

## 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 – 5:30 p.m. OPEN SESSION – 7:00 p.m.

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

December 11, 2012

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**

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

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

#### 3. RECESS TO CLOSED SESSION

- 3.1 Reinstatement Request and Recommendation of Suspended Enforcement of the Expulsion of Pupil Services Case #11-08-09
- 3.2 Stipulated Expulsion of Pupil Services Case #1-12-13

- 3.3 Conference with Labor Negotiator (Pursuant to GC §54957.6)  
Agency Designated Representatives: Leslie Lockhart, Assistant Superintendent of Human Resources; Mike Reynolds, Assistant Superintendent of 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)
- 3.4 Anticipated Litigation (Pursuant to GC §54956.9)  
(1 Potential Case)
- 3.5 Public Appointment/Employment (Pursuant to GC §54947)  
Certificated Personnel Services Report No. 8  
Classified Personnel Services Report No. 8

4. **ADJOURNMENT OF CLOSED SESSION**

5. **REGULAR MEETING – 7:00 p.m.**

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

- 9.1 Annual Governing Board Organizational Meeting – Ed. Code 35143

10. **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.

- 10.1 Approval is Recommended for the Minutes of Regular Meeting -- November 13, 2012
- 10.2 Approval is Recommended for Purchase Orders and Warrants
- 10.3 Approval is Recommended for Acceptance of Gifts - Donations
- 10.4 Approval is Recommended for the Certificated Personnel Reports No. 8
- 10.5 Approval is Recommended for the Classified Personnel Reports No. 8
- 10.6 Approval is Recommended for the CCHS Robotics Team to Participate in Competitions: March 7-9, 2013 in San Diego, CA; March 21-23, 2013 in Long Beach, CA; and April 24-27, 2013 in St. Louis, Missouri
- 10.7 Approval is Recommended for the CCMS GATE Field Trip, April 26-28, 2013 in Idyllwild, CA
- 10.8 Approval is Recommended for the Medi-Cal LEA Billing Option Services Agreement between the Culver City Unified School District and CSBA's Practi-Cal, Inc.

**11. AWARDS, RECOGNITIONS AND PRESENTATIONS**

- 11.1 American Citizenship Awards

**12. 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.

- 12.1 Superintendent's Report
- 12.2 Assistant Superintendents' Reports
- 12.3 Student Representatives' Reports
- 12.4 Members of the Audience
- 12.5 Members of the Board of Education

**13. 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.

- 13.1 Presentation of the First Interim Report for 2012-2013
- 13.2 Capital Projects Update

**14. RECESS (10 Minutes)**

15. **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.

15.1 **Superintendent's Items**

15.1a Adopt Findings of Staff Report Denying Innovatory School for Professional Youths (ISPY) Charter School Petition

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

15.1b Approval of Revised Board Bylaw 9121, President

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

15.2 **Education Services Items**

15.2a Approval is Recommended for the Suspended Enforcement of the Expulsion of Pupil Services Case #11-08-09

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

15.2b Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #1-12-13

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

15.3 **Business Items**

15.3a Approval is Recommended for the Certification of the First Interim Report for 2012-2013

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

15.3b Approval is Recommended for the Certification of Signatures for Warrants, Orders for Salary Payment, Notices of Employment and Related Documents

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

15.3c Authorization for Superintendent and/or Superintendent's Designee to Negotiate Pre-Construction, Lease Lease-Back and Construction Agreements with Balfour Beatty

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

15.3d Approval is Recommended for the Addendum to the Agreement between Culver City Unified School District and SunPower Corporation

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

15.3e Authorization to Enter into Agreement with Hodgetts+Fung Design and Architecture

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

**15.4 Personnel Items**

15.4a Approval is Recommended for the 2011/2012 Agreement between the Culver City Unified School District (CCUSD) and the Association of Classified Employees (ACE)

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

15.4b Approval is Recommended for the 2011/2012 Agreement between the Culver City Unified School District (CCUSD) and the Management Association of Culver City Schools (MACCS)

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

15.4c Approval is Recommended for New Classified Job Classification and Job Description – Clinical Counselor Intern

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

**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**

January 22 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), City Hall (Chambers), 9770 Culver Blvd.  
February 12 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place

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

9.1 Annual Governing Board Organizational Meeting - Ed. Code 35143

ELECTION OF OFFICERS:

President

Nominations:

Elected:

Vice President

Nominations:

Elected:

Clerk

Nominations:

Elected:

Voting Representative to the Los Angeles County School Trustees Association and Representative to Elect Members to the County Committee on School District Organization

Nominations:

Elected:

APPOINTMENTS:

Parliamentarian

Representatives to the Board of Education/City Council Liaison Committee

1.

2.

3.

(Alternate)

Representative to the Youth Health Center Committee

Representative to the District Community Arts Committee

Representative to the Fineshriber Foundation

Liaison to the Culver City Education Foundation

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

<b>Meeting:</b>	<u>Regular Meeting</u>	<b>Date:</b>	<u>November 13, 2012</u>
<b>Place:</b>	<u>District Administration Office</u> <u>4034 Irving Place</u> <u>Culver City 90232</u>	<b>Time:</b>	<u>6:00 p.m. – Public Meeting</u> <u>6:01 p.m. – Closed Session</u> <u>7:00 p.m. – Public Meeting</u>

**Board Members Present**

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

**Staff Members Present**

**David LaRose, Superintendent**  
**Eileen Carroll**  
**Leslie Lockhart**  
**Mike Reynolds**

**Call to Order**

Board President Mr. Silbiger 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. Anthony Soliman led the Pledge of Allegiance.

**Report from Closed Session**

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

**7. Public Hearing**

**7.1 Innovatory School for Professional Youth Charter School (ISPY)**

Mr. Silbiger opened the Public Hearing at 7:08 p.m. Jessica London of ISPY spoke on behalf of the charter school and stated that the school has overwhelming support. Ms. London stated that their new revised Petition is very detailed and addressed previous concerns stated by the Board. Ms. London also implied that the District did not having the Petition accessible for the public. Florina Rodov also from ISPY provided additional information on the charter school such as the groups of students serviced and what the school has to offer. David Mielke spoke against approving the Petition. He stated that public funds need to go to public schools. Mr. Mielke stated that Culver Park Continuation School has been recognized as a model continuation school, and that the District also has an Independent Study Program. The District already does what ISPY is offering. He does not see the need for the charter. He is also concerned about how much of the school is virtual learning. He believes in face-to-face contact with an actual teacher. Ms. London and Ms. Rodov briefly responded to questions from the Board. There being no questions from audience members, Mr. Silbiger closed the Public Hearing at 7:30 p.m.

Mr. Silbiger asked the Board for support to move item 10.1 up on the agenda to follow item 8. It was moved by Ms. Paspalis and seconded by Ms. Siever to move item 10.1 up on the agenda to follow the item 8. The motion was unanimously approved.

**8. Adoption of Agenda**

It was moved by Ms. Paspalis and seconded by Ms. Siever to adopt the November 13, 2012 agenda as amended. The motion was unanimously approved.

**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 November. The recipients were Declan Sherk from El Marino School; Maylee Lopez from El Rincon Elementary; Joseph Soliman from La Ballona School; Ruby Walsleben from Linwood E. Howe School; Charlie Elin Kayem from Farragut School; Nicolas Swinford from Culver City Middle School; Jeremy Schaub from Culver Park High School; and Patrick Hayes 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.

### **9. Consent Agenda**

Mr. Silbiger called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. Ms. Siever requested that item 9.2 be withdrawn. Ms. Paspalis asked that items 9.8 and 9.9 be withdrawn. It was moved by Ms. Siever and seconded by Ms. Paspalis to approve Consent Agenda Items 9.1, 9.3-9.7, and 9.10-9.12 as presented. The motion was unanimously approved.

9.1 Minutes of Regular Meeting – October 23, 2012

9.3 Acceptance of Gifts – Donations

9.4 Certificated Personnel Reports No. 7

9.5 Classified Personnel Reports No. 7

9.6 CCHS Sojourn to the Past Field Trip through Southern States, March 28-April 6, 2013

9.7 Culver City Middle School Cheerleading Team to Attend the Jamz Cheerleading National Competition in Las Vegas, Nevada, February 8, 2013

9.10 Disposal of Surplus Equipment

9.11 Enrollment Report

9.12 Compensation Report for the Board of Education

### **9.2 Approval is Recommended for Purchase Orders**

Ms. Siever requested this item be withdrawn to ask what the item numbers were for consultants. She also asked what SELPA was going to do about reducing the expenditures that the District has spent. Mr. Reynolds stated that at the recent SELPA finance meeting it was clear that the expenses needed to be reviewed, and to make certain that the District is receiving the maximum for services. Mr. Reynolds is going to put a chart together for the object codes to address the issue of consultants. Ms. Siever asked how much more the District is paying in mental health services since the County shifted the responsibility to the District. Mr. Reynolds will follow up with Ms. Siever. She thanked Mr. Reynolds for his responses. Ms. Chardiet stated that she would also like to know what percentage of the budget is spent on Special Education services. It was moved by Ms. Chardiet and seconded by Ms. Siever to approve the Purchase Orders as presented. The motion was unanimously approved.

### **9.8 Ratification of Medi-Cal LEA Billing Option Services Agreement between the Culver City Unified School District and CSBA's Practi-Cal**

Ms. Paspalis requested that this item be withdrawn because she was concerned about number 2.2. She stated that the section seems to allow Practi-Cal to change the contract without much notification. Mr. Sotelo stated that the District has worked with them since 1988 and there has never been any problems. He spoke highly of Practi-Cal. Ms. Paspalis stated that in items 5.1 and 6.1 the time specified was not adequate since the Business Department was understaffed. Mr. Sotelo stated that when the District has been late in payments Practi-Cal has sent a friendly reminder. Ms. Paspalis reiterated that her concerns are the default language. She would like the timeframe to state a little longer such as 45 or 60 days. Mr. Silbiger asked Mr. Reynolds if he can re-negotiate. This item will be brought back to the next meeting.

### **9.9 Approval is Recommended for the Single Plans for Student Achievement for Culver City High School, Culver Park High School, Culver City Middle School, El Marino Elementary School, El Rincon Elementary School, Farragut Elementary School, LaBallona Elementary School, and Linwood E. Howe Elementary School**

Ms. Paspalis asked why the Board was getting the plans all at one time. Ms. Carroll explained that the plans must be approved as early as possible in the school year to comply with the law are for this school year. It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve Single Plans for Student Achievement for Culver City High School, Culver Park High School, Culver City Middle School, El Marino Elementary School, El Rincon Elementary School, Farragut Elementary School, LaBallona Elementary School, and Linwood E. Howe Elementary School as presented. The motion was unanimously approved.



**11. Public Recognition****11.1 Superintendent's Report**

Mr. LaRose reported on his attendance at the Education Foundation's Benefactors Breakfast. He enjoyed that time to recognize the business relationships that the District has, and he stated that we are very grateful to our many benefactors. Mr. LaRose wanted to highlight some of the conversations that he has been involved with so he reported on his meeting with Jerry Chabola and Leslie Gardner regarding mentoring programs. He met with Sue Robins from the Chamber regarding a Principal for a Day Program, and he attending a second meeting at the Double Tree Hotel getting additional information on their vision and learning about their CARE Team. Mr. LaRose welcomed Mr. Mike Reynolds, the new Assistant Superintendent of Business Services, to the meeting. Mr. LaRose also made a statement regarding ISPY and the implications made by its representatives at this evening's meeting. He stated that the District has done their due diligence in meeting with the representatives, thoroughly reviewing the petition, and making it available to the public.

**11.2 Assistant Superintendents' Reports**

Ms. Carroll reported on her attendance at the Education Foundation's Benefactors Breakfast where the Front and Center Theater Group was highlighted. She named the new and existing programs being offered in the District through Front and Center, The Actor's Gang, and the Centre Theater Group. All of these programs add to the Arts curriculum.

Ms. Lockhart reported that Human Resources is the beginning to work on the school calendars for the next two years. She invited everyone to go to the website and take the calendar survey. She stated that on October 24<sup>th</sup> and 25<sup>th</sup> she attended the West Coast Collaborative Conference and spoke a little about the conference. David Mielke and Audrey Stephens who were also in attendance at the conference provided additional information and they shared their experience. Mr. Mielke stated that when he first became Union President it was not a very collaborative experience. He gave the history on how the conference came to be.

Mr. Reynolds reported that since Prop 30 passed so additional funding should finally be coming to public schools. He stated that the District is focusing on some needed repairs at the sites. Mr. Reynolds stated that Mike Korgan spent a lot of time today working on the water fountains. He will be putting together a presentation showing the effect of Prop 30.

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

Angel Moret, Culver City Middle School Student Representative, reported on activities at Culver City Middle School, including ASB activities; the 8<sup>th</sup> grade students going to Washington D.C.; and an upcoming See's Candy Fundraiser.

**Culver Park Student Representative**

Eric Ibarra, Culver Park High School Student Representative, reported on activities at Culver Park High School, including the new logo for the school spirit wear; the success of the Halloween and the Day of the Dead events; four Culver Park students volunteering at El Marino for their Undokai event; and his participation in the HeArt Project field trip.

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

Lena Kettering, Student Board Member, reported on activities at Culver City High School, including ASB Homecoming activities; the House of Reps meeting and her update to them that the Board is working on the water fountain issue. Miss Kettering said she asked the reps to bring any student concerns to her and the feedback she received was that the boys feel uncomfortable that there are no dividers in the restrooms; and that there is no where to sit outside when it is raining. She provided an update on the Football team who won their recent playoff game, and announced the upcoming Wing Stop fundraiser. Miss Kettering thanked Mr. LaRose for playing such an active role at the high school.

**11.4 Members of the Audience**

Members of the audience spoke about:

- David Mielke informed the Board that since Prop 30 has passed the union would be putting together a proposal. He informed the Board about how the school calendar process works and reminded them that it is a bargaining item. He has concerns that the calendar survey is out and it seems a little “slanted” towards certain preferences.
- Leslie Gardner, President of PTA Council, provided an update on PTA activities in the District since the beginning of the year and how they have provided funding for our schools. She thanked Board members and staff for their ongoing support.
- Rania Daley, a parent at El Marino, stated that she is advocate for clean air at the school. She thanked Mr. LaRose and Mr. Reynolds for coming to the school and listening to concerns. She also thanked Ms. Paspalis and Ms. Goldberg for their suggestions and some stated that some of the suggestions are currently being implemented.
- Ken Browning stated that he is a Legislative Advocate for the PTA. He stated that there are programs through the PTA that educate students on Government.

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

Board Members spoke about:

- Ms. Chardiet congratulated Mr. Mielke, UPCC, and the PTA for getting out the vote on Prop 30.
- Ms. Goldberg stated that she is proud of Miss Kettering for her recent accomplishments. Ms. Goldberg reported on her visit to the El Marino Carnival. She stated that she saw students washing the microfiber towels and thanked the parents and students for their involvement. She also got to judge the “Reflections” Contest submissions at Farragut Elementary. Miss Goldberg stated that she had a lovely time at the Benefactors Breakfast; and had a great time dunking the Superintendent in the dunk tank at the La Ballona Carnival.
- Ms. Siever reported on her attendance at the high school football game where they played against Beverly Hills. She congratulated the football team and extended congratulations to all of the District clubs, and the Booster Clubs. She would like a report on how the District is addressing the homeless students in the District. Board members agreed to this request. Ms. Siever stated she was happy that Prop 30 passed.
- Ms. Paspalis stated that the dunk tank at La Ballona was fun. She reported on her attendance at the football game and stated it was great to see the team doing such a great job. The girl’s volleyball is also doing a great job. Ms. Paspalis agreed with Mr. Mielke on his comments regarding the charter school.
- Mr. Silbiger stated that he joins his colleagues in the rejoicing of the passing of Prop 30. He would like staff to look into Prop 39 which passed. He reported that he saw the high school’s performance of “Our Town” and it is one of his favorites. He gave the high school credit for taking on this production. Mr. Silbiger announced that CBAC is starting back up and encouraged anyone interested in joining the meeting tomorrow at 6:00 p.m. He agrees with Ms. Siever in getting information on homeless students in the District. He commended everyone that attended the conference on collaboration and thinks that Mr. Mielke is right in stating that it makes a big difference. Mr. Silbiger stated he is very proud of all that participated. He also commended the senior administrative staff and stated that he never recalls getting so many positive comments on senior staff.

Mr. Silbiger stated that there were people in attendance for item 14.3b and asked if the Board would mind moving this item up. The Board was in agreement.

## **14. Action Items**

### **14.3 Business Items**

#### **14.3b Authorization for Staff to Enter into Contract Negotiations with Selected Robert Frost Auditorium Feasibility Study Firm**

Bob Scales provided information on putting out an RFP for a Feasibility Study for Robert Frost which came down to a three firms. He explained the process and stated that he is suggesting Hodgetts+Fung Design. Mr. Scales

went on to explain why his thought this firm would be the best choice to work on Robert Frost. The architects were also in attendance and they thanked the Board for choosing their firm and stated some of their experience and their anticipation of working on the space. The study will take anywhere from 12-14 weeks.

## 12. Information Items

### 12.2 Culver Park Update

Mr. LaRose invited Veronica Montes to speak and provide any updates. She stated that 90% of the students are completing classes. She also provided an update on the HeArt Project and the Writing in Schools Program. Ms. Montes stated that she meets with the teachers every week and the entire staff every month. She informed the Board that she and Mr. LaRose had a meeting with Sony regarding how we can keep the mentoring program going. Mr. LaRose gave a brief report stating that there was a full staff meeting at Culver Park to talk about the future and visions of the school. December 7<sup>th</sup> is another meeting to discuss the long-range goals and what the school wants to become. Another meeting will be held on January 11<sup>th</sup>. Ms. Siever thanked Ms. Montes for what she is doing for the school and for our students. Janet Chabola suggested to Eric Ibarra that if the school does a food drive, possibly connecting with Mr. Sotelo in Pupil Services to give food to the homeless students in the District. Ms. Paspalis asked if there was a sink for the Art Teacher yet. She also asked for status on the metal windows. Mr. LaRose provided additional information. Ms. Chardiet feels strongly that there needs to be a hedge or some sort of greenery around the school. She feels that whether the space is continued to be used for Culver Park or not there needs to be a hedge. Mr. Silbiger agrees with Ms. Chardiet that there needs to be some sort of greenery there. He appreciates Mr. LaRose for thinking everything through thoroughly, but stated he is concerned about running out of time. He would like to tell the students and staff that there is a plan in case the school will need to move to another location. Further discussion ensued.

## 13. Recess

The Board recessed at 9:05 p.m. and reconvened at 9:20 p.m.

### 12.2 Update on CCUSD Immersion Programs

Tracy Pumilia, Jon Pearson, and Mina Shiratori gave a presentation on the Immersion Program in the District. Ms. Pumilia provided a brief history on the program with the recommendations that were given by the Strategic Planning Committee. She spoke about the FLAP Grant and how the funds were being used. Ms. Shiratori provided information on the programs and where they were currently at. Madeline Ehrlich asked what would be the third subject taught at the middle school level. She wanted to suggest that it be science. Mrs. Ehrlich also wanted to make sure that the La Ballona students are on the same level as the El Marino students once they got to the middle school. Peter Capone Newton suggested that the Board, when looking forward, think about offering Mandarin. Mr. Silbiger asked if there was a consensus on how to move forward. Ms. Siever stated that she would like to see our current programs strengthened before adding another language. Ms. Chardiet asked if we are filling the needs of all that are requesting the immersion classes. Ms. Slabbink stated that La Ballona has a waiting list. Ms. Pumilia stated their list changes from the beginning of the year. Ms. Siever asked what the Board could do to help make the programs stronger. Ms. Pumilia stated that once she gets the hard data in from La Ballona she is sure they will find that the students are getting an equitable dual language curriculum program. She would like a conversation on the JIP opportunities. Ms. Chardiet stated that the bigger question is where does the Board see the Immersion Program going. Do we want to add another language or have Spanish at the other elementary schools? Ms. Goldberg stated that she had about five or seven families ask about Mandarin being offered. She suggested possibly having an Ad Hoc Committees to help out since we can't afford full classes right now. Mr. Silbiger suggested looking at the goals right now, and looking at five to six years out to see what the programs would look like. He would also suggest creating a Task Force to gather information and give recommendations to the Board.

### 12.1 2012-2013 Budget Status Report for Culver City USD

The Board decided to postpone this item. They will have Mr. Reynolds provide the information at an upcoming Special Board Meeting.

14. Action Items – (cont.)

14.1 Superintendent’s Items

14.1b Second Reading and Adoption of Board Bylaw 9121, President

It was moved by Ms. Siever and seconded by Ms. Goldberg that the Board adopt Board Bylaw 9121, President as presented. The motion did not pass with a vote of 2 – Ayes and 3 – Nays by Ms. Chardiet, Ms. Paspalis, and Mr. Silbiger. Mr. Silbiger asked that this item be agendized again in one month.

14.2 Education Services Items - None

14.3 Business Services Items

14.3a Approval is Recommended to Reissue Stale-Dated Payroll Warrants

It was moved by Ms. Paspalis and seconded by Ms. Chardiet that the Board approve Reissuing Stale-Dated Payroll Warrants as presented. The motion was unanimously approved.

14.4 Personnel Items

14.4a Approval is Recommended for the Clinical Practicum Agreement Between the Culver City Unified School District and California State University Northridge

It was moved by Ms. Paspalis and seconded by Ms. Chardiet that the Board approve the Clinical Practicum Agreement Between the Culver City Unified School District and California State University Northridge as presented. The motion was unanimously approved.

15. Board Business - None

Adjournment

There being no further business, it was moved by Ms. Siever, seconded by Ms. Goldberg and unanimously approved to adjourn the meeting. Board President Mr. Silbiger adjourned the meeting at 10:45 p.m.

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

\_\_\_\_\_  
Superintendent

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

\_\_\_\_\_  
Secretary

**10.2 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 November 4, 2012 through December 1, 2012 is \$462,938.77. Warrants issued for the period October 12, 2012 through November 30, 2012 total \$7,550,824.29. This includes \$3,542,925.00 in commercial warrants, and \$4,007,899.29 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 November 4, 2012 through December 1, 2012 in the amount of \$462,938.77 and warrants for October 12, 2012 through November 30, 2012 in the amount of \$7,550,824.29 be ratified by the Board of Education.

**Moved by:**

**Seconded by:**

**Vote:**

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

Report ID: LAPO009C  
District: 64444

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Purchase Orders/Buyouts To The Board for Ratification From : 11/4/2012 To 12/1/2012  
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

**Change**

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Distrib	Amount	PO Amt
11/05/12	102912GG	C		11/05/2012	ENVIROSCOPE	CONTRACTED SERVICES 11/05/2012	Linwood Howe Elementary 102912GG	01.0	90127.0	11100	10000	5810	2020000	12-13		3,000.00	3,000.00
11/15/12	59388M	A		11/15/2012	SIGLER	MAINTENANCE SUPP/EQUIP 11/15/2012	Maintenance 59388M	01.0	81500.0	00000	81100	4380	0005040	12-13		583.14	583.14
11/15/12	59389M	A		11/15/2012	CALIFORNIA PEST MANAGEMENT, INC.	PEST CONTROL 11/15/2012	Maintenance 59389M	01.0	81500.0	00000	81100	5570	0005040	12-13		500.00	500.00
11/15/12	59390M	A		11/15/2012	COMPOST TEANA'S ORGANIC	REPAIRS - OTHER 11/15/2012	Maintenance 59390M	01.0	81500.0	00000	81100	5630	0005040	12-13		200.00	200.00
11/08/12	59391M	A		11/08/2012	FAST DEER BUS CHARTER, INC.	TRANSPORTATION SUPP/EQUIP/SERV 11/08/2012	Operations 59391M	01.0	00000.0	00000	36000	5871	0005041	12-13		2,023.61	2,023.61
11/08/12	59392M	A		11/08/2012	AMS ACOUSTICAL MATERIAL SERVICES	MAINTENANCE SUPP/EQUIP 11/08/2012	Maintenance 59392M	01.0	81500.0	00000	81100	4380	0005040	12-13		1,250.00	1,250.00
11/27/12	59393M	A		11/27/2012	SADDLEBACK GOLF CARS	REPAIRS - OTHER 11/27/2012	Maintenance 59393M	01.0	81500.0	00000	81100	5630	0005040	12-13		92.50	92.50
11/27/12	59395M	A		11/27/2012	BEC	REPAIRS - OTHER 11/27/2012	Maintenance 59395M	01.0	81500.0	00000	81100	5630	0005040	12-13		804.05	804.05
11/27/12	59396M	A		11/27/2012	BLAINE WINDOW HARDWARE, INC.	MAINTENANCE SUPP/EQUIP 11/27/2012	Maintenance 59396M	01.0	81500.0	00000	81100	4380	0005040	12-13		13.26	13.26

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\* Prior Year Payments

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11/4/2012 To 12/1/2012

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	
11/29/12	59398M	A		11/29/2012	B & M LAWN AND GARDEN, INC.	MAINTENANCE SUPP/EQUIP 11/29/2012	59398M Grounds	01.0	00000.0	00000	82000	4380	0005043	12-13		489.38	489.38	
																		489.38
11/06/12	60046	C		11/06/2012	CASBO	CONFERENCE AND TRAVEL 11/06/2012	60046 Business Services	01.0	00000.0	00000	73000	5220	0005000	12-13		695.00	695.00	
																		695.00
11/05/12	60049	A		11/05/2012	MELROSEMAC, INC.	COMPUTER SUPP/EQUIP 11/05/2012	60049 Business Services	01.0	00000.0	00000	77000	4410	0005000	12-13		483.94	483.94	
																		483.94
11/06/12	60050	A		11/06/2012	TROXELL COMMUNICATIONS	INSTRUCTIONAL SUPPLIES 11/06/2012	60050 Farragut	01.0	00000.0	11100	10000	4310	2050001	12-13		587.24	587.24	
																		587.24
11/05/12	60051	A		11/05/2012	GOODHEART WILLCOX	BOOKS 11/05/2012	60051 Culver City High School	01.0	96352.0	71100	10000	4410	4010000	12-13		1,726.80	1,726.80	
																		1,726.80
11/05/12	60052	C		11/05/2012	NATIONAL SCHOOL BOARDS	MEMBERSHIPS 11/05/2012	60052 Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	12-13		4,675.00	4,675.00	
																		4,675.00
11/05/12	60053	C		11/05/2012	DANNIS WOLIVER KELLEY	CONTRACTED SERVICES 11/05/2012	60053 Superintendent's Office	01.0	00000.0	00000	71000	5820	0001000	12-13		335.00	335.00	
																		335.00
11/05/12	60055	A	1	11/13/2012	REDWOOD PRESS	OFFICE SUPPLIES 11/05/2012	60055 Educational Services	01.0	00000.0	00000	27000	4350	0004000	12-13		831.94	831.94	
																		831.94
																		399.66
																		399.66
11/06/12	60059	C		11/06/2012	HERITAGE SCHOOLS, INC.	CONTRACT SERVICES RENDERED 11/06/2012	60059 Special Education	01.0	33100.0	57500	39000	5890	0004040	12-13		550.09	550.09	
																		550.09

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

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Schl/Loc	BP	Distrib	Amount	PO Amt			
11/06/12	60060	A		11/06/2012	N.J.P. SPORTS	FENCING	60059	25.0	00000.0	00000	85000	4400	50100000	12-13		1,189.80	550.09			
								HERITAGE SCHOOLS, INC.												
11/06/2012							60060		N.J.P. SPORTS											1,189.80
11/06/12	60061	A		11/06/2012	CALIFORNIA DEPARTMENT OF	BOOKS	60061	01.0	00000.0	00000	31400	4210	0004020	12-13		38.52				
								CALIFORNIA DEPARTMENT OF EDUCATION											38.52	
11/05/12	60062	A		11/05/2012	XEROX CORPORATION	OFFICE SUPPLIES	60062	01.0	00000.0	11100	10000	4350	2050001	12-13		250.13				
								XEROX CORPORATION											250.13	
11/06/12	60063	A		11/06/2012	CFP STUDIO	PHOTOGRAPHERS	60063	01.0	00000.0	32000	10000	4310	50100000	12-13		230.55				
								CFP STUDIO											230.55	
11/06/12	60064	A		11/06/2012	GALE SUPPLY COMPANY	JANITORIAL SUPP/EQUIP	60064	01.0	00000.0	16001	81000	4370	40100000	12-13		1,000.00				
								GALE SUPPLY COMPANY											1,000.00	
11/07/12	60065	A		11/07/2012	CASH & CARRY OFFICE PRODUCTS	INSTRUCTIONAL SUPPLIES	60065	01.0	33100.0	57700	11100	4310	0004040	12-13		300.00				
								CASH & CARRY OFFICE PRODUCTS											300.00	
11/07/12	60066	A	1	11/08/2012	LAKESHORE WLA	OFFICE SUPPLIES	60066	01.0	33100.0	57300	11100	4400	0004040	12-13		266.55				
								LAKESHORE WLA											266.55	
11/07/12	60067	C		11/07/2012	THERAPY IN ACTION	CONTRACT SERVICES RENDERED	60067	01.0	65000.0	57520	11360	5810	0004040	12-13		492.50				
								THERAPY IN ACTION											492.50	
11/08/12	60068	A		11/08/2012	YASAMAN DIANAT	BOOKS		01.0	33100.0	50010	21000	4210	0004040	12-13		395.97				
								Special Education											395.97	

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 District: **64444**  
 Purchase Orders/Buyouts To The Board for Ratification From: **11/4/2012 To 12/1/2012**  
 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
11/08/2012					YASAMAN DIANAT		60068									395.97	
11/07/12	60069	A		11/07/2012	SAN BERNARDINO COUNTY SUPT OF	BOOKS	Pupil Services	01.0	00000.0	00000	31400	4210	0004020	12-13		46.50	
11/07/2012					SAN BERNARDINO COUNTY SUPT OF SCHOOLS		60069									46.50	
11/07/12	60070	A		11/08/2012	DEVELOPMENTAL STUDIES CENTER	INSTRUCTIONAL SUPPLIES	Educational Services	01.0	11000.0	00000	21000	4310	0004000	12-13		3,502.50	
11/07/2012					DEVELOPMENTAL STUDIES CENTER		60070									3,502.50	
11/07/12	60071	A		11/07/2012	THE OFFICE CONNECTION	INSTRUCTIONAL SUPPLIES	Farragut	01.0	00000.0	11100	10000	4310	2050001	12-13		1,000.00	
11/07/2012					THE OFFICE CONNECTION		60071									1,000.00	
11/07/12	60072	C		11/08/2012	U.S. DEPARTMENT OF HOMELAND	FEES, LICENSE	Human Resources	01.0	00000.0	00000	74000	5890	0003000	12-13		1,225.00	
11/07/2012					U.S. DEPARTMENT OF HOMELAND SECURITY		60072									1,225.00	
11/07/12	60073	C		11/08/2012	U.S. DEPARTMENT OF HOMELAND	FEES, LICENSE	Human Resources	01.0	00000.0	00000	74000	5890	0003000	12-13		1,500.00	
11/07/2012					U.S. DEPARTMENT OF HOMELAND SECURITY		60073									1,500.00	
11/08/12	60074	C		11/08/2012	LACOE	CONFERENCE AND TRAVEL	Culver City High School	01.0	07395.0	11100	10000	5220	4010000	12-13		175.00	
11/08/2012					LACOE		60074									175.00	
11/15/12	60075	A		11/15/2012	THOMSON REUTERS	BOOKS	Pupil Services	01.0	00000.0	00000	31400	4210	0004020	12-13		130.63	
11/15/2012					THOMSON REUTERS		60075									130.63	
11/15/12	60076	A		11/15/2012	QUARTERMASTER UNIFORMS	UNIFORMS	Security	01.0	00000.0	00000	83000	4400	0001050	12-13		1,500.00	
11/15/2012					QUARTERMASTER UNIFORMS		60076									1,500.00	
11/06/12	60077	A		11/06/2012	CONTINENTAL ATHLETIC SUPPLY	ATHLETIC SUPP/EQUIP	Culver City High School	01.0	00000.0	15000	10000	4310	4010000	12-13		9,446.50	

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 Purchase Orders/Buyouts To The Board for Ratification From: 11/4/2012 To 12/1/2012  
 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
11/06/2012							60077	CONTINENTAL ATHLETIC SUPPLY								9,446.50	
11/09/12	60078	A		11/09/2012	LIGHTSPEED TECHNOLOGIES, INC.	INSTRUCTIONAL SUPPLIES	Undistributed Sel,pa 60078	01.7	65300.0	50010	22000	4400	0000000	12-13		842.81	
11/09/2012							60078	LIGHTSPEED TECHNOLOGIES, INC.								842.81	
11/09/12	60079	A		11/09/2012	HUMANWARE USA INC.	INSTRUCTIONAL SUPPLIES	Undistributed Sel,pa 60079	01.7	65300.0	50010	22000	4310	0000000	12-13		280.58	
11/09/2012							60079	HUMANWARE USA INC.								280.58	
11/09/12	60080	A		11/09/2012	PATTERSON MEDICAL	INSTRUCTIONAL SUPPLIES	Undistributed Sel,pa 60080	01.7	65300.0	50010	22000	4310	0000000	12-13		691.71	
11/09/2012							60080	PATTERSON MEDICAL								691.71	
11/13/12	60081	A		11/13/2012	NATIONAL SEATING & MOBILITY, INC.	INSTRUCTIONAL SUPPLIES	Undistributed Sel,pa 60081	01.7	65000.0	57600	11950	4400	0000000	12-13		6,290.43	
11/13/2012							60081	NATIONAL SEATING & MOBILITY, INC.								6,290.43	
11/08/12	60082	A		11/08/2012	COCHLEAR	INSTRUCTIONAL SUPPLIES	Undistributed Sel,pa 60082	01.7	65300.0	50010	22000	4310	0000000	12-13		285.22	
11/08/2012							60082	COCHLEAR								285.22	
11/09/12	60083	A		11/09/2012	PATTERSON MEDICAL	INSTRUCTIONAL SUPPLIES	Undistributed Sel,pa 60083	01.7	65300.0	50010	22000	4310	0000000	12-13		691.71	
11/09/2012							60083	PATTERSON MEDICAL								691.71	
11/15/12	60084	A		11/15/2012	NCS PEARSON, INC.	SOFTWARE	Educational Services 60084	01.0	00000.0	00000	11100	4340	0004000	12-13		112,347.53	
11/15/2012							60084	NCS PEARSON, INC.								112,347.53	
11/15/12	60085	A		11/15/2012	CDW-G	INSTRUCTIONAL SUPPLIES	Special Projects 60085	01.0	58100.0	11100	10000	4310	0004030	12-13		292.52	
11/15/2012							60085	CDW-G								292.52	
11/13/12	60086	A	1	11/14/2012	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES	Special Projects 60086	01.0	58100.0	11100	10000	4310	0004030	12-13		198.16	
11/13/2012							60086	SCHOOL SPECIALTY								198.16	

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Report ID: **LAPO009C**  
District: **64444**  
Purchase Orders/Buyouts To The Board for Ratification From: **11/4/2012 To 12/1/2012**  
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Amount	PO Amt
11/13/2012					60086			SCHOOL SPECIALTY							198.16	
11/08/12	60087	A		11/08/2012	INSIGHT MEDIA	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58100.0	11100	10000	4310	0004030	12-13	193.93	
11/08/2012					60087			INSIGHT MEDIA							193.93	
11/15/12	60088	A		11/15/2012	OFFICE DEPOT	OFFICE SUPPLIES	EI Marino	01.0	00000.0	00000	27000	4350	2030001	12-13	208.73	
11/15/2012					60088			OFFICE DEPOT							208.73	
11/08/12	60089	A		11/08/2012	CFP STUDIO	PHOTOGRAPHERS	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	12-13	87.00	
11/08/2012					60089			CFP STUDIO							87.00	
11/08/12	60090	C		11/08/2012	EDLIO, INC.	CONTRACTED SERVICES	Office of Child Development	12.0	50253.0	85000	27000	5810	0000002	12-13	3,600.00	
11/08/2012					60090			EDLIO, INC.							3,600.00	
11/09/12	60091	A		11/09/2012	WELLS FARGO	OFFICE SUPPLIES	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	12-13	0.85	
11/09/2012								WELLS FARGO							0.85	
11/14/12	60092	A		11/14/2012	AMAZON.COM	INSTRUCTIONAL SUPPLIES	Educational Services	01.0	00000.0	00000	71000	4310	0001000	12-13	520.47	
11/14/2012					60092			AMAZON.COM							520.47	
11/13/12	60093	A		11/13/2012	CDW-G	OFFICE SUPPLIES	Undistributed SeIpa	01.0	00000.0	00000	71000	4310	0001000	12-13	21.06	
11/13/2012					60093			CDW-G							21.06	
11/09/2012	60091	A		11/09/2012	WELLS FARGO	INSTRUCTIONAL SUPPLIES	Educational Services	01.0	00000.0	00000	71000	4350	0001000	12-13	21.12	
11/09/2012					60091			WELLS FARGO							21.12	
11/14/12	60092	A		11/14/2012	AMAZON.COM	INSTRUCTIONAL SUPPLIES	Educational Services	01.0	70910.0	11100	10000	4310	0004000	12-13	605.40	
11/14/2012					60092			AMAZON.COM							605.40	
11/13/12	60093	A		11/13/2012	CDW-G	COMPUTER SUPP/EQUIP	Undistributed SeIpa	01.7	65000.0	50010	22000	4410	0000000	12-13	101.46	
11/13/2012					60093			CDW-G							101.46	
11/13/12	60094	A		11/13/2012	DELL COMPUTER CORP.	COMPUTER SUPP/EQUIP	Undistributed SeIpa	01.7	65000.0	50010	22000	4410	0000000	12-13	28.54	
11/13/2012								DELL COMPUTER CORP.							28.54	

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11/13/12	60095	A		11/13/2012	YESACCESSIBLE	SOFTWARE	Undistributed Sel Pa 60095	01.7	65300.0	50010	22000	4410	0000000	12-13		168.13	28.54	
11/13/12	60096	A		11/13/2012	SOUTHWEST OFFSET PRINTING	ADVERTISING	Adult School 60096	11.0	06390.0	41100	27000	5830	0000010	12-13		12,000.00		
11/13/12	60097	A		11/13/2012	U.S. POSTAL SERVICE	COMMUNICATION SUPP/EQUIP	Adult School 60097	11.0	06390.0	41100	27000	5910	0000010	12-13		4,400.00		
11/15/12	60098	A		11/15/2012	DELL COMPUTER CORP.	COMPUTER SUPP/EQUIP	Adult School 60098	11.0	06390.0	41100	27000	4410	0000010	12-13		1,958.09		
11/15/12	60099	A		11/15/2012	CDW-G	COMPUTER SUPP/EQUIP	Adult School 60099	11.0	06390.0	41100	27000	4410	0000010	12-13		96.62		
11/13/12	60100	A		11/13/2012	CDW-G	INSTRUCTIONAL SUPPLIES	Culver City High School 60100	01.0	00000.0	16001	10000	4310	4010000	12-13		298.52		
11/15/12	60101	C		11/15/2012	CULVER CITY NEWS	ADVERTISING	Educational Services 60101	01.0	00000.0	11100	00000	5830	0004000	12-13		51.35		
11/13/12	60102	A		11/13/2012	PARADIGM SERVICES, INC	FEES, LICENSE	Special Education 60102	01.0	00217.0	00000	72000	5880	0004040	12-13		8,000.00		
11/15/12	60103	C		11/15/2012	NATIONAL SEMINARS TRAINING	CONFERENCE AND TRAVEL	El Rincon Elementary	01.0	00000.0	00000	74000	5220	2040000	12-13		199.00		

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11/15/12	60104	A		11/15/2012	THE OFFICE CONNECTION	INSTRUCTIONAL SUPPLIES	La Ballona	01.0	00000.0	00000	27000	4310	2060001	12-13		292.54	199.00
							60103										
							60104									292.54	
11/15/12	60105	A		11/15/2012	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	90284.0	85000	10000	4310	0000002	12-13		1,011.55	1,011.55
							60105										
							60106									1,011.55	
11/15/12	60106	C		11/15/2012	ADVENTURE CITY	FIELD TRIPS	Office of Child Development	12.0	50253.0	85000	10000	5816	0000002	12-13		398.09	1,020.75
							60106										
							60107									622.66	
							60107										
							60107									705.97	
11/15/12	60107	A		11/15/2012	PEARSON CLINICAL ASSESSMENTS	TEST/TEST MATERIALS	Speech	01.0	56400.0	00000	39000	4312	0004024	12-13		705.97	705.97
							60107										
							60108										
							60108									822.50	
11/15/12	60108	A		11/15/2012	SUPER DUPER PUBLICATIONS	TEST/TEST MATERIALS	Speech	01.0	56400.0	00000	39000	4312	0004024	12-13		822.50	822.50
							60108										
							60110										
							60110									597.60	
11/15/12	60110	A		11/15/2012	MELROSEMAC, INC.	COMPUTER SUPP/EQUIP	Special Education	01.0	33100.0	50010	27000	4410	0004040	12-13		597.60	597.60
							60110										
							60111										
							60111									375.00	
11/19/12	60111	C		11/19/2012	ACTION LEARNING SYSTEMS, INC.	CONFERENCE AND TRAVEL	Special Projects	01.0	30100.0	00000	27000	5220	0004030	12-13		375.00	375.00
							60111										
							60111										
							60111									375.00	
11/19/12	60112	A		11/19/2012	BEC	SECURITY SUPP/EQUIP/SYSTEM	Culver City Middle School	01.0	00000.0	16003	10000	4410	3010000	12-13		364.30	364.30
							Farragut Elementary	01.0	07395.0	00000	27000	4410	2050000	12-13		365.40	365.40
							Culver City Middle School	01.0	07395.0	00000	27000	4410	3010000	12-13		364.30	364.30

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

\* Prior Year Payments

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

Page No. **9**  
 Run Date: **12/01/2012**  
 Run Time: **03:47:19AM**  
 FY: **12-13**  
**WEEKLY**

Report ID: **LAPO009C**  
 District: **64444**  
 Purchase Orders/Buyouts To The Board for Ratification From : **11/4/2012 To 12/1/2012**  
 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
11/19/12	60113	A		11/19/2012	CALIFORNIANS TOGETHER	INSTRUCTIONAL SUPPLIES	60112	BEC	01.0	70910.0	11100	10000	4310	0004000	12-13	153.50	1,094.00
11/19/2012							60113	CALIFORNIANS TOGETHER								153.50	
11/19/12	60114	A		11/19/2012	STAR OFFICE SUPPLIES, INC.	INSTRUCTIONAL SUPPLIES	60114	STAR OFFICE SUPPLIES, INC.	01.0	00000.0	11100	10000	4310	2030001	12-13	75.95	75.95
11/19/2012							60115	GRAPHICLINE SIGN COMPANY								75.95	
11/19/12	60115	A		11/19/2012	GRAPHICLINE SIGN COMPANY	SIGNS	60115	GRAPHICLINE SIGN COMPANY	25.0	00000.0	00000	85000	4390	5010000	12-13	1,517.06	1,517.06
11/19/2012							60116	NATIONAL SEMINARS TRAINING								1,517.06	
11/19/12	60116	A		11/19/2012	NATIONAL SEMINARS TRAINING	CONFERENCE AND TRAVEL	60116	NATIONAL SEMINARS TRAINING	01.0	00000.0	00000	71000	5220	0001000	12-13	299.00	299.00
11/19/2012							60119	TROXELL COMMUNICATIONS								299.00	
11/20/12	60119	A		11/20/2012	TROXELL COMMUNICATIONS	AUDIOVISUAL SUPP/EQUIP	60119	TROXELL COMMUNICATIONS	01.0	00000.0	00000	10000	4400	0000000	12-13	1,020.08	1,020.08
11/20/2012							60120	SAN BERNARDINO COUNTY SHERIFFS DEPT.								1,020.08	
11/26/12	60120	C		11/26/2012	SAN BERNARDINO COUNTY SHERIFFS	CONFERENCE AND TRAVEL	60120	SAN BERNARDINO COUNTY SHERIFFS DEPT.	01.0	00000.0	00000	83000	5220	0001050	12-13	200.00	200.00
11/26/2012							60121	CAMBIUM LEARNING GROUP								200.00	
11/26/12	60121	A		11/26/2012	CAMBIUM LEARNING GROUP	INSTRUCTIONAL SUPPLIES	60121	CAMBIUM LEARNING GROUP	01.0	40350.0	00000	27000	4310	0004000	12-13	37.70	37.70
11/26/2012							60122	AMERICAN CHEMICAL &								37.70	
11/27/12	60122	A		11/27/2012	AMERICAN CHEMICAL &	JANITORIAL SUPP/EQUIP	60122	AMERICAN CHEMICAL & SANITARY SUPPLY INC.	01.0	00000.0	00000	82002	4370	2040001	12-13	45.82	45.82
11/27/2012							60122	AMERICAN CHEMICAL & SANITARY SUPPLY INC.								45.82	

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

\* Prior Year Payments

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

Page No. **10**  
Run Date: **12/01/2012**  
Run Time: **03:47:19AM**  
FY: **12-13**  
**WEEKLY**

**11/4/2012 To 12/1/2012**

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	
11/27/12	60123	A		11/27/2012	TROXELL COMMUNICATIONS	OFFICE SUPPLIES	Farragut Elementary 60123	01.0	00000.0	16006	10000	4350	2050000	12-13		1,235.40	1,235.40	
																		<b>1,235.40</b>
11/29/12	60124	A		11/29/2012	G PRINTING, LLC	INSTRUCTIONAL SUPPLIES	Undistributed Supt's Off. 60124	01.0	90146.0	00000	00000	4310	0000000	12-13		1,450.00	1,450.00	
																		<b>1,450.00</b>
11/29/12	60125	A		11/29/2012	JANET SIEGEL	INSTRUCTIONAL SUPPLIES	Farragut Elementary 60125	01.0	07395.0	11100	27000	4310	2050000	12-13		418.36	418.36	
																		<b>418.36</b>
11/27/12	60126	A		11/27/2012	WESTERN PSYCHOLOGICAL	TEST/TEST MATERIALS	Special Education 60126	01.0	33100.0	50010	31600	4312	0004040	12-13		248.29	248.29	
																		<b>248.29</b>
11/26/12	60127	A		11/26/2012	LIN HOWE BOOSTER CLUB	MEMBERSHIPS	Farragut Elementary 60127	01.0	07395.0	00000	27000	5310	2050000	12-13		100.00	100.00	
																		<b>100.00</b>
11/26/12	60128	A		11/26/2012	CDW-G	COMPUTER SUPP/EQUIP	Culver City High School 60128	01.0	07395.0	00000	27000	4400	4010000	12-13		513.52	513.52	
																		<b>513.52</b>
11/27/12	60129	A		11/27/2012	CDI COMPUTER DEALERS INC.	COMPUTER SUPP/EQUIP	E Rincon Elementary 60129	01.0	90141.0	11100	10000	4410	2040000	12-13		3,092.56	3,092.56	
																		<b>3,092.56</b>
11/29/12	60130	A		11/29/2012	CHRISTY WHITE ACCOUNTANCY	AUDIT SERVICES	Fiscal Services 60130	01.0	00000.0	00000	73000	5820	0005010	12-13		18,821.25	18,821.25	
																		<b>18,821.25</b>
11/27/12	60131	A		11/27/2012	WISEBURN SCHOOL DISTRICT	CONTRACTED SERVICES	Special Education 60131	01.7	33850.0	57100	11900	5880	0004040	12-13		32,210.00	32,210.00	
																		<b>32,210.00</b>
11/27/12	60132	A		11/27/2012	LASERCARE	REPAIRS - OTHER	Special Projects 60132	01.0	70910.0	00000	81100	5630	0004030	12-13		323.82	323.82	
																		<b>323.82</b>

\* Prior Year Payments

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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
11/27/2012							60132	LASERCARE							323.82	
11/28/12	60133	A		11/28/2012	ETS/STAR TAC	INSTRUCTIONAL SUPPLIES	Educational Services 60133	01.0	00209.0	11100	27000	4310	0004000	12-13	3,000.00	
11/28/12	60134	A		11/28/2012	GUIDED DISCOVERIES	FIELD TRIPS	Gate Field Trips 60134	01.0	91400.0	11100	10000	5816	3017140	12-13	1,444.00	
11/27/12	60135	A		11/27/2012	GUIDED DISCOVERIES	FIELD TRIPS	Gate Field Trips 60135	01.0	91400.0	11100	10000	5816	3017140	12-13	5,586.00	
11/15/12	60506	A		11/15/2012	INTEGRATED THERAPY SERVICES	NONPUBLIC SCHOOLS SERVICE	Special Education 60506	01.0	65000.0	57500	11800	5880	0004040	12-13	4,752.00	
11/27/12	60507	A		11/27/2012	STAR AUTISM	NONPUBLIC SCHOOLS SERVICE	Special Education 60507	01.0	65000.0	57500	11800	5880	0004040	12-13	36,704.00	
11/07/12	60523	A		11/07/2012	BRIDGETTE MITCHELL	CONSULTANTS	Ei Rincon Elementary 60523	01.0	56400.0	00000	21000	5850	2040000	12-13	8,600.00	
11/08/12	60524	C		11/08/2012	LOYOLA MARYMOUNT	CONSULTANTS	Special Projects 60524	01.0	58200.0	00000	21000	5850	0004030	12-13	5,500.00	
11/08/12	60525	A		11/08/2012	WE TELL STORIES	CONSULTANTS	Ei Marino Language Linwood Howe Elementary Farragut Elementary	01.0	00000.0	16003	10000	5850	2030000	12-13	495.00	



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

Page No. 12  
Run Date: 12/01/2012  
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WEEKLY

Report ID: LAP0009C  
District: 64444  
Purchase Orders/Buyouts To The Board for Ratification From : 11/4/2012 To 12/1/2012  
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch/Loc	BP	Change	
															Amount	PO Amt
11/08/12	60525	A		11/08/2012	WE TELL STORIES	CONSULTANTS	La Ballona Elementary	01.0	00000.0	16003	10000	5850	2060000	12-13		510.00
							Undistributed CCEF	01.0	90127.0	11100	10000	5850	0000000	12-13		12,510.00
							El Rincon Elementary	01.0	00000.0	16003	10000	5850	2040000	12-13		495.00
						11/08/2012	60525		WE TELL STORIES							15,000.00
11/07/12	60526	A		11/09/2012	SYMPHONIC JAZZ ORCHESTRA	CONSULTANTS	Linwood Howe Elementary	01.0	00000.0	16003	10000	5850	2020000	12-13		3,034.18
							Undistributed L.A COUNTY ARTS	01.0	00000.0	00000	21000	5850	0000000	12-13		10,067.96
							Linwood Howe Elementary	01.0	00000.0	16002	10000	5850	2020000	12-13		1,723.97
							La Ballona Elementary	01.0	00000.0	16003	10000	5850	2060000	12-13		4,758.14
							Undistributed CCEF	01.0	90127.0	11100	10000	5850	0000000	12-13		34,479.30
							El Rincon Elementary	01.0	00000.0	16003	10000	5850	2040000	12-13		3,861.68
							El Marino Language	01.0	00000.0	16003	10000	5850	2030000	12-13		7,171.69
							Farragut Elementary	01.0	00000.0	16003	10000	5850	2050000	12-13		3,861.68
						11/07/2012	60526		SYMPHONIC JAZZ ORCHESTRA							68,958.60
11/07/12	60527	A		11/07/2012	CENTER THEATRE GROUP	CONSULTANTS	Undistributed CCEF	01.0	90127.0	11100	10000	5850	0000000	12-13		15,000.00
						11/07/2012	60527		CENTER THEATRE GROUP							15,000.00
11/08/12	60528	A		11/08/2012	KARI THOMPSON	CONSULTANTS	Special Education	01.0	65000.0	57520	11360	5810	0004040	12-13		7,500.00
						11/08/2012	60528		KARI THOMPSON							7,500.00
11/08/12	60529	A		11/08/2012	KARI THOMPSON	CONSULTANTS	Special Education	01.0	65000.0	57520	11360	5810	0004040	12-13		3,600.00
						11/08/2012	60529		KARI THOMPSON							3,600.00
11/08/12	60530	A		11/08/2012	MENELIK TAFARI	CONSULTANTS	Culver City High School	01.0	07395.0	11100	10000	5850	4010000	12-13		3,300.00

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
11/08/2012					MENELIK TAFARI		60530								3,300.00	
11/14/12	60531	A		11/14/2012	DR. GARY ETTING	CONSULTANTS	Special Education 60531	01.0	65000.0	57700	31500	5850	0004040	12-13	2,560.00	
11/14/2012					DR. GARY ETTING										2,560.00	
11/15/12	60532	A		11/15/2012	THE ACTORS' GANG	CONTRACTED SERVICES	Undistributed CCEF Culver City Middle School 60532	01.0	90127.0	11100	10000	5850	0000000	12-13	14,490.00	
11/15/2012					THE ACTORS' GANG										15,000.00	
11/19/12	AFOTK2	A		11/19/2012	LOGICAL CHOICE TECHNOLOGIES	COMPUTER SUPP/EQUIP	Farragut Elementary AFOTK2	01.0	90127.0	11100	10000	4410	2050000	12-13	1,641.59	
11/19/2012					LOGICAL CHOICE TECHNOLOGIES										1,641.59	

Total by District : 64444 462,938.77

End of Report LAPO009C

**NONPUBLIC SCHOOLS:**  
 APPROVED THIS PERIOD: \$41,456.00  
 APPROVED YTD: \$3,802,417.89

**CULVER CITY UNIFIED SCHOOL DISTRICT  
DISTRICT WARRANT REPORT  
2012 - 2013**

**COMMERCIAL WARRANTS**

OCT. 12' 2012 - NOVEMBER 30' 2012	\$ 3,542,925.00
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**PAYROLL WARRANTS**

OCT. 12' 2012 - NOVEMBER 30' 2012	\$ 4,007,899.29
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<b>TOTAL:</b>	<b><u>\$ 7,550,824.29</u></b>
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## BOARD REPORT

12/11/12

10.3

### 10.3 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>
CCUSD I.T. Department	Katherine Tarvyd 19" Dell flat screen computer monitor
Linwood E. Howe School	Green Afghan Productions \$1,095.61 for LCD Projector
El Rincon School	Euradell White 4 children's books
El Marino School	Addison Pan School and office supplies including paper, pens, hand sanitizers, white-out, pencils, erasers, glue/glue sticks, scissors, tape, batteries and staplers
Office of Child Development	Sabiha Kavukcu Toys, puzzles and books
	Mariana Diallo & Mohamel Diakite Art, health and cleaning supplies
	Jessica and Mark Brewster Art and cleaning supplies
	Kimiko Kelly Art and cleaning supplies
	Katherine Tarvyd \$50 for classroom supplies
	Addison Pan Photo paper, copy paper, batteries, markers, Composition books

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

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

**10.4 Financial Implication for Certificated Services Report No. 8**

Total Fiscal Impact per Funding Source:

CCEF	\$ 2,340.00
FLAP – JIP	\$ 3,200.00
General Fund	\$ 16,357.79
Office of Child Development	\$ 18,599.13
School Improvement	\$ 1,960.00
Special Education	\$ 29,069.11
Title III – Bilingual Education (LEP)	\$ 3,350.94

**BOARD REPORT**

**10.4 Certificated Personnel Services Report No. 8**

**I. Authorization and Ratification of Employment**

A. First – Year Probationary Teacher - 60% High School/40%El Rincon  
Effective December 10, 2012  
Funding Source: Special Education  
Total Cost: \$29,069.11

1. Vine, Theresa Specialized Academic Instructor (RSP)

B. First – Year Probationary Teachers – After School Program  
Effective December 3, 2012 at stated salary  
Funding Source: Office of Child Development  
Total Cost: \$16,757.98

1.	Navarro, Matilde	41.25%, Part-Time Child Development Teacher	\$8,045.61
2.	Perez, Maria	41.25%, Part-Time Child Development Teacher	\$8,712.37

C. Temporary Teacher – Farragut, 50% Shared Assignment  
Effective December 3, 2012 through June 21, 2013 at stated salary  
Funding Source: General Fund  
Total Cost: \$14,397.79

1. O’Neal, Shonda

D. Substitute Teacher – District Office  
Effective November 14, 2012 at \$125.00 per day, on-call when needed, \$160.00 on 21<sup>st</sup> day  
Funding Source: General Fund

1.	Carlisle, Crystal	3.	Somers, Dyann
2.	Garbutt, Daphne	4.	Vaillancourt-Matsuoka, Amy

E. Substitute Teacher – District Office  
Effective November 26, 2012 at \$125.00 per day, on-call when needed, \$160.00 on 21<sup>st</sup> day  
Funding Source: General Fund

1.	Arbuckle, Ruthann	3.	Rayberg, Susan
2.	Lucas-Yarbrough, Stacy	4.	Swain, John

F. Substitute Teacher – District Office  
Effective December 3, 2012 at \$125.00 per day, on-call when needed, \$160.00 on 21<sup>st</sup> day  
Funding Source: General Fund

1.	Alcalay, Vivian	3.	Willis, Nicole
2.	Ipulan, Charisse		

**BOARD REPORT**

**10.4 Certificated Personnel Services Report No. 8 – Page 2**

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

**G. Substitute Teacher – District Office**

Effective December 7, 2012 at \$125.00 per day, on-call when needed, \$160.00 on 21<sup>st</sup> day  
Funding Source: General Fund

1. Washington, Dominique

**H. Extra Assignment – Farragut, 50% Co-Teacher Coverage**

Effective December 4, 2012 at half per diem rate of pay  
Funding Source: Title III-Bilingual Education (LEP)  
Total Cost: \$200.94

1. Halleran, Loren

**I. Extra Assignment – Middle School, Development for the Japanese Immersion Classes**

Effective December 1, 2012 through June 20, 2013 at stated stipend  
Funding Source: FLAP-JIP  
Total Cost: \$2,600.00

1. Takahashi, Ai \$1,300.00 stipend  
2. Yamakawa, Masakazu \$1,300.00 stipend

**J. Extra Assignment – Middle School, AVID Coordinators**

Effective November 1, 2012 through June 30, 2013 at stated stipend  
Funding Source: CCEF  
Total Cost: \$2,200.00

1. Groya, Julie \$1,100.00 Stipend  
2. Washington, Joseph \$1,100.00 Stipend

**K. Extra Assignment – High School, Assessment Development for Japanese Immersion Course**

Effective December 1, 2012 through June 20, 2013 at \$600.00 stipend  
Funding Source: FLAP-JIP  
Total Cost: \$600.00

1. Gomyo, Chiaki

**L. Extra Assignment – High School, Advance Placement Program Chair Coordinator**

Effective November 13, 2012 through June 21, 2013 at \$35.00 per hour, not to exceed  
2 hours per week  
Funding Source: General Fund  
Total Cost: \$1,960.00

1. Owens, Andrew

**BOARD REPORT**

**10.4 Certificated Personnel Services Report No. 8 – Page 3**

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

M. Extra Assignment – High School, Academic Support Training for Tutors  
Effective November 16, 2012 at \$35.00 per hour, not to exceed 4 hours  
Funding Source: CCEF  
Total Cost: \$140.00

1. Ta, Jenny

N. Extra Assignment – High School, Peer Student Tutoring  
Effective November 13, 2012 through June 21, 2013 at \$35.00 per hour, not to exceed  
2 hours per week  
Funding Source: School Improvement  
Total Cost: \$1,960.00

1. Velasco, Carolyn

O. Extra Assignment – High School, CAHSEE Preparation for English Learners  
Effective December 4, 2012 through March 30, 2013 at \$35.00 per hour, not to exceed  
3 hours per week  
Funding Source: Title III - Bilingual Education (LEP)  
Total Cost: \$2,940.00

1. McGuire, Erika  
2. Nolan, Kelly

P. Extra Assignment – High School, Grading CAHSEE Practice Exam  
Effective November 30, 2012 at \$35.00 per hour, not to exceed 2 hours per teacher  
Funding Source: Title III - Bilingual Education (LEP)  
Total Cost: \$210.00

1. McGuire, Erika  
2. Mullen, Leona  
3. Nolan, Kelly

Q. Extra Assignment – Office of Child Development, Coverage for Elementary School Winter, Spring ,  
and Curriculum Development Training  
Effective December 1, 2012 through June 21, 2013 at current hourly rate, not to exceed 50 hours  
Funding Source: Office of Child Development  
Total Cost: \$1,841.15

1. Navarro, Matilde  
2. Perez, Maria



**BOARD REPORT**

**10.5 Certificated Personnel Services Report No. 8 – Page 4**

**II. Leaves**

1. Conner, Jessica  
Elementary Teacher - Farragut  
Personal Leave of Absence Without Pay  
From: 100% Assignment  
To: 50% Assignment  
Requested Shared Assignment  
Effective December 3, 2012 through June 21, 2013
  
2. Hegarty, Shannon  
Specialized Academic Instructor (RSP)  
El Rincon  
Family Care & Medical Leave Without Pay  
Effective November 6, 2012 through January 29, 2013

**III. Resignations**

1. Balibrera, Mario  
Spanish Teacher - CCHS  
Effective January 31, 2012  
Reason: Retirement

RECOMMENDED MOTION: That approval be granted for Certificated Personnel Services Report No. 8

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

**10.5 Financial Impact for Classified Personnel Services Report No. 8**

Total Funding Fiscal Impact:

Adult School Total:	\$13.85 per hour, as needed
Booster Club Total:	\$3,100.00
Food Services Total:	\$42,547.12
General Fund Total:	\$6,951.26
	\$14.61 per hour, as needed
	\$14.14 per hour, as needed
	\$13.85 per hour, as needed
	\$9.25 per hour, as needed
	\$8.00 per hour, as needed

BOARD REPORT

10.5 Classified Personnel Services Report No. 8

I. Authorization, Approval & Ratification of Employment

A. Clerical & Fiscal

1. Quiñonez, Alicia Judith  
Budget Secretary  
Food Services  
8 hours per day, 12 months per year  
Funding Source: Food Services  
Effective June 8, 2012  
Range 24 – \$3221.00 per month  
Total Cost: \$35,431.00
2. Cayetano, Robin  
Substitute Clerk Typist  
District Office  
Funding Source: General Fund  
Effective December 3, 2012  
Hourly, as needed – \$14.14 per hour
3. Pealer, Shana  
Substitute Clerk Typist  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$14.14 per hour
4. Sims, Tammy  
Substitute Clerk Typist  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$14.14 per hour

B. Food Services

1. Madison, Donte  
Food Service Assistant  
Food Services – 3 hours per day, school year  
Funding Source: Food Services  
Effective November 26, 2012  
Range 6 – \$11.98 per hour  
Total Cost: \$7,116.12

BOARD REPORT

10.5 Classified Personnel Services Report No. 8 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistants

1. Campos, Carlos  
Instructional Assistant – Special Education  
El Marino – Extra Assignment –  
Special Ed Training – Not to exceed 8.4 hours  
Funding Source: General Fund – Special Ed  
Effective October 29, 2012 through  
November 8, 2012  
Range 14 – \$14.61 per hour  
Total Cost: \$122.72
2. Ledo, Sarah  
Instructional Assistant – Special Education  
La Ballona – Extra Assignment –  
Special Ed Training – Not to exceed 12 hours  
Funding Source: General Fund – Special Ed  
Effective October 29, 2012 through  
November 8, 2012  
Range 14 – \$14.61 per hour  
Total Cost: \$175.32
3. Aguilar, Georgina  
Instructional Assistant – Special Education IIA  
Linwood Howe – Extra Assignment –  
Special Ed Training – Not to exceed 5 hours  
Funding Source: General Fund – Special Ed  
Effective October 30, 2012 through  
November 8, 2012  
Range 16 – \$15.18 per hour  
Total Cost: \$75.90
4. Bechtloff, Julie  
Instructional Assistant – Computer Lab  
Farragut – Extra Assignment  
3.75 hours per week, school year  
Funding Source: General Fund  
Effective November 5, 2012 through  
June 21, 2013  
Range 16 – \$17.65 per hour  
Total Cost: \$1,791.48

BOARD REPORT

10.5 Classified Personnel Services Report No. 8 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistants – continued

5. Hogan, Jamie  
Instructional Assistant  
Farragut – Extra Assignment  
3 hours per week, school year  
Funding Source: General Fund  
Effective November 1, 2012 through  
June 21, 2013  
Range 12 – \$16.04 per hour  
Total Cost: \$1,443.60
6. Estioco-Barocio, Christine  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 3, 2012  
Hourly, as needed – \$13.85 per hour
7. Rogers, Mike  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective November 9, 2012  
Hourly, as needed – \$13.85 per hour
8. Inglima, Tom  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 3, 2012  
Hourly, as needed – \$13.85 per hour
9. Gonzalez, Enrique  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 7, 2012  
Hourly, as needed – \$13.85 per hour
10. Chavez, Miranda  
Substitute Instructional Assistant  
Adult School  
Funding Source: Adult School  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour

BOARD REPORT

10.5 Classified Personnel Services Report No. 8 – Page 4

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistants – continued

11. Akens, Amanda  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour
12. Beck, Kaitlyn  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour
13. Benlamine, Zakia  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour
14. Brinkworth, Shannon  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour
15. Kacsuta, Trechelle  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour
16. Lester, Yvette  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour
17. Marceal, Maria  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour

BOARD REPORT

10.5 Classified Personnel Services Report No. 8 – Page 5

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistants – continued

18. Moreno, Fabiola  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour
19. Sims, Tammy  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour
20. Stacy, Taylor  
Substitute Instructional Assistant  
District Office  
Funding Source: General Fund  
Effective December 10, 2012  
Hourly, as needed – \$13.85 per hour

D. Security

1. Inglima, Tom  
Substitute Security Guard  
District Office  
Funding Source: General Fund  
Effective November 13, 2012  
Hourly, as needed – \$14.61 per hour

E. Coaches

1. Erlank, Lara  
Temporary Assistant Baseball Coach  
High School  
Funding Source: Booster Club  
Effective November 5, 2012 through  
January 25, 2013  
Stipend of \$1,100.00
2. Cveyich, Elizabeth  
Temporary Assistant Soccer Coach  
High School  
Funding Source: Booster Club  
Effective December 3, 2012 through  
February 8, 2013  
Stipend of \$2,000.00

BOARD REPORT

10.5 Classified Personnel Services Report No. 8 – Page 6

I. Authorization, Approval & Ratification of Employment – continued

F. Noon Duty Supervisors

1. Hemphill-Ward, Zobra                      Temporary Noon Duty Supervisors  
Farragut – Hourly, as needed  
Funding Source: General Fund  
Effective November 14, 2012 through  
June 21, 2013  
Total Cost: \$9.25 per hour, as needed

G. Student Helpers

1. Colis, Jesey                                      Student Helper – Workability  
Location outside of district  
Funding Source: General Fund – Special Ed  
Effective November 26, 2012  
Hourly, as needed – \$8.00 per hour

II. Authorization, Approval & Ratification of Change of Assignment

1. Cunningham, Marjorie                      Permanent Increase in Hours:  
Instructional Assistant – Special Education  
Linwood Howe  
From: 5 hours per day, school year  
To: 6 hours per day, school year  
Funding Source: General Fund – Special Ed  
Effective January 7, 2013  
Range 14 – \$16.88 per hour  
Total Increase in Cost: \$3,342.24

III. Authorization, Approval & Ratification of Resignations

1. Matsuoka, Noreen                              Clerk Typist III  
Middle School  
8 hours per day, 11 months per year  
Retirement  
Funding Source: General Fund  
Effective December 29, 2012  
Range 19 – \$3306.00 per month



BOARD REPORT

10.5 Classified Personnel Services Report No. 8 – Page 7

III. Authorization, Approval & Ratification of Resignations – continued

2. Navarro, Matilde  
Instructional Assistant – Child Development  
Child Development  
16.5 hours per week, school year  
Accepted teaching position within District  
Funding Source: Child Development  
Effective December 2, 2012  
Range 11 – \$15.64 per hour
  
3. Perez, Maria  
Instructional Assistant – Child Development  
16.5 hours per week, school year  
Instructional Assistant – Child Development  
& 10 hours per week, school year  
Child Development  
Accepted teaching position within District  
Funding Source: Child Development  
Effective December 2, 2012  
Range 11 – \$15.64 per hour

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 8

Moved by:  
Vote:

Seconded by:

## BOARD REPORT

12/11/12

10.6

**10.6 Approval is Recommended for the CCHS Robotics Team to Participate in Competitions: March 7-9, 2013 in San Diego, CA; March 21-23, 2013 in Long Beach, CA; and April 24-27, 2013 in St. Louis, Missouri**

Board Policy 6153, Field Trips, specifies that field trips or other student trip activities sponsored by the school district be approved by the Board of Education when they involve an overnight or a more extended stay by students.

Culver City High School requests permission for the Robotics Team to participate in competitions in San Diego, California, Long Beach, California, and St. Louis, Missouri.

Students will be chaperoned by CCHS teacher Alex Davis and parent volunteers. Approximately 33 students will attend the Long Beach competition; approximately 15 students will attend the San Diego competition; and approximately 10 students will attend the Missouri competition, dependent on the team's advancement to the finals. Students will miss school on March 7-8, March 21-22 and April 24-26, 2013. Expenses will be paid by parents and fundraisers.

RECOMMENDED MOTION: That the Board approve the CCHS Robotics Team to Participate in Competitions: March 7-9, 2013 in San Diego, CA; March 21-23, 2013 in Long Beach, CA; and April 24-27, 2013 in St. Louis, Missouri.

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

12/11/12

10.7

**10.7 Approval is Recommended for CCMS GATE Field Trip, April 26-28, 2013 in Idyllwild, California**

Board policy 6153, Field Trips, specifies that field trips or other student trip activities sponsored by the school district be approved by the Board of Education when they involve an overnight or a more extended stay by students.

Culver City Middle School requests permission for the 7<sup>th</sup> grade GATE students to attend the annual GATE Astro Camp Field Trip in Idyllwild, California. Students will be chaperoned by CCHS teacher David Ross, three additional teachers and parent volunteers. The cost of the field trip will be paid by parents. Students will miss one day of school on April 26<sup>th</sup>.

RECOMMENDED MOTION:            That the Board approve the CCMS Grade GATE Field Trip, April 26-28, 2013 in Idyllwild, California.

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

12/11/12

10.8

**10.8 Ratification of Medi-Cal LEA Billing Option Services Agreement between the Culver City Unified School District and CSBA's Practi-Cal, Inc.**

In January 1994, the California Department of Health Care Services allowed California school districts to participate in its Local Education Agency (LEA) Medi-Cal Billing Option Program. This program permits school districts to become enrolled as a provider of health assessments and treatment for Medi-Cal eligible students and their families.

By ratifying this Agreement, the Board authorizes the Superintendent to enter into a new Agreement with CSBA's Practi-Cal, Inc., to continue to provide billing services under the LEA Medi-Cal Billing Option Program.

Education Code section 17596 specifies that service contracts are limited to five years.

RECOMMENDED MOTION:            That the Board Ratify the Medi-Cal LEA  
Billing Option Services Agreement between the  
Culver City Unified School District and  
CSBA's Practi-Cal, Inc.

Moved by:

Seconded by:

Vote:

# CSBA's PRACTI-CAL

## MEDI-CAL LEA BILLING OPTION SERVICES AGREEMENT BETWEEN

### THE CULVER CITY UNIFIED SCHOOL DISTRICT AND CSBA'S PRACTI-CAL, INC.

Whereas the DISTRICT (hereinafter referred to as "DISTRICT") desires to contract for Medi-Cal LEA Billing Option services; and Practi-Cal, Incorporated (hereinafter referred to as PRACTI-CAL) is willing to provide such services through its Medi-Cal Services Program;

Now, therefore in consideration of the mutual Agreements and definitions contained herein, the parties hereto agree as follows:

1. Definitions The parties agree to this agreement and mutually accept the following definitions of the enumerated terms:
  - 1.1 PRACTI-CAL means CSBA's Practi-Cal, Incorporated. When used in the context of the performance of tasks, this is extended to include its subcontractors when performing duties in connection with this contract.
  - 1.2 DISTRICT means an independent public school district, county office of education, Office of the County Superintendent of Schools, Special Education Local Plan Area or community college district in the State of California.
  - 1.3 AGREEMENT means this contract between the DISTRICT and PRACTI-CAL, along with exhibits A and B.
  - 1.4 Claim means the right of the DISTRICT to seek reimbursement for a service or services provided to a named student on a given day by a named service provider.
  - 1.5 LEA means a Local Educational Agency.
  - 1.6 DHCS means Department of Health Care Services.
  - 1.7 SELPA means a Special Education Local Plan Area.

2. Commencement, Amendment, and Termination

Commencement

- 2.1 The parties hereby enter into this agreement for a period of five years beginning the date of execution of this agreement and remaining in full force and affect, except as amended or terminated as hereinafter provided.

Amendment

- 2.2 This agreement shall become subject to amendment in the event any legislative, executive or regulatory action or any court decision which, in the judgment of PRACTI-CAL, prohibits or modifies any services or actions contemplated by this AGREEMENT.
- 2.3 Any alterations, variations, modifications or waivers of provisions of this AGREEMENT shall be valid only when they have been reduced to writing, duly signed and attached to the original of this AGREEMENT.

Termination

- 2.4 This AGREEMENT may be terminated at any time by either party giving not less than one hundred eighty days written notice to the other party specifying the date of termination.
- 2.5 This AGREEMENT shall become subject to termination in the event of any legislative, executive or regulatory action or any court decision which, in the judgment of PRACTI-CAL, prohibits the expenditure of federal and/or state funds for the services or actions contemplated by this AGREEMENT.
3. PRACTI-CAL Responsibilities: PRACTI-CAL is responsible for the duties specified in Exhibit A, whether provided by internal staff or by its subcontractor or its designee.
4. DISTRICT Responsibilities: The DISTRICT is responsible for performing the duties specified in Exhibit B.

5. Fees for Services

5.1 In consideration for all services rendered pursuant to this AGREEMENT the DISTRICT shall pay PRACTI-CAL 13% based on the amounts they recover as a result of billings processed under the Practi-Cal Medi-Cal Billing Services Program. Fees shall be payable on receipt of the recovered funds from DHCS. The DISTRICT agrees to pay as soon as administratively possible, but not later than 45 days after receipt of the funds from DHCS.

5.2 PRACTI-CAL reserves the right to collect all fees that are due for any CLAIMS submitted to the state for payment, on behalf of the contracting DISTRICT. This would include claims submitted for any period preceding notice of termination or written termination date from PRACTI-CAL or the DISTRICT, whichever occurs last. Termination of this AGREEMENT shall not relieve the DISTRICT of the responsibility to pay any fees payable pursuant to this AGREEMENT.

6. Events of Non-compliance: Upon the occurrence of an event of failure of the first party to adhere to the covenants of this AGREEMENT, the second party may terminate this AGREEMENT after giving the appropriate written notice to the first party. Each of the following events constitutes an event of non-compliance:

6.1 If DISTRICT fails to make any payment on or before the due date and fails to cure this delinquency within 45 days of such delinquency.

6.2 If DISTRICT commits any breach of any covenant, warranty or agreement herein contained, and fails to remedy any such breach and such failure shall continue for fifteen days after written notice thereof from PRACTI-CAL to the DISTRICT, then PRACTI-CAL may, at its option, and in addition to any other remedies to which it may be entitled, cancel and terminate this AGREEMENT by 45 days notice in writing to such effect.

6.3 If PRACTI-CAL commits any breach of any covenant, warranty or agreement herein contained, and fails to remedy any such breach and such failure shall continue for fifteen days after written notice thereof from the DISTRICT to PRACTI-CAL, then the DISTRICT may, at its option, and in addition to any other remedies to which it may be entitled, cancel and terminate this AGREEMENT by 45 days notice in writing to such effect.

7. Errors and Omissions: No accidental errors or omissions upon the part of either party shall relieve the other party of its responsibilities under the AGREEMENT, provided such errors and omissions are reported as soon after discovery as possible. Both parties agree to carry such errors and omissions insurance as will protect the other party from injury not the fault of the injured party.

8. Confidentiality:

- 8.1 Except to the extent permitted under federal or state law, regulation or standards; and to the extent required to qualify students as clients or beneficiaries of services for benefits for which they are, or may be, entitled under State, local or federal entitlement or laws, under policies, contracts or insurance payments contemplated within the scope of this AGREEMENT, PRACTI-CAL shall not during or after the period of this AGREEMENT, without authorization from the DISTRICT, disclose or use for the benefit of any person, corporation or other entity or itself, any files or any other confidential or personally identifiable information concerning students and/or their families. Confidential or personally identifiable information shall mean information not generally known to the public which is disclosed to PRACTI-CAL, its agents or employees, or known by them as a consequence of this AGREEMENT, whether or not pursuant to this AGREEMENT.
- 8.2 The DISTRICT shall not, except to the extent permitted or required by law, disclose any proprietary information it may learn as a consequence of this AGREEMENT, to anyone other than an employee of the DISTRICT, who requires such information to perform hereunder, or an employee of PRACTI-CAL or its designee.

9. Warrantees: The DISTRICT represents and warrants that:

- 9.1 This instrument is executed with the full knowledge of and understanding of its term and meanings by the DISTRICT and is executed by a person who has the authority of the governing board to do so.
- 9.2 This instrument is being executed in multiple counterparts, each of which are the same AGREEMENT and any of which shall be considered an original instrument.
- 9.3 All information provided or otherwise supplied to PRACTI-CAL or its designee shall, to the best of its knowledge and belief, be true, accurate and complete and that the DISTRICT has the right to file such CLAIMS as documented.
- 9.4 That the filing of claims through PRACTI-CAL pursuant to this AGREEMENT will not be knowingly in violation of any law or contract to which the DISTRICT is a party.
- 9.5 That neither the DISTRICT nor its employees shall submit Medicaid CLAIMS except through PRACTI-CAL during the term of this AGREEMENT.



10. **Ownership of Products of AGREEMENT:** The parties hereto agree that all forms, materials, software and other documents including, but not limited to, criteria, policies and procedures developed by PRACTI-CAL as a direct result of, or instrumental to, this AGREEMENT shall, at all times, remain the property of PRACTI-CAL and may not be distributed, published or sold to third parties, persons or entities without the express, written consent of PRACTI-CAL.
11. **Remedies of the Parties**
  - 11.1 The parties hereto acknowledge that, notwithstanding the fact that this AGREEMENT is terminable upon notice, the restrictions contained in this AGREEMENT are reasonable and necessary protection of the legitimate interests of the parties, that any violation of the terms of this agreement might cause substantial injury to the parties and that the parties hereto would not have entered into this AGREEMENT without receiving the additional consideration offered by each party in binding itself, its agents and its employees to these restrictions. In the event of violation of any of these restrictions, each party shall be entitled to preliminary and permanent injunctive relief in addition to any other remedy.
  - 11.2 Disputes with respect to this AGREEMENT shall be discussed and resolved, if possible, by authorized representatives of PRACTI-CAL and the DISTRICT. The parties hereby agree to use their best efforts to promptly resolve any such dispute. If, however, the parties are not successful in resolving such dispute within thirty days from the date such dispute arises, then either party shall be free to exercise any rights it might have under paragraphs 2.3, 2.4, 2.5 of this AGREEMENT or under the law without the necessity of seeking judicial cancellation of this AGREEMENT and without the necessity of a formal placing in default.
  - 11.3 All notices required by or relating to this AGREEMENT shall be in writing and shall be sent to the parties to this AGREEMENT at their addresses set below unless changed from time to time, in which event each party shall notify the other in writing of such change. All such notice shall be deemed duly given if deposited, registered or certified mail, in the United States mail.

Practi-Cal, Inc.  
3100 Beacon Blvd.  
West Sacramento, CA 95691

DISTRICT contact Person:

For Contract information and notice:

Name Michael Reynolds  
Assistant Superintendent  
Title Business Services  
Culver City Unified School District  
Address 4034 Irving Place  
Culver City, CA 90232

Phone 310-842-4220 x 4217

Fax 310-842-4322

Email michaelreynolds@ccusd.org

For CLAIM processing and information concerning services provided to students:

Name Andrew Sotelo  
Director of Pupil Services  
Title Culver City Unified School District  
4034 Irving Place  
Address Culver City, CA 90232

Phone 310-842-4220 x 4249

Fax 310-842-4274

Email andrewsotelo@ccusd.org

For STUDENT COMPUTER DATA:

Name Diane Lococo  
Computer Specialist - Information Technology Dept.  
Title Culver City Unified School District  
4034 Irving Place  
Address Culver City, CA 90232

Phone 310-842-4220 x 4218

Fax 310-842-4275

Email dianelococo@ccusd.org

12. Liability and Insurance

- 12.1 The parties agree to maintain in force errors and omissions insurance as may reasonably be required by the other party.
- 12.2 PRACTI-CAL agrees to hold harmless and indemnify the DISTRICT from any claim arising out of any act of omission or commission which is deemed to be caused by gross negligence and/or willful reckless conduct by PRACTI-CAL.
- 12.3 DISTRICT agrees to hold harmless and indemnify PRACTI-CAL from any claim arising out of any act of omission or commission which is deemed to be caused by gross negligence and/or willful reckless conduct by DISTRICT.

13. Miscellaneous Provisions

- 13.1 This AGREEMENT comprises the entire AGREEMENT between the DISTRICT and PRACTI-CAL and may be amended only in writing and by mutual consent of both parties.
- 13.2 The headings, titles and sub-titles in this AGREEMENT have been inserted solely for convenient reference and shall be ignored in its construction.
- 13.3 This AGREEMENT has been negotiated and executed in the state of California and the laws of that state shall govern its construction and validity.
- 13.4 This AGREEMENT shall inure to and shall be binding upon the parties hereto, the successors and assigns of the DISTRICT and PRACTI-CAL.
- 13.5 The purpose of this AGREEMENT is not to be defeated by a narrow, technical construction of its provisions. This AGREEMENT shall be considered as an honorable undertaking and shall be subject to a liberal construction for the purpose of giving effect to the intentions of the parties hereof.
- 13.6 The waiver by either party of any breach or violation of any provision of this AGREEMENT shall not operate or be construed as a waiver of any subsequent breach or violation hereof.
- 13.7 If any provision of this AGREEMENT shall be held invalid or unenforceable, the remainder of this AGREEMENT shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall remain in full force and effect with respect to all other circumstances.

In WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be duly executed as of the date set forth herein.

For the District

For PRACTI-CAL

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

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

Name: David LaRose

Name: Ludvina Guzman

Title: Superintendent

Title: Director

Culver City Unified School District

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

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

**Exhibit A**  
**PRACTI-CAL Responsibilities:**

1. Assist Districts become registered Medi-Cal providers.
2. Based upon the student data submitted to PRACTI-CAL by the DISTRICT obtain a DHCS eligibility match and conduct and complete an analysis to determine the number of children and youth within the jurisdiction of the District who are eligible to receive medical assistance within the contemplation of the Medicaid Act. PRACTI-CAL shall provide a written report of its findings to the DISTRICT upon completion of said analysis.
3. Develop and implement a training program, in cooperation with the District or its designee for the Districts' personnel involved in the implementation of the services contemplated within the scope of this Agreement. Subsequent training sessions will be provided upon discussion with the district representative and Practi-Cal agent to ensure compliance with state and federal guidelines, maximize reimbursements, and ensure staff knowledge of billable activities, regulations and activities.
4. Serve as the authorized billing agent for the District to file and process claims to DHCS, or state contracted designee, for reimbursement of health care and or related services provided by the District's professionals to eligible students within the jurisdiction of the District based on the forms provided by the District.
5. Provide Billing forms and pre-addressed envelopes.
6. Research and follow up on any claims rejected by DHCS and re-file them when appropriate.
7. Provide the District throughout the school year, monthly financial, participation reports, service history and utilization written reports. Reports shall include, but not be limited to, information by service provider and service type.
8. Maintain appropriate records and files including safe site storage for electronic data stored at PRACTI-CAL. Maintain appropriate storing of district documents which resulted in state reimbursements.
9. Comply with federal guidelines concerning issues of confidentiality of student information.
10. Provide access to books and records required by federal or state guidelines.
11. Keep and maintain appropriate charts, files and records of all services rendered by PRACTI-CAL its agents and employees under this Agreement and shall prepare in connection with these services all reports and correspondence necessary or appropriate in the circumstances
12. Work in concert with Medi-Cal officials, the California Superintendent of Public Instruction, the California Secretary of Education and Child Development and other government officials to allow the Districts access to the identities of eligible children.
13. Retain all books, records, and other documents relevant to this Agreement and to funds received and expended hereunder for at least four (4) years after final payment.

**Exhibit B**  
**District Responsibilities**

1. Complete State of California Provider Participation Form and obtain Medicaid provider identification number, with assistance from Practi-Cal.
2. Execute the Telecommunications form.
3. Provide PRACTI-CAL with information about children and youth within the jurisdiction of the District who are receiving health related services so that PRACTI-CAL can obtain a DHCS eligibility match.
4. Provide health care and/or related services as defined under State and Federal laws and regulations pertaining to the education of children and youth within the jurisdiction of the District. Said health care and/or related services shall be provided by qualified professionals who meet all applicable licensing and or certification requirements set forth in Federal and State of California statutes and/or regulations and who are under the general supervision of the District.
5. Submit to PRACTI-CAL, only such information as may be required to file a Medicaid claim under the LEA Billing Option Program, for such health services delivered to eligible children and youth within the jurisdiction of the District. Said information shall be provided on a form designated by PRACTI-CAL which shall include, but not be limited to the following: name, birth date, type of service, date of service, certain criteria dependent upon type of service, and signature of the professional delivering the services.
6. Provide to PRACTI-CAL, or its designee, information about the qualified professionals who meet all the applicable licensing and or certification requirements that will be providing health care and/or related services sufficient to complete a Medicaid claim when they begin with the program. Update this information when necessary. Said updates shall include additions to or deletions from this professional list.
7. Comply with any and all requirements set forth by the California State Department of Education and the California Department of Health Services regarding the Local Educational Agency (LEA) program, including but not limited to provider procedures as outlined in the Medi-Cal Inpatient/Outpatient Provider Manual.
8. Keep, maintain and have available CRCS supporting financial and service documentation at least until the auditing process of the Medic-Cal CRCS has been completed.
9. Keep and maintain appropriate charts, files and records of all professional services rendered by the District, its agents and employees under this Agreement and shall prepare in connection with these services all reports and correspondence necessary or appropriate in the circumstances.

## BOARD REPORT

12/11/12

11.1

### 11.1 American Citizenship Awards

The American Citizenship Award Program is designed to recognize the students who consistently exhibit the kinds of behavior we want to see displayed in our schools and in our communities. Examples of this behavior include:

- Participating in school and/or community service.
- Showing a positive attitude toward classmates, school, and community.
- Displaying an understanding and appreciation of civic responsibility.
- Possessing strength of character and the courage to do what is right.
- Promoting citizenship with school or community through other activities.

This month eight students, one from each school, will be recognized for their good citizenship.

**13.1 Presentation of the First Interim Report for 2012-2013**

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 First Interim Report for the 2012-2013 fiscal year is provided under separate cover.



**13.2 Capital Projects Update**

Mr. Mike Reynolds, Assistant Superintendent of Business Services, will provide an update on the District's capital projects.

**15.1a Adopt Findings of Staff Report Denying Innovatory School for Professional Youths (ISPY) Charter School Petition**

Education Code 47605(b) sets forth the process for consideration of a petition to establish a charter school and provides that within 30 days of the Governing Board's receipt of a charter petition, the Board must hold a public hearing on the provisions of the charter proposal, at which time the Governing Board of the district shall consider the level of support for the petition by the teachers employed by the district, other employees of the district, and parents.

The statute further provides that the Governing Board must make a determination whether to grant or deny the charter petition within 60 days of its receipt of the petition.

The Board formally received the Innovatory School for Professional Youth (ISPY) Charter Petition on October 23, 2012, and the Public Hearing was held on November 13, 2012. The Board will render a decision to grant or deny the charter.

A copy of the full petition can be reviewed in the Superintendent's office upon request.

RECOMMENDED MOTION

That the Board deny the Innovatory School for Professional Youth Charter Petition as presented.

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

**12/11/12  
15.1b**

**15.1b Adoption of Revised Board Bylaw 9121, President**

It is recommended practice that the Board of Education review Board Policies, Administrative Regulations and Board Bylaws on a regular basis. Revised Board Bylaw 9121 is presented for second reading and adoption with Board Member suggestions and revisions based on the California School Boards Association.

**RECOMMENDED MOTION:** That the Governing Board of Culver City Unified School District adopts Revised Board Bylaw 9121, President as presented.

Moved by:

Seconded by:

Vote:

**PRESIDENT**

The president shall preside at all Governing Board meetings.  
He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the ~~order of business and the~~ conduct of meetings **and help ensure compliance with applicable requirements of the Brown Act**
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on **issues of** parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote;
9. **Be responsible for the orderly conduct of all Board meetings**

**(cf. 9323 – Meeting Conduct)**

The president shall have all the rights of any member of the Board, including the right to move, second, discuss, **and vote on all questions before the Board in alignment with Robert's Rules of Order. In the event that the Board President wishes to move or second a motion he or she must relinquish to the gavel to the Vice President.**

The Board President shall ~~also perform other duties as directed by law~~ **in accordance with law and Board policy including, but not limited to:** State Department of Education regulations and the Board, including the duty to:

1. **Signing** all instruments, acts, and orders necessary to carry out state requirements and the will of the Board, ~~including minutes of all Board of Education meetings;~~
2. **Consulting** with the Superintendent or designee on the preparation of the Board's agendas;

**(cf. 9322 – Agenda/Meeting Materials)**

3. **Working with the Superintendent to ensure that Board members have necessary materials and information**

**PRESIDENT** (continued)

- 4. ~~Subject to Board approval, Appoint Appointing and disband dissolving committees subject to Board Approval. of the Board, subject to Board approval;~~
- 5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;

(cf. 9320 – Meetings and Notices)

(cf. 9321 – Closed Session Purposes and Agendas)

**6. Representing the District as governance spokesperson, in conjunction with the Superintendent**

(cf. 1112 – Media Relations)

- 7. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;

**8. Participate in finalist interviews with the Superintendent for the Principals/Senior Administration positions.**

~~6. Be responsible for the orderly conduct of all Board meetings.~~

~~7. Share informational mail with other Board members.~~

~~(cf. 9320 – Meetings and Notices)~~

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

Legal Reference:

EDUCATION CODE

- 35022 President of the board
- 35143 Annual organizational meetings; dates and notices
- 35144 Special meetings

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

- Board Presidents' Handbook, revised 2002
- CSBA Professional Governance Standards, 2000
- Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

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

Bylaw  
**DISTRICT**

adopted: July 29, 1997

**CULVER CITY UNIFIED SCHOOL**

Culver City, California

## BOARD REPORT

12/11/12  
15.2a

**15.2a**      **Approval is Recommended for the Suspended Enforcement of the Expulsion of Pupil Services Case #11-08-09**

Under AR 5144.1(s) the Board of Education may suspend enforcement of an expulsion.

The suspension of the enforcement of an expulsion shall be governed by the following:

- a) The Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation.
- b) During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
- c) The suspension of the enforcement of an expulsion order may be revoked by the Board of Education if the student commits any of the acts listed under "Grounds for Suspension and Expulsion."
- d) When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.

Case #11-08-09 was expelled from the Culver City Unified School District on April 27, 2009. Case #11-08-09 has not maintained 95% positive attendance and academic growth as required under the Terms and Conditions for reinstatement. To provide the student structure and a path to reintegration, District Administration recommends: That the expulsion be extended until June 21, 2013, under the original terms and conditions of the original expulsion. That enforcement be suspended. That Case #11-08-09 be assigned to Culver Park High School. If Case #11-08-09 violates any of the terms and conditions above, the pupil could be expelled under the original expulsion order and the conditions of probation shall become the conditions for return to the district.

RECOMMENDED MOTION:      That the Board extend the Expulsion of Case #11-08-09 until June 21, 2013, under the original terms and conditions of the expulsion, that enforcement be suspended, and that pupil be placed at Culver Park High School.

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

**12/11/12  
15.2b**

**15.2b Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #01-12-13**

Under AR 5144.1(s) a student may have an alternative to an expulsion hearing. A stipulated expulsion is a proposed recommendation to expel presented to the Board of Education that bypasses the hearing process based on agreement of the district and parent/guardian.

All of the following must occur for a stipulated expulsion to be considered:

- a) the facts leading to the recommendation to expel are not disputed, and
- b) the principal and Superintendent's designee believe it is in the best interest of the student, and
- c) parent/guardian and principal agree that it is unnecessary to convene an administrative hearing panel to make a recommendation to the Board to expel, and
- d) the parent/guardian voluntarily agrees to a proposed expulsion order that will be presented to the Board of Education for action.

District Administration recommends that Case #01-12-13, a 12th grade student at Culver City High School, be expelled from the Culver City Unified School District. The student will be expelled under the terms and conditions of a stipulated expulsion that will remain in effect until June 21, 2013.

**RECOMMENDED MOTION:** That the Board approve the stipulated expulsion of Case #01-12-13 until June 21, 2013 and ratify a recommendation, requested by the parent, to a Charter School Independent Study Program.

Moved by:

Seconded by:

Vote:

**15.3a Certification of the First Interim Report for 2012-2013**

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 is submitting the First Interim Report for a Positive Certification based upon budget modifications, reductions and revenue changes made since that time.

In certifying the 2012-13 First 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 First 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 2012-13 First 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:**



**15.3b Certification of Signatures for Warrants, Orders for Salary Payment, Notices of Employment and Related Documents**

Education Code Sections 35143, 42632, and 42633 provide that the Governing Board authorize signatures for warrants, orders for salary payment, notices of employment and other related documents. The verified signatures of each person so authorized, including Board members, must be filed with the Division of School Financial Services per Education Code 35143.

**RECOMMENDED MOTION:** Effective December 11, 2012, that any one of the following be authorized to sign for warrants, salary payment, orders for salary payment, notices of employment, and other related documents: David La Rose, Superintendent; Eileen Carroll, Assistant Superintendent, Educational Services; Leslie Lockhart, Assistant Superintendent, Human Resources; Michael Reynolds, Assistant Superintendent, Business Services; and Sean Kearney, Director, Fiscal Services;

Approve the omission of signatures of District officials from “A” warrants;

Authorize the Superintendent, David La Rose; Assistant Superintendent, Educational Services, Eileen Carroll; Assistant Superintendent, Human Resources, Leslie Lockhart; and Assistant Superintendent, Business Services, Michael Reynolds to sign approved contracts and agreements;

Authorize the Director of Pupil Services, Andrew Sotelo, and the Director of Special Education, Jo-Anne Cooper, to sign mediation and fair hearing settlements and due process agreements for fees and services not to exceed \$20,000;

Authorize the Superintendent, David La Rose; Assistant Superintendent, Business Services, Michael Reynolds; and Director of Fiscal Services, Sean Kearney, to represent the District in Joint Powers Agreements (JPA);

Authorize the Superintendent, the Assistant Superintendent, Business Services and the Director of Fiscal Services to establish bank accounts in the District’s name and authorize as signators of District accounts, David La Rose, Michael Reynolds and Sean Kearney;

Authorize Mary Caruso, Director of Purchasing, to sign purchase orders and agreements; and

Authorize the Assistant Superintendent, Business Services, Michael Reynolds, to sign change orders through December 10, 2013.

**Moved by:**

**Seconded by:**

**Vote:**





**15.3c Authorization for Superintendent or Superintendent's Designee to Negotiate Pre-Construction, Lease Lease-Back and Construction Agreements with Balfour Beatty**

It is recommended that the Board of Education authorize staff to enter into negotiations with Balfour Beatty, the construction management firm selected for the District's athletic field renovation. With authorization, negotiations will commence on the Pre-Construction, Lease, Lease-Back and Construction Agreements.

**RECOMMENDATION**      That the Board of Education authorize the Superintendent or Superintendent's designee to enter into contract negotiations with Balfour Beatty.

**Moved by:**

**Seconded by:**

**Vote:**

**15.3d Approval of Addendum to the Agreement between Culver City Unified School District and SunPower Corporation**

At the June 26, 2012 meeting, the Board of Education approved the agreement between Culver City Unified School District and SunPower Corporation. However, as of January 1, 2012, the limit to the amount of retention withheld from payments to school district contracts was reduced to five percent. As the original payment percentage in the agreement with SunPower stipulated the previously legal limit of ten percent, it is necessary to amend the agreement in order to process progress payments to SunPower.

**RECOMMENDED MOTION:** That the Board of Education of Culver City Unified School District approve the attached addendum to the agreement with SunPower Corporation.

**Moved by:**

**Seconded by:**

**Vote:**

**AMENDMENT NO. 1 TO AGREEMENT FOR DESIGN, INSTALLATION AND COMMISSIONING OF SOLAR/PHOTOVOLTAIC SYSTEM**

This Amendment No. 1 ("Amendment") to the Agreement For Design, Installation And Commissioning Of Solar/Photovoltaic System ("Agreement") by and between the Culver City Unified School District, a school district duly organized and validly existing under the laws of the State of California ("District") and SunPower Corporation, Systems ("Contractor") dated June 26, 2012, is hereby made and entered into this 11<sup>th</sup> day of December, 2012 ("Effective Date") as follows:

**WHEREAS**, the District and the Contractor have entered into the Agreement, a true and correct copy is attached hereto as Exhibit "A," to provide for the design, installation and commissioning of a solar/photovoltaic system at the District's Culver City High School campus, as more particularly described in the Agreement ("Project"); and

**WHEREAS**, the District and Contractor desire to reduce the retention withheld by the District to five percent (5%) for the Project; and

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

1. **Agreement.** The District and the Contractor hereto represent that the aforementioned Agreement is the true, correct and complete agreement between the Parties and that there have been no written or oral amendment(s) to the Agreement. All capitalized terms not otherwise defined herein shall have the same meanings given in the Agreement.
2. **Reduction of Retention.** Pursuant to Section 7 of the Agreement, which states that the District may, at its discretion, reduce the retention as permitted pursuant to Public Contract Code section 9203, the District hereby reduces the retention on the project from ten percent (10%) to five percent (5%). Thus, Section 7 is revised in the following particulars only:
  - "... Design-Builder shall be paid a sum equal to ninety percent (90%) of the value of the Work performed ..." shall be revised to state, "... Design-Builder shall be paid a sum equal to ninety-five percent (95%) of the value of the Work performed ..."
  - "The District shall retain ten percent (10%) from all amounts owing as retention." Shall be revised to state, "The District shall retain five percent (5%) from all amounts owing as retention."
3. **Binding Effect; Partial Invalidity.** This Amendment shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns. If any provision of this Amendment shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Amendment or the Agreement.
4. **Full Force and Effect; No Other Amendments.** The Amendment is hereby modified with respect to the terms set for the herein, and any other portion thereof as necessary to

implement the foregoing. Except as specifically set forth in this Amendment, the Amendment shall remain unmodified and in full force and effect as executed by the Parties.

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

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

7. **Inconsistencies.** In the event of any inconsistency between the terms of this Amendment and those of the Agreement, the terms of this Amendment shall control.

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

**CULVER CITY UNIFIED SCHOOL DISTRICT**

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

**SUNPOWER CORPORATION, SYSTEMS**

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

**BOARD REPORT**

**12/11/12  
15.3e**

**15.3e Authorization to Enter into Agreement with Hodgetts+Fung Design and Architecture**

It is recommended that the Board of Education authorize staff to enter into an agreement with Hodgetts+Fung Design and Architecture to conduct the Robert Frost Auditorium Feasibility Study.

**RECOMMENDATION**      That the Board of Education authorize the Superintendent or Superintendent's designee to sign agreements with Hodgetts+Fung.

**Moved by:**

**Seconded by:**

**Vote:**



**BOARD REPORT**

15.4a      **Approval is Recommended for the 2011/2012 Agreement Between the Culver City Unified School District (CCUSD) and the Association of Classified Employees (ACE)**

**Background Information**

A Memorandum of Understanding between the Culver City Unified School District and the Association of Classified Employees was signed on November 15, 2012 regarding the 2012 California Tax Initiative. It is now appropriate for the Governing Board of the Culver City Unified School District to approve this agreement.

RECOMMENDED MOTION:      It is recommended that the Board of Education approve the 2011/2012 Agreement Between the Culver City Unified School District and the Association of Classified Employees as presented.

Moved by:

Seconded by:

Vote:

Memorandum of Understanding  
2011/2012

November 15, 2012

RECEIVED

NOV 19 2012

HUMAN RESOURCES  
C.C.U.S.D

This agreement regarding the 2011/2012 work year is entered into by the Association of Classified Employees (ACE) and the Culver City Unified School District on the 15<sup>th</sup> day of November, 2012 with the following understanding.

**2012 California Tax Initiative**

Based on the 2012 California Tax Initiative which passed on November 6, 2012, a one time off salary bonus (equivalent to one day of salary) will be paid to all Classified employees on January 25, 2013.

  
FOR ACE

11/15/12  
DATE

  
FOR THE DISTRICT

11/15/12  
DATE

12/11/12  
15.4b

**BOARD REPORT**

**15.4b**      **Approval is Recommended for the 2011/2012 Agreement Between the Culver City Unified School District (CCUSD) and the Management Association of Culver City Schools (MACCS)**

**Background Information**

A Memorandum of Understanding between the Culver City Unified School District and the Management Association of Culver City Schools was signed on November 30, 2012 regarding the 2012 California Tax Initiative. It is now appropriate for the Governing Board of the Culver City Unified School District to approve this agreement.

RECOMMENDED MOTION:      It is recommended that the Board of Education approve the 2011/2012 Agreement Between the Culver City Unified School District and the Management Association of Culver City Schools as presented.

Moved by:

Seconded by:

Vote:

RECEIVED

NOV 30 2012

HUMAN RESOURCES  
C.C.U.S.D

MEMORANDUM OF UNDERSTANDING  
2011/2012  
November 14, 2012

This agreement regarding the 2011/2012 work year is entered into by the Management, Supervisory and Confidential (MACCS) and the Culver City Unified School District (District) on this 14<sup>th</sup> day of November, 2012 with the following understanding:

**2012- California Tax Initiatives**

Based on the 2012 California Tax Initiative which passed on November 6, 2012, a one time off salary bonus (equivalent to one day of salary) will be paid to all Management and Confidential employees on January 1, 2013.

  
\_\_\_\_\_  
FOR MACCS

11/30/12  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
FOR THE DISTRICT

11/20/2012  
\_\_\_\_\_  
DATE

**BOARD REPORT**

**15.4c Approval is Recommended for New Classified Job Classification and Job Description – Clinical Counselor Intern**

It is recommended practice that the Board of Education approves new job classifications and job descriptions to reflect new duties and responsibilities based on the current needs of the District. District Administration has created a new job classification of Clinical Counselor Intern and has developed a new job description, a copy of which is attached, with a recommended salary placement of Range 34 on the Classified Salary Plan.

RECOMMENDED MOTION: District Administration recommends the approval of the new classified job classification and job description for Clinical Counselor Intern, with a salary placement of Range 34, effective November 13, 2012.

Moved:

Seconded by:

Vote:

# CLINICAL COUNSELOR INTERN

## POSITION DESCRIPTION

Under the direction of the Clinical Counselor the Clinical Counseling Intern provides educationally required counseling services to district students referred for assessment and assistance to promote mental health and personal growth; identifies the emotional needs of students with disabilities; and develops therapy goals and objectives for implementation through the Individual Education Plan (IEP). The clinical counselor also provides parent training.

## ESSENTIAL JOB FUNCTIONS

- Provides individual, group and family psychological counseling services;
- Develops and maintains psychological counseling intervention programs to meet student needs;
- Conducts interviews, assessments and observations;
- Participates in special assessment, IEP and other meetings;
- Prepares reports, documents to support psychological counseling services for students;
- Refers students to other public/private psychological counseling services;
- Provides inservice training to parents, community agencies, students, district personnel and others;
- Performs related duties as required.

## JOB REQUIREMENTS

**Skill** providing psychological counseling to students with disabilities and their families, and conducting individual, group and family psychological counseling sessions;

**Knowledge** of psychological counseling techniques for students with disabilities and their families; agencies and resources available to assist children; and federal and state laws concerning individuals with disabilities, family rights and counseling;

**Ability** to identify the emotional needs of students; work as part of a multidisciplinary educational support team; develop and implement psychological counseling services; provide inservice training; work independently; communicate orally and in writing; maintain accurate records; meet deadlines; and establish and maintain professional relationships;

**Physical Abilities** include sitting for extended periods, talking/hearing, and near and far visual acuity/depth perception/color vision/field of vision.

### **MINIMUM QUALIFICATIONS**

- One of the following intern licenses: Marriage & Family Therapist (MFT), or Licensed Clinical Social Worker (LCSW) (cannot be a trainee License).

### **DESIRED QUALIFICATIONS**

- Knowledge of the Individual Education Plan (IEP) process;
- Experience providing inservice training;
- Knowledge and/or experience with a Special Education Local Plan Area (SELPA), school district operations and an array of special education placement and service options.