this product does not flare up when exposed to an open flame and has a slow burn rate of 2" per minute for a 2" wide, 0.5 millimeter thickness test sample.  
                          ASTM 2859 (Flammability of Finished Texture Floor Covering Materials)  
                          – passed test  
                          \* Testing reports available for fire ratings
- Hot Wire Ignition Rating:**        3
- Melting Point:**        324 Fahrenheit / 162 Celcius  
**Operating Range:**        -10° F → 150°F / -23.33° C → 65.56° C
- Support Structure:**        Flooring module incorporates multi-directional structural support ribbing, allowing for distribution of weight and loads.
- Weight Loading:**        20,000 lbs sq/ft static load, solid sub-surface. Varies depending on sub-surface.
- Ground Surfaces:**        UltraDeck\* is designed to be used with little ground preparation over grass, gravel, sand, soil, concrete, asphalt, ice, snow, mud, synthetic turf, rubberized tracks, and other standard surfaces.



Signature Systems Group, LLC  
50 East 42<sup>nd</sup> Street • 14th Floor  
New York, NY 10017

Toll Free: 800-569-2751 • 212-953-1116 • Fax: 212-953-1117  
Flooring: [www.eventdeck.com](http://www.eventdeck.com) • Fencing: [www.signaturefencing.com](http://www.signaturefencing.com)

|                  |  |                 |
|------------------|--|-----------------|
| <b>Shipping:</b> | 40' x 48' Pallet:  | up to 816 sq/ft |
|                  | 463L Pallet (83"L x 103"W x 96"H Max):                                 | 3,312 sq/ft     |
|                  | 20' Ocean Container:   | 8,160 sq/ft     |
|                  | 40' Ocean Container:   | 16,320 sq/ft    |
|                  | Note: High cube container loads can be loaded with additional product. |                 |
|                  | 48' Truck:   | 19,684 sq/ft    |
|                  | 53' Truck:   | 21,216 sq/ft    |

**Functional Features:**

- a) Individual modules interconnect to form larger flooring sections.
- b) Connection system allows for installation and disassembly *without* the need for connection or separation tools.
- c) Modules overlap at seams, eliminating direct path via seams to ground below.
- d) Modules feature integrated, multi-directional cable channels on the underside of each tread, for running power and communication wiring or rope lighting.
- e) Modules are designed to allow 90-degree rotation and still connect. Module can be connected in both directions and at any module connection point, allowing greater flexibility in floor design.
- f) Modules feature circular support ribbing on the underside for added strength and weight distribution.
- g) Modules do not have any submerged channels into which debris or dirt can enter from the top surface, and are easy to clean and maintain.
- h) Modules are curved at edges, with corresponding curves on adjacent modules, creating a "self alignment" system that speeds *installation* by allowing panels to be nudged into position using ones feet (i.e. no need to bend down to align panels).

**Warranty:** 3 Year warranty against manufacturer's defects.

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# ARMORDECK

**ArmorDeck 1** - Drainage/aeration version

**ArmorDeck 2** - Solid top version

**ArmorDeck 3** - ArmorDeck 2 w/underside module attached

|                       |   |
|-----------------------|---|
| <b>Module Size</b>    | 42" x 42" (1.067m x 1.067m) usable surface area<br>45" x 45" outside dimension w/connection tabs exposed  |
| <b>Thickness</b>      | 2" (5.08cm)<br>2.5" w/optional TD1 padding  |
| <b>Colors</b>         | Light Gray, Putty Gray, Translucent. Custom colors available.   |
| <b>Edging</b>         | Sloped transitional pieces with traction<br>41-7/8"(L) x 12"(W) x 1-7/8"(at highest point)<br>Weighs 12 lbs. Secure edging to modules with a cam lock.                    |
| <b>Warranty</b>       | 3 year manufacturer's limited warranty, including CAM locks   |
| <b>Ground Surface</b> | ArmorDeck™ is engineered for use over natural or synthetic turf, dirt, sand, gravel, asphalt, and other sensitive surfaces. It is ideal for ground protection and access. |

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**CONNECTION SYSTEM:** Integrated self-aligning hook and loop connection system. Additional cam-lock system can be employed when added strength is required

**Cam Locks** Rotating cam locks in high-grade, zinc-plated steel for added strength.

**Connection Loops** Four (4) built-in connector loops on each side and four (4) receiver pins on each side. Connection system is designed to connect easily by allowing panels to nest into each other. Reinforcement ribbing behind connector loops incorporated into main panel design.

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**PANEL CONSTRUCTION:** Durable panel construction including high grade materials, engineered structural support and high quality manufacturing

**Material** High-Density Polyethylene (HDPE) reinforced with additives for added strength, flex modulus, and izod impact value.

**UV Package** A 5-year UV package is incorporated into the material formulation to prevent degradation and brittleness as a result of prolonged sun exposure.

**Understructure** Bi-directional ribbing system which includes four (4) full-height ribs in either direction and five (5) half-height ribs, thus providing strength while minimizing surface area contact. All ribbing incorporates radius edges to prevent sub-surface damage or cutting.

**Liquid Containment** Panels overlap upon connection to minimize liquid penetration. Overlap incorporates a specialized containment channel under each overlap area, designed to capture stray liquid that may seep from top surface.

**Underside Module** Optional underside module attaches to the underside of each panel, thus sealing the system and providing additional strength, rigidity and weight distribution to allow for more heavyweights loading. ArmorDeck systems interconnect to each other to allow for multiple versions of ArmorDeck to be seamlessly connected as needed for varying applications.

**Aeration Holes** Specially designed to allow light, aeration, and rain drainage. Incorporates proprietary ridge that surrounds each aeration hole, thus preventing casual spills from flowing through to the subsurface. Specialized aeration hole ridge also provides additional traction during wet conditions.

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**WEIGHT LOADING:**

|                          | <b>Weight</b>   | <b>Weight Capability</b> |
|--------------------------|-----------------|--------------------------|
| <b>Module w/o Bottom</b> | 31 lbs 14.1 kg  | 25,000 lbs / sq ft*      |
| <b>Module w/ Bottom</b>  | 41 lbs / 18.6kg | 45,000 lbs / sq ft*      |

\*static load on a solid and level subsurface

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**Fire rating:** UL94 HB



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**Signature Systems Group, LLC – UltraDeck Flooring Sole Source Letter**

Thank you for your interest in UltraDeck.

Signature Systems Group, LLC is the sole source manufacturer of UltraDeck modular flooring system. This includes UltraDeck Expansion Joint to accommodate thermal expansion in outdoor environments. We make UltraDeck at our 25,000-sq/foot factory in the Bronx, New York.

Should you have any questions, please don't hesitate to give me a call.

Best regards,

Daniel Oblath  
Senior Sales Associate  
Signature Systems Group, LLC





**Quote Information**

|                 |           |             |  |
|-----------------|-----------|-------------|--|
| Quote Number    | 20000744  | Address     | 50 East 42nd Street - 14th Floor<br>New York, NY 10017 |
| Created Date    | 3/6/2014  | Prepared By | Daniel Oblath  |
| Expiration Date | 3/21/2014 | Phone       | 800-952-8847   |
| Terms           | Prepaid   | E-mail      | doblath@signaturefencing.com                           |

**Address Information**

|                 |   |                 |   |
|-----------------|---|-----------------|---|
| Bill To Company | Culver City Unified School District               | Ship To         | 11102 Lucern Ave.<br>Culver City, CA 90230<br>United States |
| Bill To         | 4034 Irving Place<br>Culver City, CA 90232<br>USA | Ship To Contact | Mike Korgan   |
| Contact Name    | Mary Caruso                                       | Ship To Phone   | (310) 283-7913  |
| Phone           | (310) 842-4220 ext 4358                           |                 |   |

| Product             | Line Item Desc.   | Quantity  | Sales Price   | Total Price    |
|---------------------|---|-----------|---------------|----------------|
| EDU2 (NY)           | EventDeck Ultra - portable flooring - closed surface - 1ft x 2ft module | 27,650.00 | USD 6.50      | USD 179,725.00 |
| EDU-XJ (NY)         | EventDeck Ultra Expansion Joint - portable flooring                     | 3,500.00  | USD 4.00      | USD 14,000.00  |
| ARD3 (SSG)          | ArmorDeck 3, without drainage holes, inclusive of bottom. (12.25 sq/ft) | 196.00    | USD 101.80    | USD 19,952.80  |
| ARD -TC (FL)        | ArmorDeck Transport Cart<br>4' X 8'                                     | 2.00      | USD 1,495.00  | USD 2,990.00   |
| ARD-FE (SSG)        | ArmorDeck, Female Edging (05752-01-GY)                                  | 14.00     | USD 24.30     | USD 340.20     |
| ARD-ME (SSG)        | ArmorDeck, Male Edging (05752-02-GY)                                    | 14.00     | USD 24.30     | USD 340.20     |
| EDU-FE (NY)         | EventDeck Ultra-Female Edge Piece                                       | 50.00     | USD 1.70      | USD 85.00      |
| EDU-ME (NY)         | EventDeck Ultra - Male Edge Piece                                       | 50.00     | USD 1.70      | USD 85.00      |
| ARD/ADS - TBar (IN) | ArmorDeck/AlphaDeck - T-Bar Tool - (8mm) (Orange Powder Coated)         | 2.00      | USD 119.95    | USD 239.90     |
| FREIGHT (SSG)       | Freight Prepaid (inclusive of shipping and handling charges).           | 1.00      | USD 26,000.00 | USD 26,000.00  |

|             |                |
|-------------|----------------|
| Subtotal    | USD 243,758.10 |
| Tax         | USD 23,157.02  |
| Grand Total | USD 266,915.12 |

**Freight Information**

|                                   |               |  |          |
|-----------------------------------|---------------|--|----------|
| Delivery Option                   | Delivery      | Property Type                          | Business |
| Pickup Location                   | N/A           | Does the receiver have a loading dock? | No       |
| What are the delivery hours?      | 7am-4pm - M-F | Is a lift gate required?               | Yes      |
| Is the facility limited access?   | Yes           |  |          |
| What delivery notice is required? | Phone Call    |  |          |

**Quote Acceptance Information**

Signature \_\_\_\_\_



Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**BOARD REPORT**

3/11/14

14.3c

**14.3c Approval of Agreement with School Services of California for Compensation Study**

At this time, we need to engage the services of School Services of California, Inc. to perform a comprehensive total compensation study and an organizational review of the duties, responsibilities and compensation associated with each classified and management position, as well as an independent analysis of our current organization structure in comparison to similar districts. School Services of California is uniquely qualified to perform this study as they continuously gather detailed information on all California school districts to support their various services to districts throughout the state.

**RECOMMENDED MOTION:** That the Board of Education for Culver City *Unified School District* approve the agreement with School Services of California, Inc. for the preparation of a total compensation study and organizational review as well as a total compensation review of our current management and classified staff organizational structure and duties, responsibilities and compensation in comparison to similar districts.

**Moved by:**

**Seconded by:**

**Vote:**



February 25, 2014

Mr. David LaRose  
Superintendent  
Culver City Unified School District  
4034 Irving Place  
Culver City, CA 90232

1121 L Street

•

Suite 1060

•

Sacramento

•

California 95814

•

TEL: 916 . 446-7517

•

FAX: 916 . 446-2011

•

www.sscal.com

*An Employee-Owned  
Company*

Dear Mr. LaRose:

School Services of California, Inc., (SSC) is pleased to respond to Culver City Unified School District's (District) request for a proposal for an Organizational Review of the District Office (Superintendent, Business Services, Educational Services, Human Resources, and Security Offices/Department). Our staff is qualified to provide an expert, impartial analysis of the operational issues affecting your District.

## **Organizational Review**

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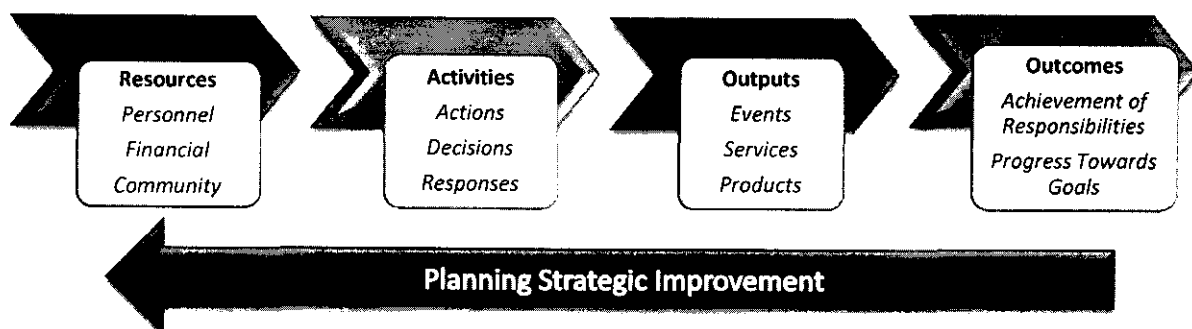
Issues to be considered during the Organizational Review of the District Office will include:

- ✚ An evaluation of the effectiveness and efficiency of the current organizational structure
- ✚ Recommendations for assigning/reassigning work duties, where appropriate
- ✚ Identification and suggested elimination of duplicated or unnecessary work
- ✚ Identification of ways to better integrate and coordinate administrative functions between the District Office and the school sites
- ✚ Detailed implementation suggestions that may include changes in the administrative structure and/or staffing
- ✚ Identification and analysis of the functions performed by each position in the District Office
- ✚ A comparative analysis of the District Office staffing of three to five unified school districts with similar characteristics

We approach every organizational review as objective outsiders with only one interest in mind—to ensure that findings and recommendations are supportive of positive change that is measurable by improved organizational performance.

Our approach is results oriented, both in the way we conduct our work and in the criteria we use to assess and evaluate the organizations we review. Our review process assesses how well organizations are aligned to meet their business requirements (mission, goals, and objectives).

This approach assumes that an organization's resources and efforts should relate to its mission and purpose. If something does not support the overarching mission of the organization, it should either be eliminated or revised, or the organization should change its mission to better focus its efforts. Below is an illustration of how the relationship between an organization and its mission and purpose works, and how it fits with an approach to planning for organizational improvement.



Resources are the people, dollars, and support that an organization has at its disposal. In the case of the District, the focus of this review will be on the resources available within the administrative structure of the District. Activities are the things that are done with those resources. Outputs refer to the results of activities. We work to identify areas where gaps exist and isolate the reasons behind them. Recommendations are developed to support improvement that is focused on results.

We rely on the following sources of information to support our work:

- ✦ **District Staff.** Interviews with the District's leadership and staff in the departments, as well as select staff at the school sites, will be used to gather input regarding their understanding of the District's mission, vision, and goals; business processes; workload targets, indicators, and measures; distribution of time to tasks; responsibilities; authority; range of supervision; background, skills, and experience; and relationships with and dependencies on other District units. Periodic feedback regarding preliminary findings and recommendations will also be sought from the Superintendent and other designated staff before the final report is prepared.
- ✦ **Existing Documentation.** This process may include the review and analysis of strategic plans, position descriptions, organizational charts, annual budgets, Administrative and Board policies, and audit reports.

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Following is an overview of the major task areas that comprise the study activities.

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### **Step 1: Project Orientation**

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This step will be critical for establishing clear expectations for the project and ensuring that our plan for the work will meet the District's needs. An initial meeting with District project leaders will be held to review the study's scope, objectives, and approach; revise the proposed work plan as needed; and develop a protocol for future communication. We recognize that the success of this project is dependent on regular communication with the District, and we will work collaboratively and communicate regularly with the project contact(s) to ensure that project goals are met.

We will also gather background information, such as existing planning documents, job descriptions, and functional and organization descriptions, to prepare for subsequent interviews and meetings with District administrators and employees.

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### **Step 2: Organizational and Functional Review**

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This step will consist primarily of interviews with District administrators and employees in the District Office and selected staff members at the school sites.

The interviews will focus on obtaining an understanding of the organizational business requirements, each key position's job content, placement within the current organizational structure, and efficiency issues of importance to the supervisor and the position's current incumbent. District Office leadership personnel and employees should come prepared to discuss their placement within the organization, key duties, and any other ideas they may have on what works or does not work under the current organizational structure.

Key documents will also be analyzed during this phase including audit reports, existing job descriptions, organization charts, and any other documents necessary to gain a complete understanding of workload and functions.

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### **Step 3: Assessment of Current Organizational Structure and Formulation of Recommendations**

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We will review the data collected in Steps 1 and 2 to formulate suggestions for organizational and procedural changes aimed at improving the overall efficiency and effectiveness of the District Office. Questions and facts to be considered will include:

- How might the organizational structure be improved to meet anticipated budgetary and workload demands?
- Are the current positions the best to carry out required tasks effectively?

- 
- ✚ Are there inefficiencies—duplicative or ineffective processes?
  - ✚ How might duties be combined for effectiveness and efficiency?
  - ✚ Is the workload equally distributed among the existing staff?
  - ✚ Are there services that should be provided but are not because of organizational structure?
  - ✚ How might reorganization of the District's management positions or changes in procedures affect services to the district, students, and employees?
  - ✚ Are there systems in place to support the required service delivery demands?
  - ✚ Are services being provided in a timely manner?

We will discuss the preliminary study results with the Superintendent and other staff designated by the Superintendent.

#### **Step 4: Comparative District Staff for District Office Functions**

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We will survey three to five unified school districts with similar characteristics to provide comparative staffing and workload measures in the District Office. Based on the surveys, analysis will be done to compare and contrast differences in staffing.

#### **Step 5: Consultant's Report**

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Our report is expected to be organized in the following manner:

- ✚ **Executive Summary:** Synopsis of the organizational study results.
- ✚ **Study Objectives and Methodologies:** Detailed discussion of the study objectives in relation to key organizational issues identified. This section will also include an overview of our methodology in conducting the study.
- ✚ **Assessment of Current Organizational Structure and Recommendations:** Description of the existing organizational structure, functional areas required by the District, and any recommended changes. This section will include results of our interviews, review of key documents, and observations, such as (1) misalignment between functional needs and organizational structure, (2) identification of inefficiencies and duplication of work, and (3) other noted findings.

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## Step 6: Final Presentation and Follow up

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The results of any consulting study must be a working tool for the districts we serve. To facilitate putting the recommendations into action, we recommend a meeting with SSC staff and you or your designee to discuss the results and recommended courses of action. Following the delivery of the final report, members of our team will also be available to present findings and recommendations at a Board meeting.

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## Study Timeline

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The review will commence at an agreed-upon date shortly after the approval and return of the signed contract to SSC. We expect to spend two to three days in the District gathering data and interviewing staff. The final report is expected to be completed within six to eight weeks following receipt of the required District documents necessary to complete the project. The project timeline beginning and ending dates are dependent upon the District providing requested data within the timeframe provided and the ability of the District and SSC consultants to schedule conference calls as necessary. The timeline also assumes that a fully executed contract has been received by SSC prior to the orientation call. If these underlying assumptions change, it will change the date of the project deliverables accordingly.

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## SSC's Consultants

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Staff for this project will be managed by two to three consultants from SSC. Each portion of the project will be led by a member of our firm with special expertise in the assigned area:

**Jeff Bell**, Director, Management Consulting Services, has served in the Education Unit at the State Department of Finance during three different Administrations, and he brings many years of education finance and legislative experience, most recently as an Assistant Program Budget Manager for budget, legislative, and policy issues surrounding the K-12 education budget. In addition to working at the State Department of Finance, Jeff served as both an Education Consultant and later as a Fiscal Staff Director in the State Senate. At the local level, Jeff served four years as the County Budget Administrator for Placer County during some of the most challenging fiscal times local governments have faced in decades. Prior to working in the education arena, Jeff was an active-duty officer in the U.S. Navy for ten years, where he served as an engineering officer, targeting officer, and intelligence officer. Jeff graduated from San Diego State University with a B.A. in Economics and a minor in Naval Science, and from the Naval Postgraduate School in Monterey, California, with a master's degree in Operational Intelligence.

**Maureen Evans**, Vice President, provides support to school districts, county offices, and community colleges in governance, management, collective bargaining, factfinding, fiscal health analysis, general consulting, and chief business officer search services. She has served on the



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Fiscal Crisis and Management Assistance Teams (FCMAT) in Vallejo City and West Fresno school districts and in the Compton Community College District. She has held positions at every level from school site to top-level administration. Prior to joining SSC, Maureen was the Assistant Superintendent, Business Services, in Little Lake School District. She was responsible for all business and finance functions and served as a key member of the district's cabinet. Her prior positions, including Chief Business Official in the La Cañada Unified School District and Director of Budget for Long Beach Unified School District, make her a valuable resource for educators in California.

**Brianna García**, Director, Management Consulting Services, has more than 14 years of full time, professional experience with responsibility for planning, design, funding, management, and development of major public facilities, over eight of which have been in public K-12 education. She has extensive experience in all aspects related to planning and development of long-term charter school facilities. Throughout her career, Brianna has continued to excel and has been promoted to positions with increasing levels of responsibility, most recently, as a Facilities Development Manager for the Los Angeles Unified School District. Prior to Brianna's work at the Los Angeles Unified School District, she spent six years with the Culver City Redevelopment Agency focusing on the acquisition/disposition, redevelopment, and management of all existing properties, including the management of contractors and city personnel, and the creation and administration of budgets, revenues, and expenditures for all property management functions.

**John Gray**, President, provides support to school districts, county offices, and community college districts in governance, management, collective bargaining, factfinding, fiscal health analysis, general consulting, and chief business officer search services. He has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) in Vallejo, Oakland, and West Contra Costa Unified School Districts. John is a well-known presenter at statewide workshops on school finance, collective bargaining, and categorical funding. In addition, he presents annually at the Association of California Administrators (ACSA) Negotiators' Symposium, California School Boards Association (CSBA) conference, and the California Association of School Business Official (CASBO) conference. For nine years prior to joining SSC, John was the Director of Fiscal Services for a large urban school district. There he facilitated the implementation of a new integrated financial system for all business functions and a new human resources/payroll system. He also established the internal audit function.

**Charlene Quilao**, Consulting Coordinator, provides extensive technical and professional services to local school agencies and community colleges to help them implement and maintain effective and efficient operations. As an integral member of our Management Consulting Services team, Charlene prepares research and data analysis in order to conduct organizational reviews, efficiency studies, comparative analysis of school district resources and staffing, statewide workshops, informative publications, and other client services. She also serves as SSC's liaison to the State Board of Education, monitoring emerging education policy issues and providing this essential information to school districts. Charlene received her bachelor's degree

from San Francisco State University, focusing on social sciences and research, and is an American Bar Association Certified Paralegal.

**Suzanne Speck**, Associate Vice President, provides support to school districts, county offices, and community college districts in management, collective bargaining, factfinding, contract risk analysis, special education, legislative issues, general consulting, and chief business officer search services. For more than 20 years, she has served school districts in California as a special education teacher, site administrator, and human resources professional. Suzanne has a strong background in collective bargaining, alternative dispute resolution, and organizational development. Suzanne is also an experienced workplace investigator and expert in the area of accommodation planning. She presents statewide on collective bargaining, human resources, and employee benefits and leave administration. She has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) for human resources in South Monterey Joint Union High School District and Compton Community College District. Suzanne is a skillful facilitator and has extensive experience leading large and small groups, on various topics, including strategic planning, budget advisory, and health benefit committees. Prior to joining SSC, Suzanne was the Assistant Superintendent, Human Resources, in the Travis Unified School District. Her prior positions, including Director of Personnel for the Vallejo City Unified School District and Special Education Principal for the Solano County Office of Education, make her a valuable resource for educators in California. Suzanne holds a bachelor's degree in Special Education and Early Childhood Education from Radford University, Radford, VA. She received two credentials and her master's degree in Education Administration from California State University, Sacramento.

**Sheila G. Vickers**, Vice President, provides support to school districts, county offices, and community college districts in management, collective bargaining, legislative issues, information systems, chief business official search services, fiscal health analyses, and other management consulting services. She has served on Fiscal Crisis and Management Assistance Teams (FCMAT) for human resources and finance, and as a county-appointed fiscal advisor for school districts in financial distress. Prior to joining SSC, Sheila developed a strong background in public sector business and finance: 11 years in K-12 and community college districts and seven years at a public utility. She served most recently as the Director of Fiscal Services for a large single-campus community college district, where she was responsible for budget planning, development, and maintenance, as well as for all accounting and payroll functions. Prior to that, she was the Director of Accounting for a large high school district and Accounting Manager for a community college campus.

**Lewis W. Wiley, Jr.**, Director, Management Consulting Services, has extensive experience in the financial management of charter schools, categorical programs, and Associate Student Body Funds, as well as the general fund. His focus is on budget reviews, fiscal health analysis, negotiations, charter school reviews, and management consulting. Lewis was with the Fresno Unified School District for eight years, where he most recently served as Director of Fiscal Services overseeing the Accounting and Payroll functions. He formerly worked for the District

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as a Financial Analyst responsible for budget preparation and analysis for both the general fund and categorical programs. Prior to moving to Fresno Unified, Lewis was an Audits Supervisor for Vavrinek, Trine, Day & Co., CPAs, where he performed audits of school districts, county offices of education, community colleges, and joint powers authorities. Lewis' experience as a school district manager and a school district auditor prepared him to understand the demands placed on school administrators and the details of sound fiscal management.

### **Proposed Fees**

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We propose conducting the project for \$49,200, plus expenses relative to completion of the project. Expenses are defined as actual, out-of-pocket expenses, such as travel, meals, conference call telephone charges, shipping, and duplication of materials.

If additional meetings or presentations are required that are not described in this proposal (for example, an additional Board presentation), a charge of \$200 per hour, per consultant will be billed in addition to actual and reasonable expenses. We will submit monthly billings for services associated with the project.

The success of this project is highly dependent on staff cooperation. All of the timelines, costs, and outcomes assume that cooperation.

We appreciate the confidence you have in our firm and would be pleased to meet with you to discuss our proposed Organizational Review of the District Office at more length. Please call if you have any questions about the enclosed proposal.

Sincerely,



MAUREEN EVANS  
Vice President

Enclosure

Client # 05600/ S65W

P.O.# \_\_\_\_\_

**AGREEMENT FOR SPECIAL SERVICES**  
Consultation Services

This is an Agreement between the **CULVER CITY UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of February 25, 2014.

**RECITALS**

**WHEREAS**, the Client needs assistance regarding an Organizational Review of the District Office; and

**WHEREAS**, Consultant is professionally and specially trained and competent to provide these services; and

**WHEREAS**, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

**NOW, THEREFORE**, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to assist the Client with an Organizational Review of the District Office.
2. The Client agrees to pay the Consultant the amount of \$49,200, plus expenses, upon receipt of billing from Consultant.
  - a. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, conference call telephone charges, shipping, and duplication of materials.
  - b. If additional meetings or presentations are required that are not described in our proposal (for example, an additional Board presentation), a charge of \$200 per hour, per consultant will be billed in addition to actual and reasonable expenses.
3. This Agreement shall be for the period commencing February 25, 2014, and terminating December 31, 2014. It may be terminated at any time prior to completion by either party on thirty (30) days' written notice. In case of cancellation, the Client shall be liable for any costs accrued to date of cancellation.

4. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed as indicated below:

BY: \_\_\_\_\_

DAVID LaROSE  
Superintendent  
Culver City Unified School District

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

BY: \_\_\_\_\_

MAUREEN EVANS  
Vice President  
School Services of California, Inc.

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



February 25, 2014

1121 L Street

•

Suite 1060

•

Sacramento

•

California 95814

•

TEL: 916 . 446-7517

•

FAX: 916 . 446-2011

•

[www.sscal.com](http://www.sscal.com)

*An Employee-Owned  
Company*

Mr. David LaRose  
Superintendent  
Culver City Unified School District  
4034 Irving Place  
Culver City, CA 90232

Dear Mr. LaRose:

School Services of California, Inc., (SSC) is pleased to respond to Culver City Unified School District's (District) request for a proposal for a Total Compensation Study. Our staff is qualified to provide an expert, impartial analysis of the total compensation (salaries and benefits) and job descriptions for classified bargaining unit, confidential, and management positions in the District compared to other districts with similar characteristics.

Areas to be considered during the Total Compensation Study for the District will include:

- ✦ Identification and analysis of each of the District's classified, confidential, and management/nonrepresented positions
- ✦ Analyzing the 65 classified bargaining unit job descriptions and salary levels offered (Attachment A)
- ✦ Analyzing the 27 nonrepresented employees' job descriptions and salary levels offered (Attachment B)
- ✦ Determination of how each position compares to that of other districts in terms of duties and total compensation levels, including any employer payment of the employee's retirement contribution or other benefits
- ✦ Comparative ranking of total compensation offered by position

We approach every study as objective outsiders with only one interest in mind—to ensure that findings and recommendations are supportive of positive change that is measurable by improved organizational performance. Our approach is results oriented, both in the way we conduct our work and in the criteria we use to assess and evaluate the organizations we review.

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Following is an overview of the major task areas comprising the study activities:

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### ***Step 1: Project Orientation***

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This step will be critical for establishing clear expectations for the project and ensuring that our plan for the work will meet the District's needs. An initial conference call with District project leaders will be held to review the study's scope, objectives, and approach; revise the proposed work plan as needed; and develop a protocol for future communication. We recognize that the success of this project is dependent on regular communication with the District, and we will work collaboratively and communicate regularly with the project contact(s) to ensure that project goals are met.

We will also gather background information, such as existing salary and benefit schedules, job descriptions, and functional and organization descriptions, to prepare for the comparative review.

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### ***Step 2: Salary Study***

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We will gather the necessary information for the total compensation study from the comparative districts chosen in conjunction with the District, and will perform the necessary analysis to create a comparative report for the District's use. The positions included in this part of the study will be the positions listed in Attachments A and B.

### ***Step 3: Comparison of District Total Compensation to Other Districts***

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We will review the data collected in Steps 1 and 2 for analysis and to make observations about the District's current salary and benefit schedules when compared to three to five school districts with similar characteristics. We will answer the following questions:

- ✦ How do the salary and benefit levels offered for these positions compare to those of other districts examined?
- ✦ Do any of the comparative districts pay the employee's contribution to the retirement system, and if so, how much?
- ✦ Are other benefits provided that increase total compensation?
- ✦ How do the essential duties of these positions in the District compare with those of the comparative districts?
- ✦ What is the District's comparative ranking related to the total compensation as compared to other districts with similar characteristics?

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We will discuss the preliminary study results with the Superintendent and/or other staff designated by the Superintendent.

### ***Step 4: Consultant's Report***

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Our report is expected to be organized in the following manner:

- ↓ **Executive Summary:** Synopsis of the compensation study results.
- ↓ **Study Objectives and Methodologies:** Detailed discussion of the study objectives in relation to key organizational issues identified. This section will also include an overview of our methodology in conducting the study.
- ↓ **Assessment of Current Compensation and Recommendations:** Identification and analysis of each of the District's classified, confidential, and management positions, included in Attachments A and B. Determination of how each of the District's positions and total compensation levels compares to those of other districts.

### ***Step 5: Final Presentation and Follow up***

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We believe that any consulting study should become a working tool for the school districts we serve.

A draft report will be provided to the Superintendent or designee for comment upon completion of the analysis. Following delivery of the final report, members of our team will also be available to present an overview of the report at a Governing Board meeting.

### ***Study Timeline***

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We will commence work on the proposed services at a mutually arranged date. The final report is expected to be completed within eight to ten weeks after the initial field work has been completed and all requested documentation has been received. The review relies on participation of the districts selected for the comparative review. The final report will be completed on a mutually agreeable schedule.

### ***SSC's Consultants***

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Staff for this project will include two consultants from SSC. Each portion of the project will be led by a member of our firm with special expertise in the assigned area:

**Jeff Bell**, Director, Management Consulting Services, served in the Education Unit at the State Department of Finance during three different Administrations, and he brings many years of



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education finance and legislative experience, most recently as an Assistant Program Budget Manager for budget, legislative, and policy issues surrounding the K-12 education budget. In addition to working at the State Department of Finance, Jeff served as both an Education Consultant and later as a Fiscal Staff Director in the State Senate. At the local level, Jeff served four years as the County Budget Administrator for Placer County during some of the most challenging fiscal times local governments have faced in decades. Prior to working in the education arena, Jeff was an active-duty officer in the U.S. Navy for ten years, where he served as an engineering officer, targeting officer, and intelligence officer.

**Maureen Evans**, Vice President, provides support to school districts, county offices, and community colleges in governance, management, collective bargaining, factfinding, fiscal health analysis, general consulting, and chief business officer search services. She has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) in Vallejo City and West Fresno school districts and in the Compton Community College District. She has held positions at every level from school site to top-level administration. Prior to joining SSC, Maureen was the Assistant Superintendent, Business Services, in Little Lake School District. She was responsible for all business and finance functions and served as a key member of the district's cabinet. Her prior positions, including Chief Business Official in the La Cañada Unified School District and Director of Budget for Long Beach Unified School District, make her a valuable resource for educators in California.

**Brianna García**, Director, Management Consulting Services, has more than 14 years of full time, professional experience with responsibility for planning, design, funding, management, and development of major public facilities, over eight of which have been in public K-12 education. She has extensive experience in all aspects related to planning and development of long-term charter school facilities. Throughout her career, Brianna has continued to excel and has been promoted to positions with increasing levels of responsibility, most recently, as a Facilities Development Manager for the Los Angeles Unified School District. Prior to Brianna's work at the Los Angeles Unified School District, she spent six years with the Culver City Redevelopment Agency focusing on the acquisition/disposition, redevelopment, and management of all existing properties, including the management of contractors and city personnel, and the creation and administration of budgets, revenues, and expenditures for all property management functions.

**John Gray**, President, provides support to school districts, county offices, and community college districts in governance, management, collective bargaining, factfinding, fiscal health analysis, general consulting, and chief business officer search services. He has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) in Vallejo, Oakland, and West Contra Costa Unified School Districts. John is a well-known presenter at statewide workshops on school finance, collective bargaining, and categorical funding. In addition, he presents annually at the Association of California Administrators (ACSA) Negotiators' Symposium, California School Boards Association (CSBA) conference, and the California Association of School

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Business Official (CASBO) conference. For nine years prior to joining SSC, John was the Director of Fiscal Services for a large urban school district. There he facilitated the implementation of a new integrated financial system for all business functions and a new human resources/payroll system. He also established the *internal audit function*.

**Robert Miyashiro**, Vice President, has worked on numerous consulting projects, including budget reviews, efficiency studies, retirement system analyses, and Chief Business Official searches. In addition, he provides consulting services on state mandate issues. Prior to joining SSC, he had a distinguished career in California state government, focusing on school finance. He most recently served as the Deputy Director of the Department of Finance, where he was a member of the executive management team, providing analyses and advice on legislative, budget, and policy issues facing the state. Prior to that, he served as the Director of the Education Finance Division in the Department of Education; Principal Consultant for the Assembly Budget Committee; Director of Expenditure Forecasting for the Commission on State Finance; and an analyst with the Legislative Analyst's Office.

**Kathleen O'Sullivan**, Director, Management Consulting Services, has been with SSC since 2006 and works with school districts to implement and maintain effective and efficient operations through innovative strategies. Kathleen works with school districts to strengthen program management conducting organizational reviews, shared services and efficiency studies, budget reviews, comparative analyses of school district resources and staffing, and facilities reviews. She also specializes in compensation studies and salary schedule analyses. Kathleen assists in the preparation of case materials for SSC's many successful school district factfindings. She serves as SSC's liaison to the State Board of Education (SBE) monitoring emerging education policy issues and has guided many school districts through the SBE waiver process resulting in successful outcomes. Kathleen is committed to serving California's school districts during these challenging economic times.

**Charlene Quilao**, Consulting Coordinator, provides extensive technical and professional services to local school agencies and community colleges to help them implement and maintain effective and efficient operations. As an integral member of our Management Consulting Services team, Charlene prepares research and data analysis in order to conduct organizational reviews, efficiency studies, comparative analysis of school district resources and staffing, statewide workshops, informative publications, and other client services. She also serves as SSC's liaison to the State Board of Education, monitoring emerging education policy issues and providing this essential information to school districts. Charlene received her bachelor's degree from San Francisco State University, focusing on social sciences and research, and is an American Bar Association Certified Paralegal.

**Suzanne Speck**, Associate Vice President, provides support to school districts, county offices, and community college districts in management, collective bargaining, factfinding, contract risk analysis, special education, legislative issues, general consulting, and chief business officer search services. For more than 20 years, she has served school districts in California as a special

education teacher, site administrator, and human resources professional. Suzanne has a strong background in collective bargaining, alternative dispute resolution, and organizational development. Suzanne is also an experienced workplace investigator and expert in the area of accommodation planning. She presents statewide on collective bargaining, human resources, and employee benefits and leave administration. She has served on the Fiscal Crisis and Management Assistance Teams (FCMAT) for human resources in South Monterey Joint Union High School District and Compton Community College District. Suzanne is a skillful facilitator and has extensive experience leading large and small groups, on various topics, including strategic planning, budget advisory, and health benefit committees. Prior to joining SSC, Suzanne was the Assistant Superintendent, Human Resources, in the Travis Unified School District. Her prior positions, including Director of Personnel for the Vallejo City Unified School District and Special Education Principal for the Solano County Office of Education, make her a valuable resource for educators in California.

**Sheila G. Vickers**, Vice President, provides support to school districts, county offices, and community college districts in management, collective bargaining, legislative issues, information systems, chief business official search services, fiscal health analyses, and other management consulting services. She has served on Fiscal Crisis and Management Assistance Teams (FCMAT) for human resources and finance, and as a county-appointed fiscal advisor for school districts in financial distress. Prior to joining SSC, Sheila developed a strong background in public sector business and finance: 11 years in K-12 and community college districts and seven years at a public utility. She served most recently as the Director of Fiscal Services for a large single-campus community college district, where she was responsible for budget planning, development, and maintenance, as well as for all accounting and payroll functions. Prior to that, she was the Director of Accounting for a large high school district and Accounting Manager for a community college campus.

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***Proposed Fees***

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We propose conducting the project for \$46,800, plus actual and reasonable expenses. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, telephone charges, shipping, and duplication of materials.

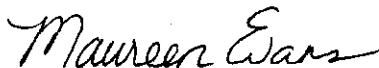
If additional meetings or presentations are required that are not described in this proposal (for example, an additional Board presentation), a charge of \$200 per hour, per consultant, will be billed in addition to actual and reasonable expenses. We will submit monthly billings for services associated with the project.

The success of this project is highly dependent on staff cooperation. All of the timelines, costs, and outcomes assume that cooperation.

After reviewing the proposal, if you decide that the proposed scope should be expanded or contracted, we would be glad to make modifications and provide a revised estimated fee. If the proposal meets with your approval, please sign the enclosed Agreement for Special Services and return it to me for final signature and processing. A final executed Agreement will be returned for your records. Our proposal is valid for 60 days from the date of this letter.

We appreciate the confidence you have in our firm and would be pleased to discuss our proposed Total Compensation Study for the Culver City Unified School District at more length. Please call if you have any questions about the proposal.

Sincerely,



MAUREEN EVANS  
Vice President

Enclosure

**AGREEMENT FOR SPECIAL SERVICES**  
Consultation Services

This is an Agreement between the **CULVER CITY UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of February 25, 2014.

**RECITALS**

**WHEREAS**, the Client needs assistance regarding a Total Compensation Study; and

**WHEREAS**, the Consultant is professionally and specially trained and competent to provide these services; and

**WHEREAS**, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

**NOW, THEREFORE**, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to assist the Client with a Total Compensation Study of classified, confidential, and management/nonrepresented positions in the District.
2. The Client agrees to pay the Consultant the amount of \$46,800, plus actual and reasonable expenses.
  - a. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, telephone charges, shipping, and duplication of materials.
  - b. If additional meetings or presentations are required that are not described in this proposal (for example, an additional Board presentation), a charge of \$200 per hour, per consultant will be billed in addition to actual and reasonable expenses.
3. This Agreement shall be for the period commencing February 25, 2014, and terminating December 31, 2014. It may be terminated at any time prior to December 31, 2014, by either party on thirty (30) days' written notice. In case of cancellation, the Client shall be liable for any costs accrued to date of cancellation.

4. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed as indicated below:

BY: \_\_\_\_\_

DAVID LaROSE  
Superintendent  
Culver City Unified School District

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

BY: \_\_\_\_\_

MAUREEN EVANS  
Vice President  
School Services of California, Inc.

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



Culver City Unified School District  
CLASSIFICATIONS WITH SALARY RANGE  
Effective February 12, 2014

| CLASSIFICATION   | RANGE |
|--|-------|
| Account Clerk III.....                                     | 25    |
| Accounting Technician.....                                 | 30    |
| Administrative Assistant.....                              | 26    |
| Administrative Assistant - MOT.....                        | 27    |
| Behavior Intervention Instructional Assistant (SELPA)..... | 18    |
| Behavior Intervention Specialist.....                      | 48    |
| Budget/Financial Technician.....                           | 25    |
| Budget Secretary.....                                      | 24    |
| Bus Driver.....  | 23    |
| Bus Driver/Trainer.....                                    | 26    |
| Carpenter.....   | 29    |
| Case Manager for Health Services.....                      | 30    |
| Clerk Typist II.....                                       | 17    |
| Community Liaison/Vocational Aide III.....                 | 16    |
| Computer/Audio-Visual Electronic Technician.....           | 32    |
| Computer Specialist.....                                   | 33    |
| Computer Technician.....                                   | 30    |
| Continuation School Secretary.....                         | 21    |
| Cook.....  | 14    |
| Custodian III.....   | 20    |
| Driver.....  | 21    |
| Elementary School Secretary.....                           | 21    |
| Food Services Warehouse Operator/Delivery Driver.....      | 21    |
| Food Service Assistant.....                                | 6     |
| Groundskeeper II.....                                      | 19    |
| Guidance Technician.....                                   | 20    |
| Health Assistant.....                                      | 24    |
| Health Technician.....                                     | 19    |
| Health Technician II.....                                  | 20    |
| Instructional Assistant.....                               | 12    |
| Instructional Assistant - Adult School.....                | 17    |
| Instructional Assistant - Bilingual.....                   | 16    |
| Instructional Assistant - Child Development.....           | 11    |
| Instructional Assistant - Child Development/Bilingual..... | 11    |
| Instructional Assistant - Child Development II.....        | 13    |
| Instructional Assistant - Computer Lab.....                | 16    |
| Instructional Assistant - Physical Education.....          | 15    |
| Instructional Assistant - Special Education.....           | 14    |
| Instructional Assistant - Special Education IIA.....       | 16    |
| Instructional Materials Clerk.....                         | 20    |
| Library Media Clerk I.....                                 | 17    |

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| CLASSIFICATION   | RANGE |
|--|-------|
| Locksmith.....   | 29    |
| Maintenance Electrician.....                                   | 35    |
| Maintenance Heating, Ventilation & Refrigeration Mechanic..... | 35    |
| Maintenance Plumber.....                                       | 35    |
| Maintenance Worker.....  | 24    |
| Mechanic/Welder.....   | 28    |
| Occupational Therapist.....                                    | 48    |
| Painter.....   | 29    |
| Payroll Technician.....  | 29    |
| Purchasing Clerk/Buyer.....                                    | 25    |
| Receptionist.....  | 17    |
| Registrar.....   | 23    |
| ROP Technician.....  | 20    |
| School Custodian.....  | 16    |
| School Technology Technician.....                              | 21    |
| Secretary I.....   | 20    |
| Secretary II.....  | 22    |
| Secretary III.....   | 25    |
| Security Communications Technician.....                        | 21    |
| Security Guard.....  | 16    |
| Senior Food Service Assistant.....                             | 10    |
| Senior Office Assistant.....                                   | 19    |

(Revised 02/14/14)



**Nonrepresented Positions**

Superintendent  
Director of Purchasing  
Director, Food Services  
Director, Fiscal Services  
*Director-MOT, Operations, and Transportation*  
Director of Information Technology  
Middle School Assistant Principal  
High School Assistant Principal-DISC/Athletis  
Elementary School Principal  
Director, Special Education  
High School Assistant Principal-DISC/GUIDN  
High School Prinicipal  
Assistant Superintendent of *Educational Services*  
Assistant Superintendent of Human Resources  
Prinicpal, Adult School  
Prinicpal, Culver Park Continuation  
High School Assistant Prinicipal-Curr. Guidance  
Coorinator of State and Federal Programs  
Middle School Principal  
Assistant Prinicipal Elementary (50%)  
Director of Pupil Personnel Services  
Director of Child Development  
Assistant Superintendent of Business Services  
Maintenance Foreman  
Super-Food Services  
School Library Supervisor  
Security Supervisor

**BOARD REPORT**

**3/11/14  
14.3d**

**14.3d Approval of Agreement with School Services of California for Fiscal Reporting Systems**

At this time, we need to approve the agreement with School Services of California, Inc. to continue to receive their fiscal reporting services which provide a wealth of information on areas that affect our financial and operational responsibilities.

**RECOMMENDED MOTION:** That the Board of Education for Culver City Unified School District approve the agreement with School Services of California, Inc. for monthly fiscal reporting.

**Moved by:**

**Seconded by:**

**Vote:**



**RECEIVED**

**FEB 19 2014**

**Business Office-C.C.U.S.D.**

1121 L Street

**MEMORANDUM**

Suite 1060

February 14, 2014

Sacramento

California 95814

**TO: Mike Reynolds, Assistant Superintendent, Business Services  
Culver City Unified School District**

TEL: 916 . 446 . 7517

**FROM: John D. Gray  
President**

FAX: 916 . 446 . 2011

E-mail: [ssc@sscal.com](mailto:ssc@sscal.com)

It has been a pleasure to provide Culver City Unified School District our Fiscal Budget Services during the past year. We value our relationship and appreciate the continued confidence that you and your staff have expressed in School Services of California, Inc. (SSC).

*An Employee-Owned  
Company*

Our current contract expires on March 31, 2014. Anticipating your desire to continue our services, we have enclosed a proposed renewal Agreement. We are also offering the option to include our CADIE (Comparative Analysis of District Income and Expenditures) and SABRE (Salary and Benefit Reports) products as part of this contract. If you wish to include any of these services, please complete and sign the attached Addendum A, indicate the services desired, and return with your contract renewal. Any questions regarding the CADIE or SABRE should be directed to Kathe Sadler, Data Specialist.

To activate our Agreement, please sign the contract (and the Addendum, at your discretion), and return the original (or scan and e-mail to [JanelleD@sscal.com](mailto:JanelleD@sscal.com)) to our office for final processing. So that we may continue to give you the best possible service, it would be helpful if we could have the Agreement returned by March 31, 2014. If you are unable to return it by this date, please call our Accounting Department. Please note that this contract reflects a price increase above the current year, the first increase since 2009-10.

If you have any questions or need additional information, please give me a call at (916) 446-7517.

**AGREEMENT FOR SPECIAL SERVICES**  
Fiscal Budget Services

This is an agreement between the **CULVER CITY UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of April 1, 2014.

**RECITALS**

**WHEREAS**, the Client needs assistance regarding issues of school finance, legislation, school budgeting, and general fiscal issues; and

**WHEREAS**, the Consultant, is professionally and specially trained and competent to provide these services; and

**WHEREAS**, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

**NOW, THEREFORE**, the parties to this Agreement do hereby mutually agree as follows:

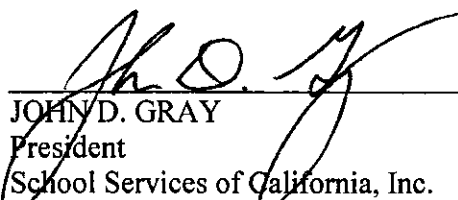
1. Consultant agrees to perform such duties relating to issues of school finance, including:
  - a. Delivery of "one copy" of each edition of the *Fiscal Report* containing information on issues of school finance, budgets, or practices that impact school district fiscal policies, and one copy of the booklet *Analysis of the Governor's Proposals for the State Budget and K-12 Education*
  - b. Option of receiving information on Consultant's website regarding major school finance and policy issues
  - c. An analysis of all major school finance/fiscal legislation and reports on its legislative/executive branch progress
  - d. Eight (8) hours of service annually as the Client directs on fiscal issues, including: analysis of specific revenue or expenditure issues, analysis of specific legislative or regulatory issues, and a "quick query" service to provide telephone response to specific fiscal questions of the Client. Services for which the base service hours may not be used, include: mandate questions, Client-specific economy, efficiency, or management consulting services, including, but not limited to, efficiency or management studies, demographic or school facility studies; special education studies; fiscal health analysis, and/or an in-depth budget review, direct collective bargaining or factfinding assistance; legislative representation or advocacy; fiscal analysis for purposes of collective bargaining, appearance as an expert witness, provision of depositions or declarations for district legal issues; or, major customized research projects or studies
  - e. Preliminary school district revenue calculation using the online tools available on the Consultant's website for use in determining the projected revenue funding level soon after the budget is adopted based on the major annual school finance legislation
  - f. Participation at the Consultant's school finance conferences and workshops at the Consultant's client rate

2. The Client agrees to pay to Consultant for services rendered under this Agreement:
  - a. \$2,460 annually, plus expenses, or payable at \$205 per month, plus expenses, for the services listed in Item 1 above, upon billings from Consultant
  - b. For all requested services in excess of eight (8) direct service hours as indicated in Item 1d above in a 12-month period, the applicable hourly rate for the person(s) performing the services shall apply
  - c. "Hours" are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client's site
  - d. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials
3. The term of this contract shall be for the period of one year, beginning April 1, 2014, and terminating March 31, 2015. This Agreement may be terminated prior to March 31, 2015 by either party on thirty (30) days' written notice. In the event that the Client elects to terminate services at the end of the Agreement, the Client shall give a 30-day written notice of nonrenewal. Consultant will provide continuing services for 90 days after the expiration date of the Agreement or until the Client provides written notice. The Client is responsible for these accrued charges and Consultant may bill these additional days. In case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation under Item 2 above.
4. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

BY: \_\_\_\_\_  
Culver City Unified School District

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

BY:  \_\_\_\_\_  
JOHN D. GRAY  
President  
School Services of California, Inc.

DATE: February 14, 2014

**ADDENDUM A  
TO SPECIAL SERVICES AGREEMENT**

As a client of School Services of California, Inc., you have the option of purchasing either or both of our **CADIE** and **SABRE** reports at the client rate. The following information describes the **CADIE** and **SABRE** reports, and the form at the bottom of the page is the **CADIE** and **SABRE** order form.

The **Comparative Analysis of District Income and Expenditures (CADIE)** is a comprehensive computer-generated report comparing your district's revenues and expenses to those of 40 other districts of your choice throughout the state. (Two reports with 20 districts in each). Well over 300 comparisons are made using Standardized Account Code Structure and California Basic Educational Data System data available from the California Department of Education (CDE).

The **CADIE** includes comparative graphic data showing expenditures by average daily attendance (ADA), tabular information showing per ADA and percentage distribution of district revenue and expenses, and staffing levels for certificated and classified nonmanagement and administrative personnel, as well as historical data.

The **Salary And Benefits Report (SABRE)** is generated from the CDE's Certificated Teachers Salary and Benefit data (Form J-90) and compares your district's certificated nonmanagement salary and benefits schedule with those of 40 other districts of your choice. (Two reports with 20 districts in each).

The **SABRE** includes comparative tables and graphic displays for salaries, benefits, and total compensation. It also includes the actual salary and benefit schedules for the selected districts, as well as comparisons of entry level, average, and maximum salaries in ranking order and with historical comparisons.

The analytical uses of the **CADIE** or **SABRE** reports are unlimited. If these products are needed for negotiations, they are claimable as a mandated cost reimbursement—with the exception of local educational agencies opting into the mandate block grant.

Please check the appropriate items below:

**CADIE Only**      \$400     Use the same districts as last year     Current year\* 2011-12  
 **SABRE Only**      \$250     Use districts of similar type and size     Next year\*\* 2012-13  
 **CADIE & SABRE** \$600     Call me to discuss comparative group

\*Reports are a year behind as the data is released by the CDE.

\*\*Next year: SABRE will be released in December 2013, CADIE will be released in May 2014.

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District Name: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_  
Address (no P.O. Boxes Please): \_\_\_\_\_  
\_\_\_\_\_  
Telephone with extension: \_\_\_\_\_  
Email: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

By completing this Addendum and submitting with our contract, the above Client agrees to pay for these reports upon receipt of the products and appropriate billing.