

BOARD MEETING NOTICE AND AGENDA

CULVER CITY UNIFIED SCHOOL DISTRICT Regular Meeting of the Board of Education to "Conduct the District's Business in Public" CLOSED SESSION – 6:45 p.m. OPEN SESSION – 7:00 p.m.

City Hall, Mike Balkman Chambers
9100 Culver Boulevard, Culver City, CA 90232

July 26, 2011

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

Scott Zeidman, Esq., President
Karlo Silbiger, Vice President
Katherine Paspalis, Esq., Clerk
Patricia Siever, Professor, Member
Steven Gourley, Member

2. PUBLIC COMMENT ON CLOSED SESSION ITEMS

3. RECESS TO CLOSED SESSION

- 3.1 Public Appointment/Employment (Pursuant to GC §54947)
Certificated Personnel Services Report No. 2
Classified Personnel Services Report No. 2

4. ADJOURNMENT OF CLOSED SESSION

5. REGULAR MEETING – 7:00 p.m.

5.1 Roll Call – Board of Trustees
Scott Zeidman, Esq., President
Karlo Silbiger, Vice President

Katherine Paspalis, Esq., Clerk
Patricia Siever, Professor, Member
Steven Gourley, Member

5.2 Flag Salute

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

7. **PUBLIC HEARING** - None

8. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.

Motion by _____ Seconded by _____

Vote _____

9. **CONSENT AGENDA**

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

- 9.1 Approval is Recommended for the Minutes of Special Meeting – June 17, 2011; Minutes of Regular – June 28, 2011
- 9.2 Approval is Recommended for Purchase Orders and Warrants
- 9.3 Approval is Recommended for the Certificated Personnel Reports No. 2
- 9.4 Approval is Recommended for the Classified Personnel Reports No. 2
- 9.5 Approval is Recommended for the Annual Destruction of Class III Records
- 9.6 Approval is Recommended for the Disposal of Surplus Property
- 9.7 Approval is Recommended for CCHS Teacher Leona Mullen to Attend the AP Summer Training Workshop in San Diego, CA, (Date)
- 9.8 Approval is Recommended for the Contract Between Culver City Unified School District and Westberg+White

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

11. **PUBLIC RECOGNITION**

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

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

12. INFORMATION ITEMS - None

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. RECESS (10 Minutes)

14. ACTION ITEMS

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

14.1 Superintendent's Items - None

14.2 Education Services Items - None

14.3 Business Items

14.3a Approval is Recommended for Establishment of Fund for Special Education Local Plan Area (Fund 10.0)

Motion by _____ Seconded by _____ Vote _____

14.3b Approval is Recommended for Resolution #1/2011-2012 – Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments, and Transfers

Motion by _____ Seconded by _____ Vote _____

14.4 Personnel Items

15. BOARD BUSINESS - None

16. ADJOURNMENT

Motion by _____ Seconded by _____ Vote _____

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

FUTURE MEETINGS

September 13 - 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place
September 27 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), City Hall (Chambers), 9100 Culver Blvd.

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

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

Meeting:	<u>Regular Meeting</u>	Date:	<u>June 28, 2011</u>
Place:	<u>City Hall</u>	Time:	<u>6:00 p.m. – Public Meeting</u>
	<u>(Mike Balkman Chambers)</u>		<u>6:01 p.m. – Closed Session</u>
	<u>9100 Culver Blvd.</u>		<u>7:00 p.m. – Public Meeting</u>
	<u>Culver City 90232</u>		

Board Members Present

Scott Zeidman, Esq., President
Karlo Silbiger, Vice President
Katherine Paspalis, Esq., Clerk
Patricia Siever, Professor, Member
Steven Gourley, Member

Staff Members Present

Patricia W. Jaffe, Interim Superintendent
Ali Delawalla
Gwenis Laura, Ed.S.

Call to Order

Board President Mr. Zeidman 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. Mr. Reginald Brunson led the Pledge of Allegiance.

Report from Closed Session

Mr. Zeidman 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 Tier III Flexibility Program

Mr. Zeidman opened the Public Hearing at 7:01 p.m. With no comments from the audience Mr. Zeidman closed the Public Hearing at 7:02 p.m.

7.2 2011-2012 Budget

Mr. Zeidman opened the Public Hearing at 7:02 p.m. Jerry Chabola commented that at some point someone needs to figure out if there are extra funds at the end of the year to discuss payback for furlough days. With no additional comments from audience members, Mr. Zeidman closed the Public Hearing at 7:03 p.m.

7.3 Adoption of ELD Textbooks for Elementary Schools, Culver City Middle School and Culver City High School, and ROP Textbooks for Culver City High School

Mr. Zeidman opened the Public Hearing at 7:03 p.m. With no comments from audience members, Mr. Zeidman closed the Public Hearing at 7:04 p.m.

8. Adoption of Agenda

Mr. Zeidman suggested amending the agenda by moving item 12.1 up on the agenda to follow the Consent Agenda items. It was moved by Ms. Siever and seconded by Ms. Paspalis to adopt the June 28, 2011 agenda as amended. The motion was unanimously approved.

9. Consent Agenda

Mr. Zeidman called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. Mr. Gourley requested that item 9.1 be withdrawn. Mr. Zeidman requested to withdraw item 9.4. Ms. Siever requested that items 9.2, 9.6, and 9.10 be withdrawn. It was moved by Ms. Siever and seconded by Ms. Paspalis to approve Consent Agenda Items 9.3, 9.5, 9.7, 9.8, and 9.9 as presented. The motion was unanimously approved.

9.3 Acceptance of Gifts – Donations

9.5 Classified Personnel Reports No. 23

- 9.7 Carl D. Perkins Career and Technical Education Grant Application for 2011-2012
- 9.8 2011-2012 Consolidated Application for Funding Categorical Aid programs – Part I
- 9.9 Memorandum of Agreement Between the Association of Classified Employees (ACE) and the Culver City Unified School District (CCUSD)

9.1 Approval is Recommended for the Minutes of Regular Meeting – May 24, 2011

Mr. Gourley withdrew this item to request that it be pulled until the next meeting. All Board members were in agreement.

9.2 Approval is Recommended for Purchase Orders and Warrants

Ms. Siever withdrew this item to request seeing contract information. She also inquired if there was another way to categorize consultants. Mr. Delawalla explained that the consultants are listed as contracted services. He went on to explain the object codes and why some of the Purchase Orders are listed as consultants. Mrs. Siever would also like to know when the SELPA Superintendents will come together to try to figure out how to reduce costs.

9.4 Approval is Recommended for the Certificated Personnel Reports No. 23

Mr. Zeidman withdrew this item so the new Principal from El Rincon could be introduced. Mrs. Jaffe introduced Mr. Reginald Brunson as the new Principal of El Rincon, pending Board approval, and read a brief bio. Mr. Brunson spoke briefly and thanked the Board for the opportunity to serve as Principal.

9.6 Approval is Recommended for the Local Education Agency Plan under the No Child Left Behind Act of 2001

Ms. Siever stated that she did not have any questions on this item. Mr. Gourley stated that he feel the Local Agency Plan is wasted including the usage of No Child Left Behind. He feels it is busy work and will vote against it.

9.10 Approval is Recommended for the Memorandum of Agreement Between the Association of Classified Employees (ACE) AND THE Culver City Unified School District (CCUSD)

Ms. Siever withdrew this item, but stated that her question has already been answered.

I was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve items 9.2 and 9.10 as presented. The motion was unanimously approved.

It was moved by Ms. Siever and seconded by Mr. Silbiger that the Board approve items 9.6 as presented. The motion was approved with a vote of 4 – Ayes and 1 – Nay by Mr. Gourley.

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

12. Information Items

12.1 Safe Routes to School Grant

Mr. Gabriel Garcia, the Traffic Engineering Manager from the City of Culver City, provided the Board with an update on the community meetings that have taken place regarding the Safe Routes to School grant. He informed the Board that community members stated their concerns about the initial one-way street proposal. Community members stated concerns about traffic signals, alleys, and they felt that they did not have enough time to provide their input. Mr. Garcia stated that the City would not be applying for the grant at this time. Les Greenberg stated he has a property on Elenda and has great concerns. Madeline Ehrlich commented that it was great that the Board was addressing the issue. She stated her concerns that the next meeting for community input would be in August when many people are on vacation. Mr. Garcia gave information on the other ways that people can get information. Paulette Greenberg stated that she does not think anyone disputes the need for something to be done. The community just does not want the integrity of the neighborhood to be disturbed. She suggested taking the best things from the past and put them to use in the present such as the students walking or riding their bikes to school. Laura Chardiet spoke about the need for another crosswalk which might encourage more people to walk to school. Mr. Silbiger thanked Mr. Garcia for his presentation and stated he was disappointed to hear the project

was on hold. Mr. Silbiger felt there needed to be a multi-faceted approach to the project. He thought the one-way approach was a good idea. Ms. Paspalis asked for clarification on a reference Mr. Garcia made to Coombs Street. She stated another concern she heard from the community was that if there was one lane that traffic would go faster. Ms. Paspalis also heard that trees would need to be removed. Mr. Garcia stated that no trees would need to be removed. Ms. Siever asked if the Board would be voting on item 14.1a. Mr. Silbiger stated they would not be voting. Mr. Gourley thanked City Council for making the Chambers available. Mr. Gourley asked what was going to happen between now and when the grant is submitted. He wanted to know if there would be more enforcement. Mr. Garcia explained the multi-faceted project would include engineering, enforcement, and education. Mr. Garcia stated he believed the City will enforce the traffic laws. Mr. Gourley stated that the Board could not get City Council to get three votes to provide additional enforcement prior to the last day of school. He would like to see more enforcement when school starts back again. Further discussion ensued. Mr. Gourley also thinks that the District needs to find out what the students want. He wished Mr. Garcia good luck on the project. Mr. Zeidman thanked Mr. Garcia for all of his hard work and told him that whatever the Board can do they will be happy to help.

10. Awards, Recognitions and Presentations - None

11. Public Recognition

11.1 Superintendent's Report

Mrs. Jaffe reported on her summer school visits and stated that all was going well. She thanked Mr. Delawalla for helping staff find an on-line program, and she further spoke about the programs. Mrs. Jaffe also attended the Grand Opening of the Ballona Creek Bike Path. She provided a SELPA update and provided the Board with information on how the three districts are trying to come up with ideas to reduce expenditures.

11.2 Assistant Superintendents' Reports

Ms. Laura thanked the Board for their guidance and support. She stated it has been a pleasure and an honor to serve the students of Culver City.

11.3 Members of the Audience

Members of the audience spoke about:

- Jerry Chabola stated, in regards to the school calendar, that the last time the District had the last day on a Wednesday there were a few issues. The coaches are working right through the summer and when discussing furlough days the athletic department would need access to the facilities during those times. Ms. Siever asked if he has considered using West L.A. College during the District's furlough days. Mr. Chabola stated that for one day it would be a little more cumbersome. Mr. Gourley asked if the citizens of Culver City were allowed to use the track at West L.A. College.
- Ms. Siever asked for follow-up regarding the issue of students having to choose between Youth and Government class and athletics. Mr. Chabola stated that it has been worked out. Ms. Siever stated that in item 9.10 the term "Affirmative Action Goals" was used and she did not think it was supposed to be used. Leslie Lockhart, Director of Human Resources, stated that the District does not use that term so she is trying to get it omitted from the contract. Ms. Siever commended Mrs. Jaffe on working with the other SELPA Superintendents and asked if there was a timeline. Mrs. Jaffe stated that there was and she would bring that information to the Board. Ms. Siever reported on her attendance at the graduations.
- Ms. Paspalis asked for status on the middle school immersion position. Mrs. Lockhart stated that they were finalizing the language for the position and then it would be published. Ms. Paspalis extended congratulation to all of the graduates and stated she hoped everyone enjoys their summer.
- Mr. Silbiger thanked Ms. Laura for her service, especially on the Arts Program, and her leadership. He thanked Pam Magee for her years of service and her work at the high school. Mr. Silbiger extended congratulation to all of the graduates, and spoke about an article he read regarding LAUSD and their homework policy.

- Mr. Gourley thanked Ms. Laura for her service. He apologized for missing the last meeting, and stated that he would have voted no on the Memorandum. He further explained why he would have voted no.
- Mr. Zeidman thanked Ms. Laura for her years of service. He spoke about his attendance at the graduations and stated the air horns were irritating. Mr. Zeidman read a statement stating how accommodating Senator Curren Price has been to the District as opposed to Supervisor Mark Ridley-Thomas. He stated that Supervisor Ridley-Thomas has not been working with the District, and has stated his support of Building Bridges Charter School. Ms. Paspalis stated that she placed three calls to Supervisor Ridley-Thomas, all of which have gone unreturned, and that she has other elected officials return her calls. Mr. Gourley concurred with Mr. Zeidman and respectfully requested that Mr. Zeidman supply him with his notes.

12. Information Items – (cont.)

12.2 2011-2012 Budget Presentation

Mr. Delawalla presented a summary of the 2011-2012 Budget to Board members. He also provided information on the multi-year projections. Alan Elmont asked if there had been any comparison done between the 2003-2004 school year and the current year if the budget and ADA is approximately the same. Mr. Delawalla stated that he has looked at it, but there has been no detailed analysis. Janet Chabola asked where the furlough days were noted in the budget. Mr. Delawalla stated that the furlough days are not going to equate in the expenditures because of the step and column increases. Ms. Siever asked how the restricted categoricals have helped with the budget, and how much has been transferred. Mr. Delawalla stated that approximately \$3.4 million was moved from the deferred maintenance. Mr. Silbiger stated that he had a chance to speak with Mr. Delawalla and Mrs. Jaffe regarding the budget. He thanked staff and everyone on the negotiating teams for working together. Mr. Silbiger noted the rising cost of healthcare and wanted to clarify that the cost increases are borne by the employee. He also stated that the cafeteria fund is losing money, and he is happy to see the building funds are projected to be used. Mr. Gourley asked what the budget amount was for step and column. Mr. Delawalla stated about a half million dollars. Mr. Gourley clarified with Mr. Delawalla information step and column and how it is enforced. Mr. Gourley asked for additional information on laws in repaying step and column. He asked Mr. Delawalla when he expected to get the first letter from LACOE stating that the District does not have a viable budget. He also wanted to know about the cost of bonds. Mr. Delawalla stated the most the District could borrow was \$3 million.

13. Recess

The Board recessed at 8:45 p.m. and reconvened at 8:55 p.m.

14. Action Items

14.1 Superintendent's Items

14.1a Approval is Recommended for the Letter of Support Regarding the Safe Routes to School Grant

Mr. Gourley stated that since there is not going to be a grant submission that the Board pull this item. Board members were in agreement to pull this item.

14.1b Approval is Recommended for the Employment Agreement for the Assistant Superintendent of Educational Services

Mr. Silbiger stated his strong support of Ms. Carroll in this position. His only issue is the car mileage reimbursement. Mr. Silbiger thinks it should be a priority to look at the Board Policy on this matter. Mr. Zeidman agreed and stated that he had asked Mrs. Jaffe to have Ms. Carroll document her mileage for six months to see if the reimbursement is too high or too low. Mr. Gourley had an issue with the fringe benefits section where it stated "but not more than certificated, classified, or management...". Mrs. Jaffe stated that there was no need to add any new language because all of management gets the same benefits. Mr. Gourley also had questions regarding sick leave and expense reimbursement. Further discussion ensued. It was moved by Ms. Paspalis

and seconded by Ms. Siever that the Board approve the Employment Agreement for the Assistant Superintendent of Educational Services. The motion was unanimously approved.

14.2 Education Services Items

14.2a Approval is Recommended for the Suspended Expulsion of Pupil Services Case #03-10-11

It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve the Stipulated Expulsion of Case #03-10-11 as presented. The motion was unanimously approved.

14.2b Consideration of Expunging the Expulsion Records of Pupil Services Case #19-10

It was moved by Mr. Silbiger and seconded by Mr. Gourley that the Board does not expunge the expulsion records of Pupil Services Case #19-10. The motion was approved with a vote of 4 – Ayes and 1 – Nay by Ms. Paspalis.

14.2c Consideration of Expunging the Expulsion Records of Pupil Services Case #03-08

It was moved by Mr. Silbiger and seconded by Mr. Gourley that the Board does not expunge the expulsion records of Pupil Services Case #03-08. There was slight confusion over the wording in the motion since the original motion was for consideration. Mr. Zeidman moved to reconsider the motion. It was seconded by Mr. Gourley. The motion was unanimously approved. It was moved by Mr. Silbiger and seconded by Ms. Siever that the Board deny expunging the expulsion records of Pupil Services Case #03-08. The motion was approved with a vote of 3 – Ayes and 2 – Nays by Ms. Siever and Ms. Paspalis.

14.2d Approval is Recommended for Adoption of ELD Textbooks for Elementary, Middle School and High School, and ROP Textbooks for Culver City High School

It was moved by Ms. Siever and seconded by Mr. Gourley that the Board adopt the ELD Textbooks for Elementary, Middle School, High School, and ROP Textbooks for Culver City High School as presented. The motion was unanimously approved.

14.3 Business Items

14.3a Approval is Recommended for Award of Bid #190.11 – Roof Replacement

George Laase asked if the companies bidding were informed about the District’s consideration of getting solar panels. Mr. Delawalla confirmed that they were, and explained that this is the only time when we can do a major repair. Mr. Delawalla also explained that over the years the District has been doing patch jobs, but it is no longer working. Mr. Gourley asked if the roofs were discussed with the Environmental Sustainability Committee. Mr. Delawalla explained that the project does not have anything to do with the solar project. We need the repairs and we need to do them now while we have the funding. Todd Johnson gave a suggestion for possibly saving money in the project. It was moved by Mr. Silbiger and seconded by Ms. Paspalis that the Board approve the Award of Bid #190.11 – Roof Replacement as presented. The motion was unanimously approved.

14.3b Approval is Recommended for the Adoption of 2011-2012 Budget

It was moved by Ms. Paspalis and seconded by Ms. Siever that the Board adopt the 2011-2012 Budget as presented. The motion was unanimously approved.

14. Personnel Items

14.4a Approval is Recommended for Resolution #38-2010/2011 (HR) To Rescind Reduction or Discontinuance of Particular Kinds of Service

Ms. Paspalis wanted it noted that this item was bringing back 18.6 teachers. It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve Resolution #38-2010-2011 (HR) To Rescind Reduction or Discontinuance of Particular Kinds of Service as presented. The motion was unanimously approved.

14.4b Approval is Recommended for the Revision of the 2011-2012 School Year Calendar to Include Furlough Days

Jerry Chabola reiterated that ending the school year on a Wednesday could be very problematic, and would like to make sure that athletics can have access to the fields. It as moved by Ms. Paspalis and seconded by Ms. Siever that the Board approve the Revision of the 2011-2012 School Year Calendar to Include Furlough Days as presented. The motion was unanimously approved.

14.4c Approval is Recommended for Resolution #39-2010-2011 (HR), Action to Partially Rescind Resolution #28-2010/2011 (HR) (Regarding Layoff of Classified Personnel)

It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve Resolution #39-2010-2011 (HR), Action to Partially Rescind Resolution #28-2010/2011 (HR) (Regarding Layoff of Classified Personnel) as presented. The motion was unanimously approved.

14.4d Approval is Recommended for Resolution #40-2010/2011 (HR), Action to Partially Rescind Resolution #29-2010/2011 (HR) (Regarding Layoff/Reduction of Classified Personnel)

It was moved by Ms. Paspalis and seconded by Ms. Siever that the Board approve Resolution #40-2010/2011 (HR), Action to Partially Rescind Resolution #29-2010/2011 (HR) (Regarding Layoff/Reduction of Classified Personnel) as presented. The motion was unanimously approved.

14.4e Approval is Recommended for Resolution #41-2010/2011 (HR), Action to Rescind Resolution #30-2010/2011 (HR) (Regarding Layoff/Reduction of Classified Supervisory Personnel)

It was moved by Ms. Paspalis and seconded by Ms. Siever that the Board approve Resolution #41-2010/2011 (HR), Action to Rescind Resolution #30-2010/2011 (HR) (Regarding Layoff/Reduction of Classified Supervisory Personnel) as presented. The motion was unanimously approved.

14.4f Approval is Recommended for Resolution #42-(Summer) 2011 (HR), Teacher Education Code Approvals

It was moved by Mr. Gourley and seconded by Ms. Paspalis that the Board approve Resolution #42-(Summer) 2011 (HR), Teacher Education Code Approvals as presented. The motion was unanimously approved.

15. Board Business - None

Adjournment

There being no further business, it was moved by Mr. Gourley, seconded by Ms. Paspalis and unanimously approved to adjourn the meeting. Board President Mr. Zeidman adjourned the meeting at 9:24 p.m.

Approved: _____
Board President

Superintendent

On: _____
Date

Secretary

9.2 PURCHASE ORDERS AND WARRANTS

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

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

Purchase order grand total from July 1, 2011 through July 15, 2011 is \$40,335.42 for 2010-2011 school year and \$2,663,694.91 for 2011-2012 school year.. Warrants issued for the period June 20, 2011 through July 13, 2011 total \$5,859,164.12. This includes \$2,162,019.00 in commercial warrants, and \$3,697,145.12 in payroll warrants.

BUDGET NUMBER LEGEND FOR FUNDS

- 01.0 general 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 July 1, 2011 through July 15, 2011 in the amount of \$40,335.42 for 2010-2011 school year and \$2,663,694.91 for 2011-2012 school year and warrants for June 20 , 2011 through July 13, 2011 in the amount of \$5,859,164.12 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
 Page No. 1
 Run Date: 07/16/2011
 Run Time: 03:53:13AM
 ANNUAL

Purchase Orders/Buyouts To The Board for Ratification From : 7/1/2011 To 7/15/2011
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

2010-2011 SCHOOL YEAR

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distribution Amount	PO Amt
07/14/11	55775A	A		07/14/2011	HEAR TO TALK	NONPUBLIC SCHOOLS SERVICE 07/14/2011	Special Education 55775A	01.0	65000.0	57500	11800	5880	0004040	1,000.00	1,000.00
07/05/11	56841	A		07/05/2011	STEP BY STEP EDU	CONTRACT SERVICES RENDERED 07/05/2011	Special Education 56841	01.0	65000.0	57520	11360	5810	0004040	412.50	412.50
07/05/11	56842	A		07/05/2011	THERAPY IN ACTION	CONTRACT SERVICES RENDERED 07/05/2011	Special Education 56842	01.0	65000.0	57520	11360	5810	0004040	450.00	450.00
07/05/11	56843	A		07/05/2011	ACE BUSINESS MACHINES, INC.	MAINTENANCE AGREEMENTS 07/05/2011	Fiscal Services 56843	01.0	00000.0	00000	73000	5630	0005010	195.00	195.00
07/05/11	56844	A		07/05/2011	CHRISTY WHITE ACCOUNTANCY	AUDIT SERVICES 07/05/2011	Business Services 56844	01.0	00000.0	00000	73000	5820	0005000	18,273.15	18,273.15
07/05/11	56845	C	1	07/06/2011	DANNIS WOLIVER KELLEY	CONTRACT SERVICES RENDERED 07/05/2011	Business Services 56845	01.0	00000.0	00000	73000	5820	0005000	5,000.00	5,000.00
07/05/11	56846	C		07/05/2011	DANNIS WOLIVER KELLEY	LEGAL SERVICES 07/05/2011	Business Services 56846	01.0	00000.0	00000	73000	5820	0005000	12,129.00	12,129.00
07/07/11	56847	C		07/07/2011	VENICE CULVER MARINA MEDICAL	CONTRACT SERVICES RENDERED 07/07/2011	Business Services 56847	01.0	00000.0	00000	73800	5890	0005000	93.50	93.50
07/12/11	56848	A		07/12/2011	LASERCARE	REPAIRS - OFFICE EQUIPMENT 07/12/2011	middle school unit a/c 56848	01.0	00000.0	11100	10000	5630	3010001	85.00	85.00
07/08/11	56849	A		07/08/2011	COPYLAND	INSTRUCTIONAL SUPPLIES	Undistributed	01.0	96352.0	71100	10000	4310	0000000	299.66	299.66

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

PO Date	PO #	Stat	Ord#	Change	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distribution Amount	PO Amt
07/08/11	56850	A	07/08/2011		AMERICAN RED CROSS	INSTRUCTIONAL SUPPLIES	Undistributed	01.0	96352.0	71100	10000	4310	0000000	744.00	299.66
07/08/2011	56850						AMERICAN RED CROSS							744.00	
07/08/11	56851	A	07/08/2011		LASERCARE	REPAIRS - OFFICE EQUIPMENT	Technology	01.0	00000.0	00000	77000	5630	0005020	765.61	765.61
07/08/2011	56851						LASERCARE							765.61	
07/15/11	56852	A	07/15/2011		GUILLERMO GOMEZ CONTRACT SERVICES	La Ballona Elementary RENDERS		01.0	30100.0	11100	10000	5850	2060000	300.00	300.00
07/15/2011	56852						GUILLERMO GOMEZ							300.00	
07/12/11	57334	X	07/14/2011	1	SONY PICTURE ENTERTAINMENT	RENTS/RENTALS	Culver City High School	01.0	00000.0	16001	10000	5610	4010000	588.00	588.00
07/12/2011	57334						SONY PICTURE ENTERTAINMENT							588.00	

Total by District : 64444 40,335.42 40,335.42

End of Report LAPO009C

NONPUBLIC SCHOOLS:
APPROVED YTD: \$3,099,644.97
INCREASES THIS PERIOD: 4,064.00
GRAND TOTAL: \$3,103,708.97

Board List Purchase Order Report
 CULVER CITY UNIFIED SD
 2011-2012 SCHOOL YEAR

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2011 To 07/15/2011
 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.Lo	Distrib Amount	PO Amt
07/13/11	1103D12	A		07/13/2011	DELL COMPUTER CORP.	COMPUTER SUPP/EQUIP	Culver City High School	01.0	90127.0	11100	10000	4410	4010000	657.39	
				07/13/2011			1103D12							DELL COMPUTER CORP.	657.39
07/11/11	30630	X	1	07/12/2011	CALIFORNIA TELEPHONY, INC.	REPAIRS - OTHER	Technology	01.0	00000.0	00000	77000	5630	0005020	10,008.00	
				07/11/2011			30630							CALIFORNIA TELEPHONY, INC.	10,008.00
07/06/11	56481A	A		07/06/2011	PEARSON CLINICAL ASSESSMENTS	TEST/TEST MATERIALS	Speech	01.0	56400.0	00000	39000	4312	0004024	181.39	
				07/06/2011			56481A							PEARSON CLINICAL ASSESSMENTS	181.39
07/12/11	56614	A		07/13/2011	XEROX CORPORATION	MAINTENANCE AGREEMENTS	Ei Rincon	01.0	00000.0	11100	10000	5610	2040001	2,824.80	
				07/12/2011			56614							XEROX CORPORATION	2,824.80
07/15/11	56737M	A		07/15/2011	C. JUAREZ, INC.	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	845.00	
				07/15/2011			56737M							C. JUAREZ, INC.	845.00
07/05/11	57101	A		07/08/2011	CITY OF SANTA MONICA	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5810	0000002	2,000.00	
				07/08/2011				12.0	90284.0	85000	10000	5810	0000002	2,000.00	
				07/08/2011											
				07/08/2011											
				07/08/2011											
07/05/11	57102	A		07/05/2011	AQUARIUM OF THE PACIFIC	FIELD TRIPS	Office of Child Development	12.0	61052.0	85000	10000	5816	0000002	800.00	
				07/05/2011										AQUARIUM OF THE PACIFIC	800.00
07/05/11	57103	A		07/05/2011	SEASIDE LAGOON	FIELD TRIPS	Office of Child Development	12.0	61052.0	85000	10000	5816	0000002	300.00	
				07/05/2011				12.0	50250.0	85000	10000	5816	0000002	700.00	
				07/05/2011										SEASIDE LAGOON	1,000.00
07/05/11	57104	A		07/05/2011	SCOOTER'S JUNGLE	FIELD TRIPS	Office of Child Development	12.0	90284.0	85000	10000	5816	0000002	350.00	
				07/05/2011				12.0	50250.0	85000	10000	5816	0000002	350.00	

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

Report ID: LAPO009C
 District: 64444
 Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2011 To 07/15/2011
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

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 WEEKLY

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
						07/05/2011	57104	SCOOTER'S JUNGLE							700.00
07/05/11	57105	C		07/05/2011	WALT DISNEY STUDIOS MOTION	FIELD TRIPS	Office of Child Development	12.0	61052.0	85000	10000	5816	00000002	1,148.00	
						07/05/2011	57105	WALT DISNEY STUDIOS MOTION PICTURES						1,148.00	
07/05/11	57106	A		07/05/2011	SEASIDE LAGOON	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	00000002	350.00	
						07/05/2011	57106	SEASIDE LAGOON						350.00	
07/05/11	57107	A		07/08/2011	ADVENTURE CITY	FIELD TRIPS	Office of Child Development	12.0	61050.0	85000	10000	5816	00000002	1,200.00	
				07/08/2011				12.0	50253.0	85000	10000	5816	00000002	1,200.00	
						07/05/2011	57107	ADVENTURE CITY						2,400.00	
07/05/11	57108	A		07/05/2011	KIDSEUM	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	00000002	550.00	
						07/05/2011	57108	KIDSEUM						550.00	
07/05/11	57109	A		07/05/2011	DRIFTWOOD DAIRY, INC.	FOOD PRODUCTS	Office of Child Development	12.0	53200.0	85000	37000	4710	00000002	40,000.00	
						07/05/2011	57109	DRIFTWOOD DAIRY, INC.						40,000.00	
07/05/11	57110	A		07/05/2011	GALE SUPPLY COMPANY	JANITORIAL SUPP/EQUIP	Office of Child Development	12.0	50253.0	85000	81000	4370	00000002	5,000.00	
						07/05/2011	57110	GALE SUPPLY COMPANY						5,000.00	
07/05/11	57111	A		07/05/2011	GOLD STAR FOODS	FOOD PRODUCTS	Office of Child Development	12.0	53200.0	85000	37000	4710	00000002	55,000.00	
						07/05/2011	57111	GOLD STAR FOODS						55,000.00	
07/05/11	57112	A		07/05/2011	LAKESHORE WLA	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	50253.0	85000	10000	4310	00000002	3,000.00	
						07/05/2011	57112	LAKESHORE WLA						3,000.00	
07/05/11	57113	A		07/05/2011	MEDIAEVAL TIMES DINNER &	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	00000002	3,200.00	
						07/05/2011	57113	MEDIAEVAL TIMES DINNER & TOURNAMENT						3,200.00	

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Board List Purchase Order Report
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2011 To 07/15/2011
 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.Lo	Distrib Amount	PO Amt
07/05/11	57114	A		07/05/2011	OFFICE DEPOT	OFFICE SUPPLIES	Office of Child Development	12.0	50253.0	85000	27000	4350	00000002	5,000.00	5,000.00
				07/05/2011		OFFICE DEPOT									
07/05/11	57115	A		07/05/2011	PACIFIC PARK	FIELD TRIPS	Office of Child Development	12.0	90284.0	85000	10000	5816	00000002	650.00	650.00
				07/05/2011		PACIFIC PARK									
07/05/11	57116	A		07/05/2011	RALPHS GROCERY COMPANY	FOOD PRODUCTS	Office of Child Development	12.0	50253.0	85000	37000	4710	00000002	20,000.00	20,000.00
				07/05/2011		RALPHS GROCERY COMPANY									
07/05/11	57117	A		07/05/2011	SMART & FINAL	FOOD PRODUCTS	Office of Child Development	12.0	50253.0	85000	37000	4710	00000002	25,000.00	25,000.00
				07/05/2011		SMART & FINAL									
07/05/11	57118	A		07/05/2011	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	50253.0	85000	10000	4310	00000002	2,000.00	2,000.00
				07/05/2011		SOUTHWEST SCHOOL SUPPLY									
07/05/11	57119	A		07/05/2011	SPARKLETT'S WATER	WATER SUPP/SERV/SYSTEM	Office of Child Development	12.0	50253.0	85000	10000	4310	00000002	2,000.00	2,000.00
				07/05/2011		SPARKLETT'S WATER									
07/05/11	57120	A		07/05/2011	SUMMIT TRAVELWARE INC.	OFFICE SUPPLIES	Office of Child Development	12.0	50253.0	85000	27000	4350	00000002	3,000.00	3,000.00
				07/05/2011		SUMMIT TRAVELWARE INC.									
07/05/11	57121	A		07/05/2011	MULLIGAN FAMILY FUN CENTER	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	00000002	1,000.00	1,000.00
				07/05/2011		MULLIGAN FAMILY FUN CENTER									
07/05/11	57122	C		07/05/2011	WALT DISNEY STUDIOS MOTION	FIELD TRIPS	Office of Child Development	12.0	50250.0	85000	10000	5816	00000002	1,190.00	1,190.00
				07/05/2011		WALT DISNEY STUDIOS MOTION									
07/15/11	57124	A		07/15/2011	BIO ACOUSTICAL CORPORATION	CONTRACTED SERVICES	Pupil Services	01.0	00000.0	00000	31400	5810	0004020	6,900.00	6,900.00
						CONTRACTED SERVICES									

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2011 To 07/15/2011
 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.Lo	Distrib Amount	PO Amt
07/15/2011				57124		BIO ACOUSTICAL CORPORATION								6,900.00	
07/08/11	57128	A		07/08/2011	SMART SIGN	OFFICE SUPPLIES	Security	01.0	00000.0	00000	83000	4350	0001050	2,200.00	
				07/08/2011		SMART SIGN								2,200.00	
07/13/11	57130	A	1	07/15/2011	AUDIOMED, INC.	REPAIRS - OTHER	Special Education	01.0	56400.0	00000	39000	5630	0004040	395.36	
				07/13/2011		AUDIOMED, INC.								395.36	
07/11/11	57132	A		07/11/2011	ACI COMMUNICATIONS,	REPAIRS - OTHER	Technology	01.0	00000.0	00000	77000	5630	0005020	10,000.00	
				07/11/2011		ACI COMMUNICATIONS, INC.								10,000.00	
07/11/11	57133	A		07/11/2011	ATKINSON, ANDELSON, LOYA,	LEGAL SERVICES	Human Resources	01.0	00000.0	00000	74000	5820	0003000	100,000.00	
				07/11/2011		ATKINSON, ANDELSON, LOYA, RUIJD & ROMO								100,000.00	
07/08/11	57134	A		07/08/2011	CDW-G	COMPUTER SUPP/EQUIP	Technology	01.0	00000.0	00000	77000	4350	0005020	10,000.00	
				07/08/2011		CDW-G								10,000.00	
07/11/11	57135	A		07/11/2011	CALIFORNIA TELEPHONY, INC.	REPAIRS - OTHER	Technology	01.0	00000.0	00000	77000	5630	0005020	2,000.00	
				07/11/2011		CALIFORNIA TELEPHONY, INC.								2,000.00	
07/12/11	57136	A		07/12/2011	CALIFORNIA TELEPHONY, INC.	REPAIRS - OTHER	Technology	01.0	00000.0	00000	77000	5630	0005020	10,008.00	
				07/12/2011		CALIFORNIA TELEPHONY, INC.								10,008.00	
07/06/11	57137	A		07/06/2011	EAGLE SOFTWARE	CONTRACTED SERVICES	Technology	01.0	00000.0	00000	77000	5810	0005020	7,150.00	
				07/06/2011		EAGLE SOFTWARE								7,150.00	
07/07/11	57138M	A		07/07/2011	AAA ELECTRIC MOTOR SALES &	ELECTRICAL SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	1,000.00	
				07/07/2011		AAA ELECTRIC MOTOR SALES & SERVICE, INC.								1,000.00	
07/07/11	57139M	A		07/07/2011	AMERICAN TRANSPORTATION	TRANSPORTATION SUPP/EQUIP/SERV	Operations	01.0	00000.0	00000	36000	5871	0005041	10,000.00	

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
07/07/2011							57139M	AMERICAN TRANSPORTATION SYSTEMS						10,000.00	
07/01/11	57140M	A		07/01/2011	ANDERSON MOULDING	MAINTENANCE SUPP/EQUIP		01.0	81500.0	00000	81100	4380	0005040	500.00	
07/01/2011							57140M	ANDERSON MOULDING						500.00	
07/01/11	57141M	A		07/01/2011	ANDERSON PLYWOOD SALES	MAINTENANCE SUPP/EQUIP		01.0	81500.0	00000	81100	4380	0005040	1,000.00	
07/01/2011							57141M	ANDERSON PLYWOOD SALES						1,000.00	
07/01/11	57142M	A		07/01/2011	B.D. WHITE TOP SOIL CO.,INC.	LANDSCAPE/GARDENING SUPP/EQUIP		01.0	00000.0	00000	82000	4380	0005043	10,000.00	
07/01/2011							57142M	B.D. WHITE TOP SOIL CO.,INC.						10,000.00	
07/01/11	57143M	A		07/01/2011	BATTERIES PLUS - 304	MAINTENANCE SUPP/EQUIP		01.0	81500.0	00000	81100	4380	0005040	400.00	
07/01/2011							57143M	BATTERIES PLUS - 304						400.00	
07/06/11	57144M	A		07/06/2011	BAVCO BACKFLOW APPARATUS & REPAIRS	REPAIRS - OTHER		01.0	81500.0	00000	81100	5630	0005040	3,500.00	
07/06/2011							57144M	BAVCO BACKFLOW APPARATUS & VALVE						3,500.00	
07/06/11	57145M	A		07/06/2011	BOMAN FORKLIFT	CONTRACTED SERVICES		01.0	81500.0	00000	81100	5890	0005040	500.00	
07/06/2011							57145M	BOMAN FORKLIFT						500.00	
07/06/11	57146M	A		07/06/2011	BUREAU OF STREET LIGHTING	MEMBERSHIPS		01.0	81500.0	00000	81100	5310	0005040	105.07	
07/06/2011							57146M	BUREAU OF STREET LIGHTING						105.07	
07/01/11	57147M	A		07/01/2011	BUS SERVICE CENTER	REPAIRS - OTHER		01.0	00000.0	00000	36000	5630	0005041	25,000.00	
07/01/2011							57147M	BUS SERVICE CENTER						25,000.00	
07/01/11	57148M	A		07/01/2011	BUS SERVICE CENTER	REPAIRS - OTHER		01.0	72400.0	57500	36000	5630	0005560	20,000.00	
07/01/2011							57148M	BUS SERVICE CENTER						20,000.00	
07/01/11	57149M	A		07/01/2011	BUS WEST	REPAIRS - OTHER		01.0	00000.0	00000	36000	5630	0005041	1,500.00	

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

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WEEKLY

Report ID: LAPO009C
District: 64444

Purchase Orders/Buyouts To The Board for Ratification From : 07/01/2011 To 07/15/2011
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Pry	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
								BUS WEST							1,500.00
07/01/11	57150M	A		07/01/2011	BUS WEST	REPAIRS - OTHER	Transportation/H ome to School	01.0	72400.0	57500	36000	5630	0005500	1,500.00	
07/01/11	57151M	A		07/01/2011	CITY OF CULVER CITY	GASES	Maintenance	01.0	81500.0	00000	81100	4360	0005040	25,000.00	
07/01/11	57152M	A		07/01/2011	COALITION FOR ADEQUATE SCHOOL	MEMBERSHIPS	Maintenance	01.0	81500.0	00000	81100	5310	0005040	209.00	
07/05/11	57153M	A	1	07/11/2011	COUNTY OF LOS ANGELES	CONTRACTED SERVICES	Maintenance	01.0	81500.0	00000	81100	5890	0005040	240.00	
07/06/11	57154M	A		07/06/2011	CULVER CITY INDUSTRIAL	MAINTENANCE SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	9,000.00	
07/05/11	57155M	A		07/05/2011	CULVER MOTOR CLINIC INC.	REPAIRS - OTHER	Transportation/S pecial Ed	01.0	72400.0	57500	36000	5630	0005510	4,000.00	
07/06/11	57156M	A		07/06/2011	CULVER MOTOR CLINIC INC.	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	8,000.00	
07/07/11	57157M	A		07/07/2011	DEPARTMENT OF INDUSTRIAL	CONTRACTED SERVICES	Maintenance	01.0	81500.0	00000	81100	5890	0005040	630.00	
07/06/11	57158M	A		07/06/2011	DUGMORE & DUNCAN OF	MAINTENANCE SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	1,000.00	

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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.Lo	Distrib Amount	PO Amt
07/06/11	57159M	A		07/06/2011	ED LITTLE AUTO SERVICE, INC.	REPAIRS - OTHER	Grounds	01.0	00000.0	00000	82000	5630	0005043	3,000.00	
						07/06/2011	57159M	ED LITTLE AUTO SERVICE, INC.						3,000.00	
07/06/11	57160M	A		07/06/2011	ED LITTLE AUTO SERVICE, INC.	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	4,000.00	
						07/06/2011	57160M	ED LITTLE AUTO SERVICE, INC.						4,000.00	
07/06/11	57161M	A		07/06/2011	ED LITTLE AUTO SERVICE, INC.	MAINTENANCE SUPP/EQUIP	Transportation/Special Ed	01.0	72400.0	57500	36000	5630	0005510	5,000.00	
						07/06/2011	57161M	ED LITTLE AUTO SERVICE, INC.						5,000.00	
07/06/11	57162M	A		07/06/2011	EDDINGS BROS., INC. (NAPA)	AUTOMOTIVE SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	2,000.00	
						07/06/2011	57162M	EDDINGS BROS., INC. (NAPA)						2,000.00	
07/06/11	57163M	A		07/06/2011	EXPRESS PIPE & SUPPLY CO., INC	PLUMBING SUPP/SYSTEM	Maintenance	01.0	81500.0	00000	81100	4380	0005040	6,000.00	
						07/06/2011	57163M	EXPRESS PIPE & SUPPLY CO., INC						6,000.00	
07/06/11	57164M	A		07/06/2011	FOUR WINDS, INC.	TRANSPORTATION SUPP/EQUIP/SERV	Operations	01.0	00000.0	00000	36000	5871	0005041	85,000.00	
						07/06/2011	57164M	FOUR WINDS, INC.						85,000.00	
07/06/11	57165M	A		07/06/2011	FRAZEE PAINT & WALLCOVERING	PAINT SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	5,000.00	
						07/06/2011	57165M	FRAZEE PAINT & WALLCOVERING						5,000.00	
07/07/11	57166M	A		07/07/2011	GRAINGER, INC.	ELECTRONIC SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	8,000.00	
						07/07/2011	57166M	GRAINGER, INC.						8,000.00	
07/06/11	57167M	A		07/06/2011	HAJOCA CORP	PLUMBING SUPP/SYSTEM	Maintenance	01.0	81500.0	00000	81100	4380	0005040	15,000.00	
						07/06/2011	57167M	HAJOCA CORP						15,000.00	
07/06/11	57168M	A	1	07/07/2011	HOME DEPOT CREDIT SERVICES	MAINTENANCE SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	10,000.00	
						07/06/2011	57168M	HOME DEPOT CREDIT SERVICES						10,000.00	

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07/06/11	57169M	A	07/06/2011		HOWARD INDUSTRIES	MAINTENANCE SUPP/EQUIP 07/06/2011	57169M	01.0	81500.0	00000	81100	4380	0005040	3,000.00	3,000.00
07/06/11	57170M	A	07/06/2011		INGLEWOOD WHOLESALE	ELECTRICAL SUPP/EQUIP 07/06/2011	57170M	01.0	81500.0	00000	81100	4380	0005040	8,000.00	8,000.00
07/06/11	57171M	A	07/06/2011		INTERMOUNTAIN LOCK & SUPPLY CO.	LOCKS AND KEYS 07/06/2011	57171M	01.0	81500.0	00000	81100	4380	0005040	1,000.00	1,000.00
07/06/11	57172M	A	07/06/2011		J.M. MCKINNEY CO.	REPAIRS - OTHER 07/06/2011	57172M	01.0	81500.0	00000	81100	5630	0005040	600.00	600.00
07/06/11	57173M	A	07/06/2011		MCKINLEY ELEVATOR	CONTRACTED SERVICES 07/06/2011	57173M	01.0	81500.0	00000	81100	5810	0005040	3,500.00	3,500.00
07/06/11	57174M	A	07/06/2011		M-G LAWNMOWER SHOP	LANDSCAPE/GARDENI NG SUPP/EQUIP 07/06/2011	57174M	01.0	00000.0	00000	82000	4380	0005043	2,000.00	2,000.00
07/06/11	57175M	A	07/06/2011		NEILMARQ CORPORATION	JANITORIAL SUPP/EQUIP 07/06/2011	57175M	01.0	00000.0	00000	82000	4370	0005042	2,000.00	2,000.00
07/06/11	57176M	A	07/06/2011		OFFICE DEPOT	OFFICE SUPPLIES 07/06/2011	57176M	01.0	81500.0	00000	81100	4350	0005040	800.00	800.00
07/06/11	57177M	A	07/06/2011		OLD CASTLE GLASS	GLASS AND GLASS PRODUCTS 07/06/2011	57177M	01.0	81500.0	00000	81100	4380	0005040	500.00	500.00
07/06/11	57178M	A	07/06/2011		PLUMBMASTER	PLUMBING SUPP/SYSTEM 07/06/2011	57178M	01.0	00000.0	00000	82000	4350	0005042	10,000.00	10,000.00

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07/06/11	57179M	A	07/06/2011		PSC - ENVIRONMENTAL	CONTRACTED SERVICES 07/06/2011	57179M	01.0	81500.0	00000	81100	5810	0005040	2,000.00	2,000.00
07/06/11	57180M	A	07/06/2011		RSD - REFRIGERATION	REFRIGERATION EQUIP/SERVICES 07/06/2011	57180M	01.0	81500.0	00000	81100	4380	0005040	1,500.00	1,500.00
07/06/11	57181M	A	07/06/2011		SJM INDUSTRIAL RADIO	REPAIRS - OTHER 07/06/2011	57181M	01.0	81500.0	00000	81100	5630	0005040	2,000.00	2,000.00
07/06/11	57182M	A	07/06/2011		SMITH PIPE & SUPPLY, INC.	PLUMBING SUPP/SYSTEM 07/06/2011	57182M	01.0	81500.0	00000	81100	4380	0005040	1,500.00	1,500.00
07/01/11	57183M	A	07/01/2011		SOUTH BAY LANDSCAPING INC.	CONTRACTED SERVICES 07/01/2011	57183M	01.0	00000.0	00000	82000	5810	0005043	30,450.00	30,450.00
07/07/11	57184M	A	07/07/2011		STOCK BUILDING SUPPLY	MAINTENANCE SUPP/EQUIP 07/07/2011	57184M	01.0	81500.0	00000	81100	4380	0005040	500.00	500.00
07/07/11	57185M	A	07/07/2011		TAG/AMS, INC.	CONTRACTED SERVICES 07/07/2011	57185M	01.0	00000.0	00000	36000	5860	0005041	650.00	650.00
07/07/11	57186M	A	07/07/2011		THYSSENKRUPP ELEVATOR CO.	REPAIRS - OTHER 07/07/2011	57186M	01.0	81500.0	00000	81100	5630	0005040	15,000.00	15,000.00
07/07/11	57187M	A	07/07/2011		TOOLS TO GO	MAINTENANCE SUPP/EQUIP 07/07/2011	57187M	01.0	81500.0	00000	81100	4380	0005040	800.00	800.00
07/07/11	57188M	A	07/07/2011		TRI-SIGNAL INTEGRATION, INC.	CONTRACTED SERVICES 07/07/2011	57188M	01.0	81500.0	00000	81100	5810	0005040	4,000.00	4,000.00

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07/07/11	57189M	A	07/07/2011		TRI-SIGNAL INTEGRATION, INC.	REPAIRS - OTHER 07/07/2011	57189M	01.0	81500.0	00000	81100	5630	0005040	2,000.00	2,000.00
07/07/11	57190M	A	07/07/2011		TRI-SIGNAL INTEGRATION, INC.	CONTRACTED SERVICES 07/07/2011	57190M	01.0	81500.0	00000	81100	5810	0005040	17,140.00	17,140.00
07/07/11	57191M	A	07/07/2011		TURF STAR, INC.	CONTRACTED SERVICES 07/07/2011	57191M	01.0	00000.0	00000	82000	4380	0005043	1,000.00	1,000.00
07/08/11	57192M	A	07/11/2011	1	XEROX CORPORATION	MAINTENANCE AGREEMENTS 07/08/2011	57192M	01.0	81500.0	00000	81100	5630	0005040	974.16	974.16
07/07/11	57193M	A	07/07/2011		Z & S FIRE EQUIPMENT	CONTRACTED SERVICES 07/07/2011	57193M	01.0	81500.0	00000	81100	5810	0005040	4,000.00	4,000.00
07/08/11	57195M	A	07/08/2011		AMS ACOUSTICAL MATERIAL SERVICES	MAINTENANCE SUPP/EQUIP 07/08/2011	57195M	01.0	81500.0	00000	81100	4380	0005040	150.00	150.00
07/11/11	57196M	A	07/11/2011		YOUNGS	MAINTENANCE SUPP/EQUIP 07/11/2011	57196M	01.0	81500.0	00000	81100	4380	0005040	75.00	75.00
07/12/11	57197M	A	07/12/2011		SUREWAY TRANSPORTATION	TRANSPORTATION SUPP/EQUIP/SERV 07/12/2011	57197M	01.0	00000.0	00000	36000	5871	0005041	400.00	400.00
07/15/11	57198M	A	07/15/2011		BABIES R US	TRANSPORTATION SUPP/EQUIP/SERV 07/15/2011	57198M	01.0	56400.0	11100	10000	4400	0004040	1,500.00	1,500.00
07/14/11	57199M	A	07/14/2011		SOUTH BAY LANDSCAPING INC.	REPAIRS - OTHER 07/14/2011	57199M	01.0	81500.0	00000	81100	5630	0005040	14,990.00	14,990.00

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07/14/11	57200M	A		07/14/2011	WESTSIDE BUILDING MATERIAL	OFFICE SUPPLIES	Grounds	01.0	00000.0	00000	82000	4350	0005043	630.96	
				07/14/2011		57200M								630.96	
07/14/11	57201M	A		07/14/2011	PIONEER CHEMICAL COMPANY	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	600.00	
				07/14/2011		57201M								600.00	
07/11/11	57212	A		07/11/2011	ED LITTLE AUTO SERVICE, INC.	REPAIRS - OTHER	Security	01.0	00000.0	00000	83000	5630	0001050	3,000.00	
				07/11/2011		57212								3,000.00	
07/06/11	57213	C		07/06/2011	EDULINK SYSTEMS, INC.	CONTRACTED SERVICES	Technology	01.0	00000.0	00000	77000	5810	0005020	9,900.00	
				07/06/2011		57213								9,900.00	
07/06/11	57215	C		07/06/2011	SCHOOLDUDE.COM	CONTRACTED SERVICES	Technology	01.0	00000.0	00000	77000	5810	0005020	2,985.00	
				07/06/2011		57215								2,985.00	
07/08/11	57216	A		07/08/2011	NATIONAL GEOGRAPHIC	BOOKS	Undistributed SIMC	01.0	63000.0	11100	10000	4110	0000000	10,316.64	
				07/08/2011		57216								10,316.64	
07/08/11	57217	A		07/08/2011	NATIONAL GEOGRAPHIC	BOOKS	Undistributed SIMC	01.0	63000.0	11100	10000	4110	0000000	10,813.65	
				07/08/2011		57217								10,813.65	
07/08/11	57218	A		07/08/2011	OFFICE DEPOT	OFFICE SUPPLIES	Technology	01.0	00000.0	00000	77000	4350	0005020	1,000.00	
				07/08/2011		57218								1,000.00	
07/12/11	57219	A		07/12/2011	PACIFIC ALARM SYSTEMS, INC.	CONTRACTED SERVICES	Security	01.0	00000.0	00000	83000	5810	0001050	15,000.00	
				07/12/2011		57219								15,000.00	
07/07/11	57220	A		07/07/2011	PEARSON CURRICULUM	BOOKS	Undistributed SIMC	01.0	63000.0	11100	10000	4110	0000000	25,318.47	
				07/07/2011		57220								25,318.47	

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07/12/11	57221	A			QUARTERMASTER UNIFORMS	SECURITY SUPP/EQUIP/SYSTEM 07/12/2011	Security	01.0	00000.0	00000	83000	4400	0001050	3,500.00	3,500.00
						QUARTERMASTER UNIFORMS									3,500.00
07/06/11	57222	A			SCHOOLDUDE.COM	CONTRACTED SERVICES 07/06/2011	Technology	01.0	00000.0	00000	77000	5810	0005020	3,285.00	3,285.00
						SCHOOLDUDE.COM									3,285.00
07/13/11	57224	A			SCHOOL EMPLOYERS	MEMBERSHIPS 07/13/2011	Human Resources	01.0	00000.0	00000	74000	5310	0003000	1,490.00	1,490.00
						SCHOOL EMPLOYERS									1,490.00
07/12/11	57225	A			STATE OF CALIFORNIA - DEPT.	CONTRACTED SERVICES 07/12/2011	Human Resources	01.0	00000.0	00000	74000	5860	0003000	15,000.00	15,000.00
						STATE OF CALIFORNIA - DEPT.									15,000.00
07/06/11	57226	A			MERION PUBLICATIONS	ADVERTISING 07/06/2011	Special Education	01.0	33100.0	50010	27000	4350	0004040	1,711.50	1,711.50
						MERION PUBLICATIONS									1,711.50
07/07/11	57228	A			STONE ROOFING CO., INC.	CONTRACTED SERVICES 07/07/2011	Maintenance	14.0	06205.0	00000	85000	6259	0005040	235,315.00	235,315.00
						STONE ROOFING CO., INC.									235,315.00
07/13/11	57231	A			SCHOOL SERVICES OF CALIFORNIA, INC.	CONFERENCE AND TRAVEL 07/13/2011	Superintendent's Office	01.0	00000.0	00000	71000	5220	0001000	155.00	155.00
						SCHOOL SERVICES OF CALIFORNIA, INC.									155.00
07/06/11	57232	A			WESTERN GRAPHIX	OFFICE SUPPLIES 07/06/2011	Human Resources	01.0	00000.0	00000	74000	4350	0003000	597.25	597.25
						WESTERN GRAPHIX									597.25
07/13/11	57233	A			CASBO	ADVERTISING 07/13/2011	Human Resources	01.0	00000.0	00000	74000	5830	0003000	350.00	350.00
						CASBO									350.00
07/05/11	57234	A			PACIFIC PARK	FIELD TRIPS 07/05/2011	Office of Child Development	12.0	90284.0	85000	10000	5816	0000002	600.00	600.00
						PACIFIC PARK									600.00

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07/05/11	57235	C	07/05/2011		DEPARTMENT OF SOCIAL SERVICES	CONTRACTED SERVICES 07/05/2011	Office of Child Development	12.0	61051.0	85000	27000	5890	0000002	220.00	220.00
DEPARTMENT OF SOCIAL SERVICES															
07/13/11	57236	A	07/13/2011		GALE SUPPLY COMPANY	JANITORIAL SUPP/EQUIP 07/13/2011	High School	01.0	00000.0	00000	81000	4370	4010001	10,000.00	10,000.00
GALE SUPPLY COMPANY															
07/13/11	57237	A	07/13/2011		OFFICE DEPOT	INSTRUCTIONAL SUPPLIES 07/13/2011	High School	01.0	00000.0	11100	10000	4310	4010001	2,500.00	2,500.00
OFFICE DEPOT															
07/06/11	57238	A	07/06/2011		HERFF JONES, INC.	OFFICE SUPPLIES 07/06/2011	Special Education	01.0	65000.0	50010	27000	4350	0004040	72.58	72.58
HERFF JONES, INC.															
07/06/11	57239	A	07/06/2011		DELL COMPUTER CORP.	COMPUTER SUPP/EQUIP 07/06/2011	Technology	01.0	00000.0	00000	77000	4410	0005020	924.46	924.46
DELL COMPUTER CORP.															
07/06/11	57240	A	07/07/2011		XEROX CORPORATION	MAINTENANCE AGREEMENTS 07/06/2011	Culver City Middle School	01.0	00000.0	11100	10000	5610	3010001	3,600.84	3,600.84
XEROX CORPORATION															
07/06/11	57241	A	07/07/2011		XEROX CORPORATION	MAINTENANCE AGREEMENTS 07/06/2011	Educational Services	01.0	00000.0	00000	21000	5610	0004000	2,097.84	2,097.84
XEROX CORPORATION															
07/06/11	57242	A	07/07/2011		XEROX CORPORATION	MAINTENANCE AGREEMENTS 07/06/2011	Purchasing	01.0	00000.0	00000	73000	5610	0005030	32,145.28	32,145.28
XEROX CORPORATION															
07/06/11	57243	A	07/07/2011		XEROX CORPORATION	MAINTENANCE AGREEMENTS 07/06/2011	Culver City Middle School	01.0	00000.0	11100	10000	5610	3010001	3,600.84	3,600.84
XEROX CORPORATION															
07/08/11	57244	A	07/11/2011	1	XEROX CORPORATION	MAINTENANCE AGREEMENTS 07/08/2011	La Ballona	01.0	00000.0	00000	27000	5610	2060001	2,742.96	2,742.96
XEROX CORPORATION															

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07/13/11	57245	A		07/14/2011	HILLYARD	JANITORIAL SUPP/EQUIP 07/13/2011	Culver City Middle School 57245	01.0	00000.0	00000	81000	4370	3010001	12,000.00	12,000.00
07/13/11	57246	A		07/13/2011	NEILMARQ CORPORATION	JANITORIAL SUPP/EQUIP 07/13/2011	Culver City Middle School NEILMARQ CORPORATION 57246	01.0	00000.0	00000	81000	4370	3010001	1,000.00	1,000.00
07/13/11	57247	A		07/14/2011	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS 07/13/2011	High School 57247	01.0	00000.0	00000	27000	5630	4010001	638.67	638.67
07/13/11	57248	A		07/13/2011	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS 07/13/2011	High School 57248	01.0	00000.0	00000	27000	5630	4010001	394.04	394.04
07/11/11	57249	A		07/11/2011	ASR FOOD DISTRIBUTORS	FOOD PRODUCTS 07/11/2011	Undistributed FS 57249	13.0	53100.0	00000	37000	4710	0000000	5,000.00	5,000.00
07/11/11	57250	A		07/11/2011	A & R WHOLESAL DIST., INC.	FOOD PRODUCTS 07/11/2011	Undistributed FS 57250	13.0	53100.0	00000	37000	4710	0000000	150,000.00	150,000.00
07/12/11	57251	A		07/12/2011	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS 07/12/2011	Undistributed FS 57251	13.0	53100.0	00000	37000	5630	0000000	374.83	374.83
07/11/11	57252	A		07/11/2011	BERKELEY STREET BEVERAGE CO.	FOOD SERVICES SUPP/EQUIP 07/11/2011	Undistributed FS 57252	13.0	53100.0	00000	37000	4790	0000000	4,000.00	4,000.00
07/11/11	57253	A		07/11/2011	BERKELEY STREET BEVERAGE CO.	FOOD PRODUCTS 07/11/2011	Undistributed FS 57253	13.0	53100.0	00000	37000	4710	0000000	20,000.00	20,000.00
07/11/11	57254	A		07/11/2011	CALIFORNIA PEST MANAGEMENT, INC.	PEST CONTROL 07/11/2011	Undistributed FS 57254	13.0	53100.0	00000	81000	5570	0000000	6,312.00	6,312.00

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07/11/11	57255	A			CAMPUS FOOD	FOOD PRODUCTS 07/11/2011	Undistributed FS	13.0	53100.0	00000	37000	4710	00000000	45,000.00	45,000.00
														CAMPUS FOOD	
07/11/11	57256	A			CULVER MOTOR CLINIC INC.	REPAIRS - OTHER 07/11/2011	Undistributed FS	13.0	53100.0	00000	37000	5630	00000000	2,500.00	2,500.00
														CULVER MOTOR CLINIC INC.	
07/11/11	57257	A			DJ CO-OPS	FOOD PRODUCTS 07/11/2011	Undistributed FS	13.0	53100.0	00000	37000	4710	00000000	5,000.00	5,000.00
														DJ CO-OPS	
07/11/11	57258	A			DOWNEY REFRIGERATION	REPAIRS - OTHER 07/11/2011	Undistributed FS	13.0	53100.0	00000	37000	5630	00000000	7,500.00	7,500.00
														DOWNEY REFRIGERATION	
07/12/11	57259	A			DRIFTWOOD DAIRY, INC.	FOOD PRODUCTS 07/12/2011	Undistributed FS	13.0	53100.0	00000	37000	4710	00000000	140,000.00	140,000.00
														DRIFTWOOD DAIRY, INC.	
07/08/11	57260	C			EPOS BUSINESS SOLUTIONS	CONTRACT SERVICES RENDERED 07/08/2011	Undistributed FS	13.0	53100.0	00000	37000	5810	00000000	2,565.00	2,565.00
														EPOS BUSINESS SOLUTIONS	
07/11/11	57261	A	1		GALASSO'S BAKERY	FOOD PRODUCTS 07/11/2011	Undistributed FS	13.0	53100.0	00000	37000	4710	00000000	1,200.00	1,200.00
														GALASSO'S BAKERY	
07/11/11	57263	A			GARY'S KNIFE SHARPENING	REPAIRS - OTHER 07/11/2011	Undistributed FS	13.0	53100.0	00000	37000	5630	00000000	500.00	500.00
														GARY'S KNIFE SHARPENING	
07/11/11	57264	A			GOLD STAR FOODS	FOOD PRODUCTS 07/11/2011	Undistributed FS	13.0	53100.0	00000	37000	4710	00000000	350,000.00	350,000.00
														GOLD STAR FOODS	
07/12/11	57265	A			LONZO'S BAKERY	FOOD PRODUCTS 07/12/2011	Undistributed FS	13.0	53100.0	00000	37000	4710	00000000	2,500.00	2,500.00
														LONZO'S BAKERY	
07/12/11	57266	A			OFFICE DEPOT	OFFICE SUPPLIES 07/12/2011	Undistributed FS	13.0	53100.0	00000	37000	4350	00000000	7,500.00	7,500.00
														OFFICE DEPOT	

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07/12/2011			57266		OFFICE DEPOT									7,500.00	
07/12/11	57267	A		07/12/2011	P & R PAPER SUPPLY	FOOD SERVICES SUPP/EQUIP	Undistributed FS	13.0	53100.0	00000	37000	4790	00000000	75,000.00	
07/12/2011			57267		P & R PAPER SUPPLY									75,000.00	
07/12/11	57268	A		07/12/2011	SCHOOL NUTRITION SERVICES	CONTRACTED SERVICES	Undistributed FS	13.0	53100.0	00000	37000	5810	00000000	13,500.00	
07/12/2011			57268		SCHOOL NUTRITION SERVICES									13,500.00	
07/12/11	57269	A		07/12/2011	SMART & FINAL	FOOD PRODUCTS	Undistributed FS	13.0	53100.0	00000	37000	4710	00000000	2,500.00	
07/12/2011			57269		SMART & FINAL									2,500.00	
07/11/11	57270	A		07/11/2011	SUNRISE PRODUCE COMPANY	FOOD PRODUCTS	Undistributed FS	13.0	53100.0	00000	37000	4710	00000000	80,000.00	
07/11/2011			57270		SUNRISE PRODUCE COMPANY									80,000.00	
07/13/11	57271	A		07/13/2011	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	High School	01.0	00000.0	00000	27000	5630	4010001	664.22	
07/13/2011			57271		AVC OFFICE AUTOMATION									664.22	
07/13/11	57272	A		07/13/2011	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	High School	01.0	00000.0	00000	27000	5630	4010001	374.09	
07/13/2011			57272		AVC OFFICE AUTOMATION									374.09	
07/13/11	57273	A		07/13/2011	HILLYARD	JANITORIAL SUPP/EQUIP	High School	01.0	00000.0	00000	81000	4370	4010001	3,000.00	
07/13/2011			57273		HILLYARD									3,000.00	
07/13/11	57274	A		07/13/2011	SCANTRON CORPORATION	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	1,608.90	
07/13/2011			57274		SCANTRON CORPORATION									1,608.90	
07/13/11	57275	A		07/13/2011	SCANTRON CORPORATION	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	2,345.31	
07/13/2011			57275		SCANTRON CORPORATION									2,345.31	
07/13/11	57276	A		07/13/2011	SCANTRON CORPORATION	OFFICE SUPPLIES	High School	01.0	00000.0	00000	27000	4350	4010001	160.63	
07/13/2011			57276		SCANTRON CORPORATION									160.63	

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							57276	SCANTRON CORPORATION							160.63
07/13/11	57277	A		07/13/2011	SMART & FINAL	OFFICE SUPPLIES	High School	01.0	00000.0	00000	27000	4350	4010001	1,500.00	
07/13/11	57278	A		07/13/2011	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	High School	01.0	00000.0	11100	10000	4310	4010001	2,500.00	
07/13/11	57279	A		07/13/2011	TRAINING ROOM, INC.	ATHLETIC SUPP/EQUIP	Culver City High School	01.0	00000.0	15000	10000	4310	4010000	5,185.61	
07/12/11	57280	A		07/13/2011	XEROX CORPORATION	MAINTENANCE AGREEMENTS	High School	01.0	00000.0	00000	27000	5610	4010001	24,437.88	
07/08/11	57281	A		07/08/2011	CDW-G	COMPUTER SUPP/EQUIP	Technology	01.0	00000.0	00000	77000	4410	0005020	431.08	
07/08/11	57282	A		07/08/2011	CDW-G	COMPUTER SUPP/EQUIP	Security	01.0	00000.0	00000	83000	4400	0001050	713.77	
07/08/11	57283	A		07/08/2011	OFFICE DEPOT	OFFICE SUPPLIES	Purchasing	01.0	00000.0	00000	73000	4350	0005030	1,500.00	
07/08/11	57284	A		07/08/2011	OFFICE DEPOT	OFFICE SUPPLIES	Pupil Services	01.0	00000.0	00000	31400	4350	0004020	1,200.00	
07/08/11	57285	A		07/08/2011	OFFICE DEPOT	OFFICE SUPPLIES	Special Education	01.0	65000.0	57700	21000	4350	0004040	4,000.00	
07/08/11	57286	A		07/08/2011	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Superintendent's Office	01.0	00000.0	00000	71000	5630	0001000	448.90	

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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
07/08/2011	57286				AVC OFFICE AUTOMATION			AVC OFFICE AUTOMATION							448.90
07/08/11	57287	A	07/08/2011		AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Office of Child Development	12.0	90284.0	85000	10000	5630	0000002	1,287.56	
07/08/2011	57287				AVC OFFICE AUTOMATION			AVC OFFICE AUTOMATION							1,287.56
07/08/11	57288	A	07/08/2011		AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Office of Child Development	12.0	61050.0	85000	10000	5630	0000002	1,798.50	
07/08/2011	57288				AVC OFFICE AUTOMATION			AVC OFFICE AUTOMATION							1,798.50
07/08/11	57289	A	07/08/2011		AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Undistributed SELPA	01.7	65000.0	50010	22000	5630	0000000	245.25	
07/08/2011	57289				AVC OFFICE AUTOMATION			AVC OFFICE AUTOMATION							245.25
07/08/11	57290	A	07/08/2011		AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Undistributed SELPA	01.7	65000.0	50010	22000	5630	0000000	408.75	
07/08/2011	57290				AVC OFFICE AUTOMATION			AVC OFFICE AUTOMATION							408.75
07/08/11	57291	A	07/08/2011		AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Culver City Middle School	01.0	00000.0	00000	27000	5630	3010001	403.64	
07/08/2011	57291				AVC OFFICE AUTOMATION			AVC OFFICE AUTOMATION							403.64
07/08/11	57292	A	07/08/2011		AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Culver City Middle School	01.0	00000.0	00000	27000	5630	3010001	766.41	
07/08/2011	57292				AVC OFFICE AUTOMATION			AVC OFFICE AUTOMATION							766.41
07/08/11	57293	A	07/08/2011		AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Special Education	01.0	65000.0	57700	21000	5630	0004040	1,037.46	
07/08/2011	57293				AVC OFFICE AUTOMATION			AVC OFFICE AUTOMATION							1,037.46
07/11/11	57294	A	07/15/2011		SCHOOL INNOVATIONS &	CONTRACTED SERVICES	Business Services	01.0	00000.0	00000	73000	5850	0005000	20,000.00	
07/11/2011	57294				SCHOOL INNOVATIONS &			SCHOOL INNOVATIONS & ADVOCACY, INC.							20,000.00
07/11/11	57295	A	07/11/2011		SCHOOL INNOVATIONS &	CONTRACTED SERVICES	Business Services	01.0	00000.0	00000	73000	5850	0005000	9,600.00	
07/11/2011	57295				SCHOOL INNOVATIONS &			SCHOOL INNOVATIONS & ADVOCACY, INC.							9,600.00
07/11/11	57296	A	07/11/2011		BANA-PEST INC	CONTRACTED SERVICES	Purchasing	01.0	00000.0	00000	73000	5810	0005030	1,140.00	

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							57296	BAN-A-PEST INC							1,140.00
07/11/11	57297	C		07/11/2011	LOS ANGELES COUNTY AVID	CONFERENCE AND TRAVEL	Culver City Middle School	01.0	00000.0	16003	10000	5220	3010000	350.00	
07/11/2011						57297		LOS ANGELES COUNTY AVID							350.00
07/11/11	57298	A		07/11/2011	FEDEX	COMMUNICATION SUPP/EQUIP	Purchasing	01.0	00000.0	00000	73000	5910	0005030	2,000.00	
07/11/2011						57298		FEDEX							2,000.00
07/11/11	57299	A		07/11/2011	LASERCARE	REPAIRS - OFFICE EQUIPMENT	Technology	01.0	00000.0	00000	77000	5630	0005020	3,000.00	
07/11/2011						57299		LASERCARE							3,000.00
07/12/11	57300	A		07/12/2011	MALEMAN INK	INSTRUCTIONAL SUPPLIES	Undistributed SUPT	01.0	90146.0	00000	00000	4310	0000000	6,000.00	
07/12/2011						57300		MALEMAN INK							6,000.00
07/12/11	57301	A		07/12/2011	MALEMAN INK	CONTRACTED SERVICES	Superintendent's Office	01.0	00000.0	00000	71000	5850	0001000	14,400.00	
07/12/2011						57301		MALEMAN INK							14,400.00
07/13/11	57302	A		07/13/2011	PITNEY BOWES	LEASING EQUIPMENT	Purchasing	01.0	00000.0	00000	73000	5610	0005030	3,340.80	
07/13/2011						57302		PITNEY BOWES							3,340.80
07/13/11	57303	A		07/13/2011	SHRED-IT	CONTRACTED SERVICES	Purchasing	01.0	00000.0	00000	73000	5810	0005030	979.00	
07/13/2011						57303		SHRED-IT							979.00
07/12/11	57304	A		07/12/2011	STAR OFFICE SUPPLIES, INC.	OFFICE SUPPLIES	Purchasing	01.0	00000.0	00000	73000	4350	0005030	600.00	
07/12/2011						57304		STAR OFFICE SUPPLIES, INC.							600.00
07/13/11	57305	A		07/13/2011	UPS	COMMUNICATION SUPP/EQUIP	Purchasing	01.0	00000.0	00000	73000	5910	0005030	2,000.00	
07/13/2011						57305		UPS							2,000.00
07/13/11	57306	A		07/13/2011	ACSA FOUNDATION FOR ED.	MEMBERSHIPS	Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	440.00	

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07/13/11	57307	A	07/13/2011		ACSA	MEMBERSHIPS	Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	1,572.00	440.00
07/13/2011					ACSA			ACSA FOUNDATION FOR ED. ADMINISTRATION							
07/13/11	57308	A	07/13/2011		CALIFORNIA SCHOOL BOARDS	MEMBERSHIPS	Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	8,460.00	
07/13/2011					CALIFORNIA SCHOOL BOARDS ASSOCIATION									8,460.00	
07/13/11	57310	A	07/13/2011		CONSUMER REPORTS	SUBSCRIPTIONS	Purchasing	01.0	00000.0	00000	73000	4350	0005030	26.00	
07/13/2011					CONSUMER REPORTS									26.00	
07/13/11	57311	A	07/13/2011		EDUCATIONAL DATA SYSTEMS, INC.	CONTRACTED SERVICES	Special Projects	01.0	00209.0	11100	10000	5810	0004030	632.67	
07/13/2011					EDUCATIONAL DATA SYSTEMS, INC.									632.67	
07/13/11	57312	A	07/13/2011		LACSTA	MEMBERSHIPS	Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	100.00	
07/13/2011					LACSTA									100.00	
07/13/11	57313	A	07/13/2011		SCHOOL EMPLOYERS	MEMBERSHIPS	Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	1,490.00	
07/13/2011					SCHOOL EMPLOYERS ASSOCIATION OF CA									1,490.00	
07/13/11	57314	A	07/13/2011		TECHNOLOGY UNLIMITED	MAINTENANCE AGREEMENTS	Pupil Services	01.0	00000.0	00000	31400	5630	0004020	1,000.00	
07/13/2011					TECHNOLOGY UNLIMITED									1,000.00	
07/12/11	57315	A	07/12/2011		LACOE	CONFERENCE AND TRAVEL	Pupil Services	01.0	00000.0	00000	31400	5220	0004020	100.00	
07/12/2011					LACOE									100.00	
07/13/11	57316	A	07/13/2011		BUDDY'S ALL STARS, INC.	ATHLETIC SUPP/EQUIP	Culver City High School	01.0	00000.0	15000	10000	4310	4010000	3,917.13	
07/13/2011					BUDDY'S ALL STARS, INC.									3,917.13	
07/13/11	57317	A	07/13/2011		AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Undistributed ROP	01.0	96352.0	71100	10000	5630	0000000	399.02	

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07/13/2011					57317				AVC OFFICE AUTOMATION							399.02
07/13/11	57318	A		07/13/2011	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS	Undistributed HS	01.0	96352.0	71100	10000	5630	0000000		674.35	
07/13/2011					57318				AVC OFFICE AUTOMATION							674.35
07/15/11	57328	A		07/15/2011	PEARSON CURRICULUM	BOOKS	Undistributed SIMC	01.0	07156.0	11100	10000	4110	0000000		6,358.50	
07/15/2011					57328				PEARSON CURRICULUM							6,358.50
07/13/11	57329	A		07/13/2011	HOUGHTON MIFFLIN HARCOURT	BOOKS	Undistributed SIMC	01.0	07156.0	11100	10000	4110	0000000		2,712.77	
07/13/2011					57329				HOUGHTON MIFFLIN HARCOURT							2,712.77
07/13/11	57330	A		07/13/2011	NATIONWIDE DRAFTING & OFFICE SUPPLIES	INSTRUCTIONAL SUPPLIES	Culver City Middle School	01.0	00000.0	11100	10000	4310	3010001		156.22	
07/13/2011					57330				NATIONWIDE DRAFTING & OFFICE SUPPLY, INC							156.22
07/12/11	57331	A		07/13/2011	XEROX CORPORATION	MAINTENANCE AGREEMENTS	Special Education	01.0	33100.0	50010	27000	5610	0004040		1,039.38	
07/13/2011																1,039.38
07/12/2011					57331				XEROX CORPORATION							2,078.76
07/12/11	57332	A		07/13/2011	XEROX CORPORATION	MAINTENANCE AGREEMENTS	Farragut	01.0	00000.0	11100	10000	5610	2050001		3,100.20	
07/12/2011					57332				XEROX CORPORATION							3,100.20
07/15/11	57333	A		07/15/2011	CULVER CITY TROPHY CO, INC	OFFICE SUPPLIES	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000		29.90	
07/15/2011					57333				CULVER CITY TROPHY CO, INC							29.90
07/12/11	57335	A		07/13/2011	XEROX CORPORATION	MAINTENANCE AGREEMENTS	High School	01.0	00000.0	00000	27000	5610	4010001		24,437.88	
07/12/2011					57335				XEROX CORPORATION							24,437.88
07/12/11	57336	A		07/12/2011	SMART & FINAL	OFFICE SUPPLIES	Educational Services	01.0	00000.0	00000	21000	4350	0004000		400.00	
07/12/2011					57336				SMART & FINAL							400.00

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07/12/11	57337	A		07/12/2011	DANNIS WOLIVER KELLEY	LEGAL SERVICES 07/12/2011	57337 Business Services	01.0	00000.0	00000	73000	5820	0005000	30,000.00	30,000.00
07/12/11	57338	A		07/12/2011	DECISIONINSITE	CONTRACTED SERVICES 07/12/2011	57338 Business Services	01.0	00000.0	00000	73000	5810	0005000	9,950.00	9,950.00
07/13/11	57339	A		07/13/2011	CRS ADVANCE TECHNOLOGY	CONTRACTED SERVICES 07/13/2011	57339 Human Resources	01.0	00000.0	00000	74000	5810	0003000	12,480.00	12,480.00
07/13/11	57340	A		07/13/2011	OFFICE DEPOT	OFFICE SUPPLIES 07/13/2011	57340 Educational Services	01.0	00000.0	00000	21000	4350	0004000	4,000.00	4,000.00
07/13/11	57341	A		07/13/2011	OFFICE DEPOT	OFFICE SUPPLIES 07/13/2011	57341 Human Resources	01.0	00000.0	00000	74000	4350	0003000	4,500.00	4,500.00
07/13/11	57342	A		07/13/2011	ASCD	MEMBERSHIPS 07/13/2011	57342 Educational Services	01.0	00000.0	00000	21000	5310	0004000	189.00	189.00
07/14/11	57343	A		07/14/2011	AMAZON.COM	INSTRUCTIONAL SUPPLIES 07/14/2011	57343 Educational Services	01.0	00000.0	00000	21000	4310	0004000	306.11	306.11
07/15/11	57344	A		07/15/2011	DAVID J. VERDUGO, ACSA REGION XIV	MEMBERSHIPS 07/15/2011	57344 Superintendent's Office	01.0	00000.0	00000	71000	5310	0001000	75.00	75.00
07/15/11	57345	A		07/15/2011	XEROX CORPORATION	OFFICE SUPPLIES 07/15/2011	57345 Educational Services	01.0	00000.0	00000	21000	4350	0004000	125.06	125.06
07/15/11	57346	A		07/15/2011	ASCD	INSTRUCTIONAL SUPPLIES 07/15/2011	57346 District Curriculum	01.0	00000.0	00000	21000	4310	0004010	306.16	306.16

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07/15/11	57347	A			07/15/2011	LACOE	CONFERENCE AND TRAVEL 07/15/2011	57347	01.0	30100.0	00000	21000	5220	0004030	240.00	240.00
07/15/11	57348	A			07/15/2011	LACOE	CONFERENCE AND TRAVEL 07/15/2011	57348	01.0	30100.0	00000	21000	5220	0004030	160.00	160.00
07/15/11	57349	A			07/15/2011	OFFICE DEPOT	OFFICE SUPPLIES 07/15/2011	57349	01.0	30100.0	00000	27000	4350	0004030	3,000.00	3,000.00
07/15/11	57350	A			07/15/2011	GRANT-LINK	OFFICE SUPPLIES 07/15/2011	57350	01.0	35500.0	00000	27000	4350	0004030	400.00	400.00
07/15/11	57351	A			07/15/2011	LACOE	CONFERENCE AND TRAVEL 07/15/2011	57351	01.0	30100.0	00000	21000	5220	0004030	160.00	160.00
07/15/11	57352	A			07/15/2011	WISEBURN SCHOOL DISTRICT	CONFERENCE AND TRAVEL 07/15/2011	57352	01.0	30100.0	00000	21000	5220	0004030	75.00	75.00
07/15/11	57354	A			07/15/2011	DOMINO EVENTS	CONFERENCE AND TRAVEL 07/15/2011	57354	01.0	30100.0	00000	21000	5220	0004030	1,000.00	1,000.00
07/15/11	57355	A			07/15/2011	HILLYARD	JANITORIAL SUPP/EQUIP 07/15/2011	57355	01.0	00000.0	00000	82002	4370	0005042	4,000.00	4,000.00
07/15/11	57357	A			07/15/2011	CDW-G	SECURITY SUPP/EQUIP/SYSTEM 07/15/2011	57357	01.0	00000.0	00000	83000	4400	0001050	13,900.86	13,900.86
07/15/11	57358	A			07/15/2011	SDA SECURITY	SECURITY SUPP/EQUIP/SYSTEM 07/15/2011	57358	01.0	00000.0	00000	83000	4400	0001050	8,720.64	8,720.64

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07/15/11	57359	A			07/15/2011	AVC OFFICE AUTOMATION	MAINTENANCE AGREEMENTS 07/15/2011	Pupil Services	01.0	00000.0	00000	31400	5630	0004020	294.29	294.29
							57359								AVC OFFICE AUTOMATION	
07/15/11	57360	A			07/15/2011	CDW-G	OFFICE SUPPLIES 07/15/2011	Culver City Middle School	01.0	07395.0	00000	27000	4350	3010000	391.50	391.50
							57360								CDW-G	
07/15/11	57361	A			07/15/2011	COMPLETE BUSINESS SYSTEMS	MAINTENANCE AGREEMENTS 07/15/2011	Culver City Middle School	01.0	00000.0	00000	27000	5630	3010001	750.00	750.00
							57361								COMPLETE BUSINESS SYSTEMS	
07/15/11	57362	A			07/15/2011	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES 07/15/2011	Culver City Middle School	01.0	00000.0	11100	10000	4310	3010001	2,000.00	2,000.00
							57362								OFFICE DEPOT	
07/15/11	57363	A			07/15/2011	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES 07/15/2011	Culver City Middle School	01.0	00000.0	11100	10000	4310	3010001	14,000.00	14,000.00
							57363								SOUTHWEST SCHOOL SUPPLY	
07/15/11	57364	A			07/15/2011	STAR OFFICE SUPPLIES, INC.	INSTRUCTIONAL SUPPLIES 07/15/2011	Culver City Middle School	01.0	00000.0	11100	10000	4310	3010001	12,000.00	12,000.00
							57364								STAR OFFICE SUPPLIES, INC.	
07/15/11	57365	A			07/15/2011	TROXELL COMMUNICATIONS	OFFICE SUPPLIES 07/15/2011	Culver City Middle School	01.0	07395.0	00000	27000	4350	3010000	1,161.45	1,161.45
							57365								TROXELL COMMUNICATIONS	
07/15/11	57366	A			07/15/2011	RICOH BUSINESS SOLUTIONS	MAINTENANCE AGREEMENTS 07/15/2011	Human Resources	01.0	00000.0	00000	74000	5630	0003000	880.00	880.00
							57366								RICOH BUSINESS SOLUTIONS	
07/15/11	57367	A			07/15/2011	CODESP	MEMBERSHIPS 07/15/2011	Human Resources	01.0	00000.0	00000	74000	5310	0003000	1,850.00	1,850.00
							57367								CODESP	
07/15/11	57369	A			07/15/2011	JANET SIEGEL	CONTRACTED SERVICES 07/15/2011	Farragut Elementary	01.0	00000.0	16006	10000	5850	2050000	21,000.00	21,000.00
							57369								JANET SIEGEL	

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

PO Date	PO #	Stat	Change	Orch#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
07/15/11	57370	A			07/15/2011	OCCIDENTAL COLLEGE	CONTRACTED SERVICES 07/15/2011	57370	01.0	58200.0	00000	21000	5850	0004030	6,250.00	6,250.00
OCCIDENTAL COLLEGE																
07/15/11	57371	A			07/15/2011	JOANNE M. BILLINGSLEY	CONTRACTED SERVICES 07/15/2011	57371	01.0	40350.0	00000	27000	5850	0004030	3,000.00	3,000.00
JOANNE M. BILLINGSLEY																
07/15/11	57373	A			07/15/2011	JEANNE C. DAVIS	CONTRACTED SERVICES 07/15/2011	57373	01.7	65000.0	50010	22000	5850	0000000	79,800.00	79,800.00
Undistributed SELPA JEANNE C. DAVIS																
07/15/11	57375	A			07/15/2011	AMAZON.COM	INSTRUCTIONAL SUPPLIES 07/15/2011	57375	01.0	00000.0	00000	21000	4310	0004010	187.70	187.70
AMAZON.COM																
07/15/11	57376	A			07/15/2011	ATKINSON, ANDELSON, LOYA,	LEGAL SERVICES 07/15/2011	57376	01.0	65000.0	57700	21000	5820	0004000	45,000.00	45,000.00
ATKINSON, ANDELSON, LOYA, RUUD & ROMO																
07/15/11	57377	A			07/15/2011	FAGEN FRIEDMAN & FULLFROST, LLP	LEGAL SERVICES 07/15/2011	57377	01.0	65000.0	57700	21000	5820	0004000	100,000.00	100,000.00
FAGEN FRIEDMAN & FULLFROST, LLP																
07/11/11	FS1106	C			07/11/2011	WE TELL STORIES	CONTRACT SERVICES RENDERED 07/11/2011		01.0	90127.0	11100	10000	5810	2060000	260.00	260.00
					07/11/2011				01.0	90127.0	11100	10000	5810	2050000	260.00	260.00
					07/11/2011				01.0	90127.0	11100	10000	5810	2020000	260.00	260.00
					07/11/2011				01.0	90127.0	11100	10000	5810	2040000	260.00	260.00
					07/11/2011				01.0	90127.0	11100	10000	5810	2030000	260.00	260.00
WE TELL STORIES																
07/11/2011	FS1106															1,300.00

Total by District : 64444 2,663,694.91

End of Report LAPO009C

**CULVER CITY UNIFIED SCHOOL DISTRICT
DISTRICT WARRANT REPORT
2010 - 2011**

COMMERCIAL WARRANTS

JUNE 20, 2011 - JULY 13, 2011	\$ 2,162,019.00
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PAYROLL WARRANTS

JUNE 20, 2011 - JULY 13, 2011	\$ 3,697,145.12
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TOTAL:	<u>\$ 5,859,164.12</u>
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BOARD REPORT

9.3 Financial Implication for Certificated Services Report No. 2

Total Fiscal Impact per Funding Source:

ADA	\$178,013.80
BTSA	\$ 26,503.64
CCEF	\$ 1,680.00
FLAP – SIP	\$ 5,075.00
General Fund	\$271,652.69
General Fund – Athletics	\$ 18,407.00
Office of Child Development	\$101,353.20
School Improvement	\$ 1,750.00
Special Education Training	\$ 630.00
Title I, Part A	\$ 5,390.00
Title II – Part A, Teacher Quality NCLB	\$109,281.60
Title III – Bilingual Education (LEP)	\$200,812.48

BOARD REPORT

9.3 Certificated Personnel Services Report No. 2

I. Authorization and Ratification of Employment

A. High School Principal

Effective July 27, 2011

Funding Source: General Fund

Total Cost: \$105,866.79

1. Farris, Dylan

B. Elementary Principal – Farragut

Effective July 29, 2011

Funding Source: General Fund

Total Cost: \$84,045.94

1. Ebor, Marilynn

C. Tenured Teacher – District Office

Effective August 31, 2011

Funding Source: General Fund

Total Cost: \$49,268.62

1. Pascoe, Andrew Returning from Layoff

D. ELD Specialists – District Office

Effective August 31, 2011 through June 22, 2012 at current rate of pay

Funding Source: Title III – Bilingual Education (LEP)

Total Cost: \$200,812.48

1. Benitez, Claudia \$67,166.52
2. Greenstein, Pamela \$73,706.24
3. Groya, Julie \$59,939.72

E. Teacher on Special Assignment BTSA – District Office, Educational Services

Effective August 31, 2011 through June 22, 2012 at current rate of pay

Previously approved on 6/14/11; board report #21 for early retirement /reduced workload

Funding Source: Title II – Part A, Teacher Quality NCLB

Total Cost: \$62,446.60

1. Levit, Amy

BOARD REPORT

9.3 Certificated Personnel Services Report No. 2 – Page 2

I. Authorization and Ratification of Employment – continued

F. Teacher on Special Assignment BTSA & Middle School Teacher, District Office
Effective August 31, 2011 through June 22, 2012 at current rate of pay
Funding Source: 60% Title II – Part A, Teacher Quality NCLB & 40% General Fund CCMS
Total Cost: \$78,058.34

1. Wilcox, Kelley

G. Teacher on Special Assignment BTSA - District Office, Educational Services
Effective July 1, 2011 through June 22, 2012 at \$448.43 daily rate, not to exceed 50 days
Funding Source: BTSA
Total Cost: \$22,421.50

1. Fournier, Antoinette (retired)

H. Temporary Teachers – Adult School, Under 18 hours per week
Effective September 12, 2011 through June 22, 2012 at current hourly rate
Funding Source: ADA
Total Cost: \$133,857.28

1.	Blum-Mitzman, Shelley	\$48.78 per hour	15.5 hours
2.	Horowitz, Rena	\$48.78 per hour	12 hours
3.	Indenbaum, Richard	\$48.78 per hour	12 hours
4.	Katayama, Gary	\$43.93 per hour	11 hours
5.	Moynahan, Daniel	\$48.78 per hour	12 hours
6.	Navas, Sydney	\$43.93 per hour	12 hours

I. Temporary Teachers – Adult School, Under 12 hours per week
Effective September 12, 2011 through June 22, 2012 at current hourly rate
Funding Source: ADA
Total Cost: \$44,156.52

1.	Childs, Linda	\$35.15 per hour	2.5 hours
2.	Cockburn, Kitty	\$35.16 per hour	8 hours
3.	Light, Ruth	\$35.16 per hour	7 hours
4.	Rubin, Barbara	\$48.78 per hour	4 hours
5.	Wheeler, Bradley	\$35.16 per hour	10 hours

BOARD REPORT

9.3 Certificated Personnel Services Report No. 2 – Page 3

I. Authorization and Ratification of Employment – continued

J. Extra Assignment – District Office, Support & Design Galileo Benchmark Assessment
Effective July 13, 2011 through June 20, 2012 at \$35.00 per hour, not to exceed
20 hours per teacher
Funding Source: Title I, Part A
Total Cost: \$2,100.00

1. Ames, Janet
2. Collett, Andrew
3. Teacher – TBD

K. Extra Assignment – District Office, New Teacher Orientation - Co-Presenters
Effective August 29, 2011 through August 30, 2011 at current daily rate of pay for 1.5 days
Funding Source: BTSA – Beginning Teacher Support and Assessment
Total Cost: \$1,982.14

- | | | |
|----|----------------------|------------------|
| 1. | Fournier, Antoinette | \$448.53 per day |
| 2. | Levit, Amy | \$438.53 per day |
| 3. | Wilcox, Kelley | \$434.46 per day |

L. Extra Assignment – District Office, Professional Development for Induction Teachers
Effective August 31, 2011 through June 20, 2012 at \$35.00 per hour, not to exceed
20 hours per teacher
Funding Source: BTSA - Beginning Teacher Support and Assessment
Total Cost: \$2,100.00

1. Fournier, Antoinette
2. Levit, Amy
3. Wilcox, Kelley

M. Extra Assignment – La Ballona, Partners in Print Parent Education Literacy
Effective September 14, 2011 through November 20, 2011 at \$35.00 per hour, not to exceed
12 hours per teacher
Funding Source: CCEF
Total Cost: \$1,680.00

- | | | | |
|----|---------------|----|---------------|
| 1. | Teacher – TBD | 3. | Teacher - TBD |
| 2. | Teacher – TBD | 4. | Teacher – TBD |

BOARD REPORT

9.3 Certificated Personnel Services Report No. 2 – Page 4

I. Authorization and Ratification of Employment – continued

N. Extra Assignment – La Ballona, Literacy Training Due to Change in Grade Level
Effective August 22, 2011 through August 26, 2011 at \$35.00 per hour, not to exceed
12 hours per teacher
Funding Source: Title I, Part A
Total Cost: \$2,520.00

- | | |
|---------------------|----------------------|
| 1. Angel, Holly | 4. Mc Millan, Wade |
| 2. Borcharding, Nan | 5. Mendez-Tobar, Ana |
| 3. Coelho, Isabel | 6. Proctor, Ira |

O. Extra Assignment – La Ballona, Student Study Team Meeting Coordinator
Effective September 6, 2011 through June 22, 2012 at \$35.00 per hour, not to exceed 22 hours
Funding Source: Title I, Part A
Total Cost: \$770.00

1. Shulman, Marcia

P. Extra Assignment – El Marino, FLAP Cultural Arts Planning and Development
Effective August 1, 2011 through August 30, 2011 at \$35.00 per hour, not to exceed 25 hours
Funding Source: FLAP – SIP
Total Cost: \$875.00

1. Miller, Samantha

Q. Extra Assignment – El Marino, Spanish Immersion Middle School Curriculum Development
Effective July 11, 2011 through August 30, 2011 at \$35.00 per hour, not to exceed 120 hours
Funding Source: FLAP-SIP
Total Cost: \$4,200.00

1. Martinez, Maria Luisa

R. Extra Assignment – El Marino, Elementary Choir Director
Effective August 30, 2011 through June 22, 2012 at \$1,239 stipend
Funding Source: General Fund
Total Cost: \$1,239.00

1. Nagumo, Noriko

BOARD REPORT

9.3 Certificated Personnel Services Report No. 2 – Page 5

I. Authorization and Ratification of Employment – continued

S. Extra Assignment – Middle School, Success Maker Training Sessions
Effective August 30, 2011 at \$35.00 per hour, not to exceed 6 hours
Funding Source: School Improvement
Total Cost: \$1,050.00

- | | |
|-----------------------|-------------------|
| 1. Allen, Stanley | 6. James, Yakun |
| 2. Balogun, Tayo | 7. Kelner, Robert |
| 3. Choe, Mickey | 8. McCorkle, Kyle |
| 4. Collett, Robert | 9. Morris, Donna |
| 5. Fairfield, Kristin | |

T. Extra Assignment – Middle School, Classroom Preparation for Fall
Effective July 5, 2011 through August 5, 2011 at \$35.00 per hour, not to exceed 20 hours
Funding Source: School Improvement
Total Cost: \$700.00

1. Witt, Paul

U. Extra Assignment – High School, Coaches
Effective August 15, 2011 through June 1, 2012 at stated stipend
Funding Source: General Fund – Athletics
Total Cost: \$18,407.00

- | | | |
|-----------------------|---------------------|---------------------|
| 1. Chabola, Jerome | Athletic Director | \$ 3,332.00 stipend |
| 2. Rothenberg, Philip | Girls' Tennis Coach | \$ 2,195.00 stipend |
| 3. White, Marcos | Athletic Trainer | \$10,000.00 stipend |
| 4. Wright, Jahmal | Head Football Coach | \$ 2,880.00 stipend |

V. Extra Assignment – Office of Child Development, Summer Camp Additional Coverage
Effective July 1, 2011 through August 31, 2011 at current hourly rate of pay, not to exceed
Funding Source: Office of Child Development
Total Cost: \$6,853.20

- | | |
|---------------------|------------------|
| 1. Armendariz, Anna | \$21.52 per hour |
| 2. Edkar, Maria | \$22.41 per hour |
| 3. Goodman, Cheryl | \$27.25 per hour |
| 4. Goodwin, Gerald | \$21.52 per hour |
| 5. Rodriguez, Toni | \$21.52 per hour |

BOARD REPORT

9.3 Certificated Personnel Services Report No. 2 – Page 6

I. Authorization and Ratification of Employment – continued

W. Extra Assignment – Office of Child Development Special Day Class Teachers, Para Educator Behavior Institute Training
Effective July 19, 2011 through July 21, 2011 at \$35.00 per hour, not to exceed 6 hours per teacher
Funding Source: Special Education Training
Total Cost: \$630.00

1. Deb, Anjali
2. Flowers, Cyndi
3. Vasseghi, Norma

X. Extra Assignment - Office of Child Development, Preschool Testing, Literacy Assessment and Curriculum Development
Effective July 1, 2011 through June 30, 2012 at \$35.00 per hour, not to exceed stated hours
Funding Source: Office of Child Development
Total Cost: \$66,500.00

- | | | | |
|----------------------|-----------|----------------------|-----------|
| 1. Aqueveque, Rosa | 100 hours | 10. Lyall, Christine | 100 hours |
| 2. Armendariz, Anna | 100 hours | 11. McClellan, Traci | 200 hours |
| 3. Davis, Renee | 100 hours | 12. Pulliam, Darla | 200 hours |
| 4. Flowers, Cyndi | 100 hours | 13. Reeves, Patricia | 100 hours |
| 5. Frederick Georgia | 100 hours | 14. Rico, Albert | 100 hours |
| 6. Gray, Angela | 100 hours | 15. Sapir, Rosana | 100 hours |
| 7. Jaramillo, Jalena | 100 hours | 16. Soliman, Nona | 100 hours |
| 8. Jones, Rhonda | 100 hours | 17. Tillett, Aretha | 100 hours |
| 9. Langston, Marie | 100 hours | | |

Y. Extra Assignment – Office of Child Development, Administrative Designee, Food Program Monitoring, Curriculum Development and Environmental Rating Assessment
Effective July 1, 2011 through June 30, 2012 at \$35.00 per hour, not to exceed 400 hours each
Funding Source: Child Development
Total Cost: \$28,000.00

1. Edkar, Maria
2. Goodman, Cheryl

II. Change in Assignment

1. Martinez, Maria Luisa
From: 100% Elementary Spanish Immersion
El Marino
To: 60% Curriculum Specialist (FLAP-SIP)
Middle School
Effective August 31, 2011 through June 22, 2012

BOARD REPORT

9.3 Certificated Personnel Services Report No. 2 – Page 7

II. Change in Assignment – continued

2. Kronfeld, Kevin
From: 60% Adult School Principal and 40%
Special Projects (Categorical Programs)
To: 100% Adult School Principal
Effective July 1, 2011

3. Miller, Samantha
From: Elementary Teacher
To: Cultural Arts Specialist
Effective August 31, 2011 through June 22, 2012

4. Witt, Paul
From: Elementary Music Teacher
District Office
To: Middle School Music Teacher
Effective August 31, 2011

III. Resignations

1. DeFelice, Heather
Office of Child Development
Effective July 21, 2011
Reason: Other Job

2. Mizrahi, Barbara
Middle School
Effective July 22, 2011
Reason: Retirement

RECOMMENDED MOTION: That approval be granted for Certificated Personnel Services Report No. 2

Moved by:

Seconded by:

Vote:

BOARD REPORT

9.4 Financial Impact for Classified Personnel Services Report No. 2

Total Funding Fiscal Impact:

Booster Club Total:	\$2,500.00
Child Development Total:	\$32,430.00 \$12.78 per hour, as needed
ELAP Total:	\$794.25
E.L. Civics/231 Grant Total:	\$730.08
FLAP Total:	\$19,950.00
Food Services Total:	\$5,888.40
General Fund Total:	\$30,155.28 \$9.25 per hour, as needed
School Improvement Total:	\$997.82
Title I Total:	\$3,353.50
Title III Total:	\$2,118.00
WIA 231 Grant Total:	\$1,452.00

I. Authorization, Approval & Ratification of Employment

A. Child Development

- | | | |
|----|---|---|
| 1. | Instructional Assistants –
Child Development | Funding Source: Child Development
Fiscal Impact: \$32,430.00/assignment |
| 2. | Substitute Instructional Assistant –
Child Development | Funding Source: Child Development
Fiscal Impact: \$12.78/hour, as needed |

B. Clerical & Fiscal

- | | | |
|----|-------------------------|--|
| 1. | Substitute Clerk Typist | Funding Source: General Fund – Ed Services
Fiscal Impact: \$1,567.20/assignment |
| 2. | Clerk Typist II | Funding Source: WIA 231 Grant
Fiscal Impact: \$1,452.00/assignment |

C. Food Services

- | | | |
|----|---------------------|---|
| 1. | Food Services Staff | Funding Source: Food Services
Fiscal Impact: \$5,888.40/assignment |
|----|---------------------|---|

BOARD REPORT

9.4 Financial Impact for Classified Personnel Services Report No. 2 – Page 2I. Authorization, Approval & Ratification of Employment – continuedD. Instructional Assistants

1. Instructional Assistant – Bilingual Funding Source: School Improvement
Fiscal Impact: \$353.00/assignment
2. Instructional Assistants – Special Education Summer School Funding Source: General Fund – Special Ed
Fiscal Impact: \$1,434.80/assignment
3. School Technology Technician – Funding Source: School Improvement
Fiscal Impact: \$538.92/assignment
4. Instructional Assistant – Bilingual Funding Source: Title I
Fiscal Impact: \$3,353.50/assignment
5. Instructional Assistant – Bilingual Funding Source: ELAP
Fiscal Impact: \$794.25/assignment
6. Instructional Assistant – Bilingual Funding Source: Title III
Fiscal Impact: \$2,118.00/assignment
7. Instructional Assistant – Computer Lab Funding Source: School Improvement
Fiscal Impact: \$105.90/assignment
8. Instructional Assistants – Adult School Funding Source: E.L. Civics/231 Grant
Fiscal Impact: \$730.08/assignment
9. Instructional Assistants – Special Education Funding Source: General Fund – Special Ed
Fiscal Impact: \$1,160.28/assignment

E. Coaches

1. Temporary Coaches Funding Source: General Fund – Athletics
Fiscal Impact: \$25,993.00/assignment
2. Temporary Coaches Funding Source: Booster Club
Fiscal Impact: \$2,500.00/assignment

F. Noon Duty Supervisors

1. Temporary Noon Duty Supervisors Funding Source: General Fund
Fiscal Impact: \$9.25/hour, as needed

G. Stipend Assignments

1. Temporary Parent/Community Liaison Funding Source: FLAP
Fiscal Impact: \$19,950.00/assignment

BOARD REPORT

9.4 Classified Personnel Services Report No. 2

I. Authorization, Approval & Ratification of Employment

A. Child Development

1. Instructional Assistant – Child Development

Child Development – Extra Assignment

Pre-K Testing, Literacy Assessment & Curriculum Development Training

Not to exceed 100 hours

Funding Source: Child Development

Effective July 1, 2011 through June 30, 2012

a.	Aguila, Guadalupe	Range 13	\$16.74 per hour
b.	Boudreaux, Michelle	Range 11	\$15.64 per hour
c.	Crespin, Loretta	Range 11	\$15.64 per hour
d.	Field, Sonja	Range 13	\$16.74 per hour
e.	Garcia, Elda	Range 11	\$16.89 per hour
f.	Gonzalez, Mike	Range 11	\$15.64 per hour
g.	Labra, Carmen	Range 11	\$17.47 per hour
h.	Marcos, Marlene	Range 11	\$17.50 per hour
i.	Rincon, Anna	Range 13	\$17.41 per hour
j.	Rios, Chris	Range 11	\$15.64 per hour
k.	Roberts, Tanya	Range 11	\$15.64 per hour
l.	Rodriguez, Esperanza	Range 13	\$18.06 per hour
m.	Rubalcaba, Carolina	Range 13	\$17.77 per hour
n.	Salazar, Martha	Range 11	\$15.64 per hour
o.	Soria, Angelica	Range 11	\$15.64 per hour
p.	Taylor, Cinnamon	Range 16	\$17.65 per hour

2. Field, Sonja

Instructional Assistant – Child Development

Child Development – Extra Assignment

Not to exceed 50 hours

Funding Source: Child Development

Effective July 1, 2011 through June 30, 2012

Range 13 – \$16.74 per hour

3. Aguila, Guadalupe

Instructional Assistant – Child Development

Child Development – Extra Assignment

Not to exceed 300 hours

Funding Source: Child Development

Effective July 1, 2011 through June 30, 2012

Range 13 – \$16.74 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

A. Child Development – continued

4. Rincon, Anna
Instructional Assistant – Child Development
Child Development – Summer Program
Not to exceed 60 hours
Funding Source: Child Development
Effective July 1, 2011 through August 31, 2011
Range 13 – \$17.41 per hour
5. Rincon, Angela
Substitute Instructional Assistant – Child
Development
Child Development
Funding Source: Child Development
Effective July 27, 2011
Hourly, as needed – \$12.78 per hour

B. Clerical & Fiscal

1. Hoebink, Carol
Substitute Clerk Typist
District Office – Educational Services
Extra Assignment
Not to exceed 80 hours
Funding Source: General Fund – Ed Services
Effective July 18, 2011 through June 30, 2012
Hourly, as needed – \$19.59 per hour
2. Perez, Elizabeth
Clerk Typist II
Adult School – Extra Assignment
Not to exceed 80 hours
Funding Source: WIA 231
Effective August 1, 2011 through
August 31, 2011
Range 17 – \$18.15 per hour

C. Food Services

1. Cook
Food Services – Extra Assignment
Not to exceed 8 hours per day
Funding Source: Food Services
Effective September 1, 2011 through September 2, 2011
 - a. Fernandez, Karen Range 14 \$16.88 per hour
 - b. Smith, Sonya Range 14 \$16.04 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

C. Food Services – continued

2. Senior Food Service Assistants
 Food Services – Extra Assignment
 Not to exceed 8 hours per day
 Funding Source: Food Services
 Effective September 1, 2011 through September 2, 2011

a.	Cano, Celia	Range 10	\$15.18 per hour
b.	Gallardo, Maria	Range 10	\$15.18 per hour
c.	Langarica, Susan	Range 10	\$15.18 per hour
d.	Livas, Sylvia	Range 10	\$15.18 per hour
e.	Lopez, Belenda	Range 10	\$15.18 per hour
f.	Martinez, Rita	Range 10	\$15.18 per hour
g.	Mercado, Ana	Range 10	\$13.85 per hour
h.	Pineda, Delmy	Range 10	\$15.18 per hour
i.	Reyna, Bessy	Range 10	\$15.18 per hour
j.	Santana de Campos, Domitila	Range 10	\$15.18 per hour
k.	Valencia, Lidia	Range 10	\$15.18 per hour
l.	Valle, Mirtha	Range 10	\$15.18 per hour

3. Food Service Assistants
 Food Services – Extra Assignment
 Not to exceed 8 hours per day
 Funding Source: Food Services
 Effective September 2, 2011

a.	Avalos, Imelda	Range 6	\$13.85 per hour
b.	Ayodele, Debra	Range 6	\$13.85 per hour
c.	Ballard, Valerie	Range 6	\$13.85 per hour
d.	Chachere, Anne	Range 6	\$13.85 per hour
e.	De LaHoussaye, Dionne	Range 6	\$13.85 per hour
f.	Diaz, Cecilia	Range 6	\$13.85 per hour
g.	Frias, Maria	Range 6	\$13.85 per hour
h.	Gallardo, Francisca	Range 6	\$13.85 per hour
i.	Garcia, Cynthia	Range 6	\$13.85 per hour
j.	Gonzalez, Maria Elena	Range 6	\$13.85 per hour
k.	Herrera, Connie	Range 6	\$13.28 per hour
l.	Ishiguro, Takako	Range 6	\$13.28 per hour
m.	Jones, Gloria	Range 6	\$12.51 per hour
n.	Marin, Pascuala	Range 6	\$11.98 per hour
o.	Mondragon, Reina	Range 6	\$11.98 per hour
p.	Ortiz, Sandra	Range 6	\$13.28 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 4

I. Authorization, Approval & Ratification of Employment – continued

C. Food Services – continued

3. Food Service Assistants (continued)
Food Services – Extra Assignment
Not to exceed 8 hours per day
Funding Source: Food Services
Effective September 2, 2011

q.	Ramirez, Ana Luz	Range 6	\$11.98 per hour
r.	Redfern, Jill	Range 6	\$13.85 per hour
s.	Rivera, Maria	Range 6	\$12.51 per hour
t.	Sandoval, Lorena	Range 6	\$13.85 per hour
u.	Torres, Connie	Range 6	\$13.85 per hour
v.	Vejar, Rosalba	Range 6	\$13.85 per hour
w.	Wheeler, Stacy	Range 6	\$13.85 per hour

D. Instructional Assistants

1. Dordoni, Alicia
Instructional Assistant – Bilingual
Middle School – Extra Assignment
Not to exceed 20 hours
Funding Source: School Improvement
Effective April 18, 2011 through June 10, 2011
Range 16 – \$17.65 per hour
2. Fune, Arleen
Instructional Assistant – Special Education
Special Education Summer School
Not to exceed 5 hours per day
Funding Source: General Fund – Special Ed
Effective June 23, 2011 through July 21, 2011
Range 14 – \$16.88 per hour
3. Van Loo, Mary
School Technology Technician
High School – Extra Assignment
Not to exceed 27 hours
Funding Source: School Improvement
Effective June 28, 2011 through July 19, 2011
Range 21 – \$19.96 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 5

I. Authorization, Approval & Ratification of Employment – continued

D. Instructional Assistants – continued

4. Prieto, Liset
Instructional Assistant – Bilingual
La Ballona – Extra Assignment
Not to exceed 5 hours per week
Funding Source: Title I
Effective September 6, 2011 through
June 20, 2012
Range 16 – \$17.65 per hour
5. Ortega, Brenda
Instructional Assistant – Bilingual
Linwood Howe – Extra Assignment
Not to exceed 45 hours
Funding Source: ELAP
Effective September 6, 2011 through
June 20, 2012
Range 16 – \$17.65 per hour
6. Diaz, Gaby
Instructional Assistant – Bilingual
La Ballona – Extra Assignment
Not to exceed 120 hours
Funding Source: Title III
Effective August 22, 2011 through
August 26, 2011
Range 16 – \$17.65 per hour
7. Augenstein, Patti
Instructional Assistant – Computer Lab
Middle School – Extra Assignment
Not to exceed 6 hours
Funding Source: School Improvement
Effective August 30, 2011
Range 16 – \$17.65 per hour
8. Brown, Jennifer
Instructional Assistant – Adult School
Adult School – Extra Assignment
Not to exceed 21 hours
Funding Source: E.L. Civics/231 Grant
Effective September 6, 2011 through
September 15, 2011
Range 17 – \$18.15 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 6

I. Authorization, Approval & Ratification of Employment – continued

D. Instructional Assistants – continued

9. Lopez, Jose Instructional Assistant – Adult School
Adult School – Extra Assignment
Not to exceed 12 hours
Funding Source: E.L. Civics/231 Grant
Effective September 6, 2011 through
September 15, 2011
Range 17 – \$18.69 per hour
10. Perez, Maria Substitute Instructional Assistant
Adult School – Extra Assignment
Not to exceed 9 hours
Funding Source: E.L. Civics/231 Grant
Effective September 6, 2011 through
September 15, 2011
Range 17 – \$13.85 per hour
11. Instructional Assistants – Special Education
District Office – Pupil Personnel Services
Extra Assignment – Paraeducator Behavior Institute Training
Not to exceed 6 hours
Funding Source: General Fund – Special Education
Effective July 19, 2011 through July 21, 2011
- | | | | |
|----|-------------------|----------|------------------|
| a. | Bonneau, Fedley | Range 16 | \$17.65 per hour |
| b. | Fino, Jonathan | Range 16 | \$16.88 per hour |
| c. | Herbach, Aleida | Range 16 | \$17.65 per hour |
| d. | LaFrance, Laverne | Range 16 | \$17.65 per hour |
| e. | Macwan, Smriti | Range 16 | \$17.65 per hour |
| f. | Pulido, Sarina | Range 16 | \$17.65 per hour |
| g. | Read, Metta | Range 16 | \$17.65 per hour |
| h. | Taylor, Cinnamon | Range 16 | \$17.65 per hour |
| i. | Vargas, Jennifer | Range 16 | \$17.65 per hour |
| j. | Yap, Lorna | Range 16 | \$17.65 per hour |
| k. | Zamudio, Rosa | Range 16 | \$17.65 per hour |

E. Coaches

1. Nakayama, Tom Temporary Assistant Track Coach
High School
Funding Source: Booster Club
Effective February 14, 2011 through
May 5, 2011
Stipend of \$500.00

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 7

I. Authorization, Approval & Ratification of Employment – continued

E. Coaches – continued

2. Ayers, Tim
Temporary Assistant Football Coach
High School
Funding Source: General Fund – Athletics
Effective August 15, 2011 through
November 10, 2011
Stipend of \$1,250.00
3. Bennett, Paul
Temporary Assistant Football Coach
High School
Funding Source: General Fund – Athletics
Effective August 15, 2011 through
November 10, 2011
Stipend of \$1,600.00
4. Crump, Khary
Temporary Assistant Football Coach
High School
Funding Source: General Fund – Athletics
Effective August 15, 2011 through
November 10, 2011
Stipend of \$1,000.00
5. Crump, Tom
Temporary Assistant Football Coach
High School
Funding Source: General Fund – Athletics
Effective August 15, 2011 through
November 10, 2011
Stipend of \$1,700.00
6. Haynes, Reggie
Temporary Assistant Football Coach
High School
Funding Source: General Fund – Athletics
Effective August 15, 2011 through
November 10, 2011
Stipend of \$2,000.00
7. Huezo, Derrick
Temporary Assistant Football Coach
High School
Funding Source: General Fund – Athletics
Effective August 15, 2011 through
November 10, 2011
Stipend of \$2,000.00

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 8

I. Authorization, Approval & Ratification of Employment – continued

E. Coaches – continued

8. Pettway, Omar
Temporary Assistant Football Coach
High School
Funding Source: General Fund – Athletics
Effective August 15, 2011 through
November 10, 2011
Stipend of \$2,000.00
9. Redwine, Jarvis
Temporary Assistant Football Coach
High School
Funding Source: General Fund – Athletics
Effective August 15, 2011 through
November 10, 2011
Stipend of \$1,700.00
10. Wilson, Aki
Temporary Assistant Football Coach
High School
Funding Source: General Fund – Athletics
Effective August 15, 2011 through
November 10, 2011
Stipend of \$2,080.00
11. Fraijo, Chris
Temporary Girls' Volleyball Coach
High School
Funding Source: General Fund – Athletics
Effective August 20, 2011 through
November 10, 2011
Stipend of \$2,978.00
12. Gambol, Eriko
Temporary Girls' Assistant Volleyball Coach
High School
Funding Source: General Fund – Athletics
Effective August 20, 2011 through
November 10, 2011
Stipend of \$2,745.00
13. Fritzius, Tom
Temporary Boys' Cross Country Coach
High School
Funding Source: General Fund – Athletics
Effective August 20, 2011 through
November 10, 2011
Stipend of \$2,195.00

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 9

I. Authorization, Approval & Ratification of Employment – continued

E. Coaches – continued

14. Dordoni, Nestor Temporary Boys' Water Polo Coach
High School
Funding Source: General Fund – Athletics
Effective August 20, 2011 through
November 10, 2011
Stipend of \$2,745.00
15. Dordoni Jr., Nestor Temporary Boys' Assistant Water Polo Coach
High School
Funding Source: Booster Club
Effective August 20, 2011 through
November 10, 2011
Stipend of \$2,000.00

F. Noon Duty Supervisors

1. Kahn, Noushin Temporary Before School Supervisor/
Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
2. Palomo, Delia Temporary Before School Supervisor/
Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
3. Ramirez, Maria Temporary Before School Supervisor/
Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 10

I. Authorization, Approval & Ratification of Employment – continued

F. Noon Duty Supervisors – continued

4. Rogers, Michael
Temporary Before School Supervisor/
Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
5. Barocio, Christine
Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
6. Mills, Esly
Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
7. O'Brien, Beverly
Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
8. Romero, Laura
Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
9. Sanchez, Eugenia
Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 11

I. Authorization, Approval & Ratification of Employment – continued

F. Noon Duty Supervisors – continued

- 10. Alexander, Sherrille
Temporary Noon Duty Supervisor
El Rincon
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
- 11. Conroy, LaShon
Temporary Noon Duty Supervisor
El Rincon
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
- 12. Edmond, Larry
Temporary Noon Duty Supervisor
El Rincon
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
- 13. Jackson, Gwen
Temporary Noon Duty Supervisor
El Rincon
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
- 14. Leak, Hiwanda
Temporary Noon Duty Supervisor
El Rincon
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
- 15. Sawyer, Tyla
Temporary Noon Duty Supervisor
El Rincon
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 12

I. Authorization, Approval & Ratification of Employment – continued

F. Noon Duty Supervisors – continued

16. Espinosa, Maria Temporary Noon Duty Supervisor
Farragut
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
17. Marshall, Wendy Temporary Noon Duty Supervisor
Farragut
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
18. Mayerski, Wendy Temporary Noon Duty Supervisor
Farragut
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
19. Montes, Yanira Temporary Before School Supervisor/
Temporary Noon Duty Supervisor
Farragut
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
20. Palma, Maria Temporary Noon Duty Supervisor
Farragut
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour
21. Goodrich, Jeff Temporary Noon Duty Supervisor
Linwood Howe
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 13

I. Authorization, Approval & Ratification of Employment – continued

F. Noon Duty Supervisors – continued

22. Hogan, Jamie Temporary Noon Duty Supervisor
Linwood Howe
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour

23. Ocasio, Michelle Temporary Noon Duty Supervisor
Linwood Howe
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour

24. Palma, Rene Temporary Noon Duty Supervisor
Linwood Howe
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour

25. Perry, Regina Temporary Noon Duty Supervisor
Linwood Howe
Funding Source: General Fund
Effective September 6, 2011 through
June 20, 2012
Hourly, as needed – \$9.25 per hour

G. Stipend Assignments

1. Sánchez, Eugenia Temporary Parent/Community Liaison
El Marino
Not to exceed 15 hours per week, school year
Funding Source: FLAP
Effective September 6, 2011 through
June 20, 2012
Stipend of \$15.00 per hour

BOARD REPORT

9.4 Classified Personnel Services Report No. 2 – Page 14

I. Authorization, Approval & Ratification of Employment – continued

G. Stipend Assignments – continued

2. Yanase Winterer, Mika Temporary Parent/Community Liaison
El Marino
Not to exceed 20 hours per week, school year
Funding Source: FLAP
Effective September 6, 2011 through
June 20, 2012
Stipend of \$15.00 per hour

II. Authorization, Approval & Ratification of Change of Assignments

1. Avalos, Imelda Working Out of Classification:
From: Food Service Assistant
3.75 hours per day, school year
To: Senior Food Service Assistant
6.9 hours per day, school year
Food Services/Linwood Howe
Funding Source: Food Services
Effective September 1, 2011 through
November 30, 2011
Range 10 – \$14.61 per hour

III. Authorization, Approval & Ratification of Resignations

1. Anderson, Sandra Instructional Assistant – Special Education IIA
Linwood Howe
6 hours per day, school year
Retirement
Funding Source: General Fund – Special Ed
Effective July 21, 2011
Range 16 – \$17.65 per hour
2. Fogelbach, Aida Senior Food Service Assistant
Food Services
6.5 hours per day, school year
Retirement
Funding Source: Food Services
Effective July 31, 2011
Range 10 – \$15.18 per hour

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 2

Moved by:

Seconded by:

Vote:

9.5 Annual Destruction of Class III Records

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

These records have been retained for the legal period of time as per Article 2, Sections 16023 through 16028, of Article 5, California Code of Regulations. There is no further need to retain these records for use in the District. A request for approval is made to destroy the documents listed on the attached sheets that originated in the school years 2006-2007 and prior.

RECOMMENDED MOTION: That the Class 3 records listed on the attached pages be approved for destruction effective July 26, 2011.

Moved by:

Seconded by:

Vote:

Destruction of Records
Class 3 Records
for the
School Years 2006-2007 and Prior

Accounting and Budget Records

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

Destruction of Records
Class 3 Records
for the
School Years 2006-2007 and Prior

Accounting and Budget Records (continued)

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

Administration/Board Minutes and Correspondence

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

Certification Records

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

Child Development/Child Care

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

Destruction of Records
Class 3 Records
for the
School Years 2006-2007 and Prior

Child Development/Child Care (continued)

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

Child Welfare and Attendance

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

Continuation Schools

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

Contracts

- Insurance Policies and Endorsements (Closed or Terminated)

Curriculum and Instruction

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

Destruction of Records
Class 3 Records
for the
School Years 2006-2007 and Prior

Health Services Records

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

Insurance Records

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

Maintenance and Operations

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

Payroll Records – Including Payroll Warrants and Registers

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

Personnel Records

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

Destruction of Records
Class 3 Records
for the
School Years 2006-2007 and Prior

Property Records – Including School Sites, Building, etc.

- Bid Envelopes
- Materials and Labor Bonds
- Performance Bonds

Pupil Records

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

Purchasing Records

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

Retirement Records

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

Special Education Records

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

Special Schools Records

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

Destruction of Records
Class 3 Records
for the
School Years 2006-2007 and Prior

State and Federal Special Projects/Programs

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

Student Body Records

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

Transportation Records

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

9.6 Disposal of Surplus Property

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

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

RECOMMENDED MOTION: That the Board of Education approve the disposal, sale, auction or donation of the surplus equipment listed on the attached table.

Moved by:

Seconded by:

Vote:

**CULVER CITY UNIFIED SCHOOL DISTRICT
JULY 26, 2011
SURPLUS INVENTORY LIST**

I.D. #	Equipment	Manufacturer	VIN #
000006	Computer	Dell	
000321	Computer	Dell	
000322	Computer	Dell	
000815	Computer	Dell	
000888	Printer	HP	
000944	Computer	Dell	
001592	Computer	Dell	
001630	Printer	HP	
001674	Computer	Dell	
001714	Computer	Dell	
001757	Printer	HP	
001795	Copy machine		
001895	Computer	Dell	
001962	Computer	Dell	
002129	Printer	HP	
002144	Printer	HP	
002268	Computer	Dell	
002269	Computer	Dell	
002299	Printer	HP	
002807	Computer	Apple	
002835	Printer	Dell	
E900111	#70 VAN	1997 TOYOTA PREVIA	JT3GK12MOV1260810
E1085101	#71 BUS	1990 CHEVROLET	1GBKP32M5H3306860
E1019611	#72 SEC VEHICLE	1999 CHEVROLET LUMINA	2G1WL52M4X1102830
E907611	#74 SEC VEHICLE	1991 FORD E-250	1FTHE25H3MHA86474
E1002567	#75 SEC VEHICLE	2000 CHEVROLET MALIBU	1G1ND52J9Y6186054

BOARD REPORT

9.7 Approval is Recommended for CCHS Teacher Leona Mullen to Attend the AP By the Sea Summer Institute , August 1-5, 2011 in San Diego, California

Board Policy 4133 states that all out-of-state travel must have Board approval. Leona Mullen, CCHS teacher, requests approval to attend the AP by the Sea Summer Institute August 1-5, 2011 in San Diego, California. Registration and accommodations are paid through School Improvement Funds.

RECOMMENDED MOTION:

That the Board approves CCHS Teacher Leona Mullen to Attend the AP by the Sea Summer Institute, August 1-5, 2011 in San Diego, CA.

Moved by:

Seconded by:

Vote:

BOARD REPORT

**7/26/11
9.8**

9.8 Contract between Culver City Unified School District and Westberg+White

The Board has previously considered and approved the athletic field improvements at Culver City High School and Culver City Middle School. The scope of this project requires the professional services of an architect. Westberg + White, Inc. specialize in school construction and are recommended to perform these services at the rate of 6.32% of hard construction cost.

The Agreement for this project is attached for Board review and approval.

RECOMMENDED MOTION: That the Board of Education for Culver City Unified School District approve the Agreement with Westberg + White, Inc. for architectural services related to the athletic field renovation at Culver City High and Middle Schools.

Moved by:

Seconded by:

Vote:

AGREEMENT FOR ARCHITECTURAL SERVICES

CULVER CITY UNIFIED SCHOOL DISTRICT

WITH

WESTBERG + WHITE, INC.

FOR

CULVER CITY HIGH SCHOOL ATHLETIC FIELD IMPROVEMENTS

JULY 26, 2011

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AGREEMENT FOR ARCHITECTURAL SERVICES

This Agreement for Architectural Services is made as of July 26, 2011, between the Culver City Unified School District, a California public school district, ("District") and Westberg + White, Inc. ("Architect") (both collectively "Parties"), for the following project ("Project"):

Culver City High School Athletic Field Improvements

That for and in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

Article 1. Definitions

- 1.1. In addition to the definitions above, the following definitions for words or phrases shall apply when used in this Agreement, including all Exhibits:
 - 1.1.1. **Agreement:** The Agreement consists exclusively of this document and all identified exhibits attached and incorporated by reference.
 - 1.1.2. **Architect:** The Architect identified in the first paragraph of this Agreement, including all Consultants to the Architect.
 - 1.1.3. **As-Built Drawings ("As-Builts"):** Any document prepared and submitted by District contractor(s) that details on a Conforming Set, the actual construction performed during the Project, including changes necessitated by change orders
 - 1.1.4. **Bid Set:** The plans, drawings, and specifications at the end of the Construction Documents Phase that the Division of the State Architect ("DSA") has approved and that the District can use to go out to bid for construction of the Project.
 - 1.1.5. **Conforming Set:** The plans, drawings, and specifications at the end of the Bidding Phase that incorporate all addenda, if any, issued during the Bidding Phase. The Architect shall ensure that DSA has approved all revisions to the Bid Set that are incorporated onto the Conforming Set and for which DSA approval is required.
 - 1.1.6. **Construction Budget:** The total amount indicated by the District for the entire Project plus all other costs, including design, construction, administration, financing, and all other costs.
 - 1.1.7. **Construction Cost Budget:** The total cost to District of all elements of the Project designed or specified by the Architect, as adjusted at the end of each design phase in accordance with this Agreement. The Construction Cost Budget includes building construction costs ("hard costs"). The Construction Cost Budget does not include the compensation of the Architect and the Architect's Consultants, the cost of the land, rights-of-way, financing or other costs which are the responsibility of the

District, including construction management.

- 1.1.8. **Consultant(s)**: Any and all Consultant(s), sub-Consultant(s), subcontractor(s), or agent(s) to the Architect.
- 1.1.9. **District**: The Culver City Unified School District.
- 1.1.10. **DSA**: The Division of the State Architect.
- 1.1.11. **Record Drawings**: A final set of drawings prepared by the Architect that incorporates all changes from all As-Builts, sketches, details, and clarifications.
- 1.1.12. **Service(s)**: All labor, materials, supervision, services, tasks, and work that the Architect is required to perform and that are required by, or reasonably inferred from, the Agreement, and that are necessary for the design and completion of the Project.
- 1.1.13. **Visually Verify**: To verify to the fullest extent possible by physical inspection and reasonable investigation and without any destructive action.

Article 2. Scope, Responsibilities, and Services of Architect

- 2.1. Architect shall render the Services as described in **Exhibit "A,"** commencing with receipt of a written Notice to Proceed signed by the District representative. Architect's Services will be completed in accordance with the schedule attached as **Exhibit "C."**
- 2.2. Architect shall provide Services that shall comply with professional architectural standards, including the standard of care applicable to architects designing public school facilities and applicable requirements of federal, state, and local law, including, but not limited to, the requirements of the California Business and Professions Code, the California Education Code, and the California Code of Regulations. All persons providing professional services hereunder shall be properly licensed as required by California law.
- 2.3. The District intends to award the Project to contractor(s) pursuant to a competitive bid process and a construction manager and/or contractor(s) may provide input to the Architect on the constructability and design features of the Project.
- 2.4. Architect acknowledges that all California public school districts are, as of July 1, 2010, obligated to develop and implement the following storm water requirements, and Architect shall provide the design for the same, without limitation:
 - 2.4.1. A municipal Separate Storm Sewer System ("MS4"). An MS4 is a system of conveyances used to collect and/or convey storm water, including, without limitation, catch basins, curbs, gutters, ditches, man-made channels, and storm drains.
 - 2.4.2. A Storm Water Pollution Prevention Plan ("SWPPP") that contains specific best management practices ("BMPs") and

establishes numeric effluent limitations at:

2.4.2.1. Sites where the District engages in maintenance (e.g., fueling, cleaning, repairing) of transportation activities.

2.4.2.2. Construction sites where:

2.4.2.2.1. one (1) or more acres of soil will be disturbed, or

2.4.2.2.2. the project is part of a larger common plan of development that disturbs more than one (1) or more acres of soil.

2.4.3. Architect shall conform its design work to the District's storm water requirements indicated above, that are approved by the District and applicable to the Project, at no additional cost to the District. In addition, as required, Architect shall develop a grading and drainage plan and a site plan from architectural information showing a final development of the site. This drawing will also include a horizontal and vertical control plan and a utility infrastructure plan. The Services described in this Subparagraph shall be provided by a professional civil engineer who contracts with or is an employee of the Architect.

2.5. Architect shall contract for or employ at Architect's expense, Consultant(s) to the extent deemed necessary for completion of the Project including, but not limited to, architects, mechanical, electrical, structural, civil engineers, landscapers, and interior designers, licensed as such by the State of California as part of the basic services under this Agreement. The names of Consultant(s) shall be submitted to the District for approval prior to commencement of Services, as indicated below. The District reserves the right to reject Architect's use of any particular Consultant. Nothing in the foregoing procedure shall create any contractual relationship between the District and any Consultant employed by the Architect under terms of the Agreement. Architect shall require each of the Consultants retained by it to execute agreements with the standard of care and indemnity provisions commensurate with this Agreement, but Architect shall remain solely responsible and liable to District for all matters covered by this Agreement.

2.6. Architect shall coordinate with District personnel or its designated representatives as may be requested and desirable, including with other professionals employed by the District for the design, coordination or management of other work related to the Project. This shall include, without limitation, coordination with the persons responsible for operation of the District's Labor Compliance Program, if any. If the Architect employs Consultant(s), the Architect shall ensure that its contract(s) with its Consultant(s) include language notifying the Consultant(s) of the District's Labor Compliance Program, if any.

2.7. Architect shall identify the regulatory agencies that have jurisdiction over essential building and design elements and coordinate with and

implement the requirements of the regulatory agencies, including, without limitation, the California Department of Education, the Office of Public School Construction, the Department of General Services, DSA Fire/Life Safety, DSA Access Compliance Section, DSA Structural Safety Section, State Fire Marshal and any regulatory office or agency that has authority for review and supervision of school district construction projects.

- 2.8. Architect shall provide Services required to obtain any local agencies' approval for off-site work related to the Project including review by regulatory agencies having jurisdiction over the Project.
- 2.9. Architect shall coordinate with the District's DSA Project Inspector(s).
- 2.10. Architect shall give efficient supervision to Services, using its best skill and attention. Architect shall carefully study and compare all Contract Documents, Drawings, Specifications, and other instructions and shall at once report to District, Construction Manager, and Contactor, any error, inconsistency, or omission that Architect or its employees may discover, in writing, with a copy to District's Project Inspector(s). Architect shall have responsibility for discovery of errors, inconsistencies, or omissions.
- 2.11. Architect recognizes that the District may obtain the services of a Construction Manager and that Architect may have to assume certain coordination and management responsibilities, including tracking Requests for Information ("RFI"), providing RFI responses, and leading all coordination meetings between the District, Project Inspectors, and contractors on each of the Projects. The District reserves the right to retain the services of a Program Manager or Construction Manager or both at any time. The Construction Manager, if any, shall be authorized to give Architect Services authorizations and issue written approvals and Notices to Proceed on behalf of District. The District reserves the right to designate a different Construction Manager at any time. Any task, including, but not limited to, reviews or approvals that the District may perform pursuant to this Agreement may be performed by the Construction Manager, unless that task indicates it shall be performed by the governing board of the District. In addition, the District may have the Program Manager or Construction Manager perform a constructability review of Architect's design documents. Architect shall conform any design documents to the constructability review as part of the Services under this Agreement and shall not be entitled to any compensation as Extra Services for this activity.
- 2.12. Architect shall provide computer-generated pictures downloaded to computer files, updated as requested by the District, that the District may use on its website.
- 2.13. As part of the basic Services pursuant to this Agreement, Architect is not responsible for:
 - 2.13.1. Ground contamination or hazardous material analysis.
 - 2.13.2. Any asbestos and/or lead testing, design or abatement; however, it shall coordinate and integrate its work with any

such information provided by District.

2.13.3. Compliance with the California Environmental Quality Act ("CEQA"), except that Architect agrees to coordinate its work with that of any CEQA consultants retained by the District, to provide current elevations and schematic drawings for use in CEQA compliance documents, and to incorporate any mitigation measures adopted by the District into the Project design at no additional cost to the District.

2.13.4. Historical significance report.

2.13.5. Soils investigation.

2.13.6. Geotechnical hazard report, except as indicated in **Exhibit "A."**

Article 3. Architect Staff

3.1. The Architect has been selected to perform the Services herein because of the skills and expertise of key individuals.

3.2. The Architect agrees that the following key people in Architect's firm shall be associated with the Project in the following capacities *[All blanks below must be filled in by Architect and approved by District]:*

Principal In Charge: Paul Westberg

Project Director: _____

Project Architect(s): Robert Espinoza

Project Architect(s): _____

Other: _____: _____

_____: _____

Major Consultants:

Electrical: Konsortum1

Mechanical: AMPE, Inc.

Structural: KNA Consulting Engineers

Civil: NA & Associates

Other: _____

3.3. Architect shall not change any of the key personnel listed above without prior written approval by the District, unless said personnel cease to be employed by Architect. In either case, the District shall be allowed to interview and approve replacement personnel.

3.4. If any designated lead or key person fails to perform to the satisfaction

of the District, then upon written notice Architect shall have five (5) days to remove that person from the Project and replace that person with one acceptable to the District. All lead or key personnel for any Consultant must also be designated by the Consultant and are subject to all conditions previously stated in this paragraph.

- 3.5. Architect represents that Architect has no existing interest and will not acquire any interest, direct or indirect, which could conflict in any manner or degree with the performance of Services required under this Agreement and that no person having any such interest shall be employed by Architect.
- 3.6. Architect shall comply with Education Code section 17302(a) and agrees that any plans and/or specifications included in the Services shall be prepared under the supervision of licensed personnel, and that licensed personnel shall be in "responsible charge" of persons who observe the construction.

Article 4. Schedule of Services

Architect shall commence Services under this Agreement upon receipt of a Notice to Proceed and shall prosecute the Services diligently as described in **Exhibit "A,"** so as to proceed with and complete the Services in compliance with the schedule in **Exhibit "C."** Time is of the essence and failure of Architect to perform Services on time as specified in this Agreement is a material breach of this Agreement. It shall not be a material breach if a delay is beyond the Architect's or its Consultant(s)' reasonable control.

Article 5. Construction Cost Budget

- 5.1. Architect hereby accepts the District's established Construction Cost Budget and Project scope. In accordance with the **Exhibit "A,"** the Architect shall have responsibility to further develop, review, and reconcile the Construction Cost Budget for the District at the beginning of the Project and at the completion of each design phase. The District and Construction Manager shall also have responsibility to develop, review, and reconcile the Construction Cost Budget with the Architect.
- 5.2. Architect shall complete all Services as described in **Exhibit "A,"** including all plans, designs, drawings, specifications and other construction documents, so that the cost to construct the work designed by the Architect will not exceed the Construction Cost Budget, as adjusted subsequently with the District's written approval. Architect shall maintain cost controls throughout the Project to deliver the Project within the Construction Cost Budget.
- 5.3. If any of the following events occur:
 - 5.3.1. The lowest responsive base bid received is in excess of five percent (5%) of the Construction Cost Budget; or
 - 5.3.2. If the combined total of base bid and all additive alternates come in ten percent (10%) or more under the Construction Cost Budget; or

5.3.3. If the Construction Cost Budget increases in phases subsequent to the Schematic Design Phase due to reasonably foreseeable changes in the condition of the construction market in the county in which the District is located, in so far as these have not been caused by Acts of God, earthquakes, strikes, war, or energy shortages due to uncontrollable events in the world economy, then the District, in its sole discretion, has one or a combination of the following alternatives:

5.3.2.1. Give Architect written approval on an agreed adjustment to the Construction Cost Budget.

5.3.2.2. Authorize Architect to re-negotiate, when appropriate, and/or re-bid the Project within three (3) months time of receipt of bids (exclusive of District and other agencies' review time) at no additional cost to the District.

5.3.2.3. Terminate this Agreement if the Project is abandoned by the District, without further obligation by either party.

5.3.2.4. Within three (3) months time of receipt of bids, instruct Architect to revise the drawings and specifications (in scope and quality as approved by the District) to bring the Project within the Construction Cost Budget for re-bidding at no additional cost to the District.

Article 6. Fee and Method of Payment

6.1. The District shall pay Architect for all Services contracted for under this Agreement an amount equal to the following ("Fee"):

An amount equal to six and thirty two hundredths percent (6.32%) of the Construction Cost Budget.

6.2. The District shall pay Architect the Fee pursuant to the provisions of **Exhibit "D."**

6.3. Architect shall bill its work under this Agreement in accordance with **Exhibit "D."**

6.4. No increase in Fee will be due from change orders generated during the construction period to the extent caused by Architect's error or omission.

6.5. The Architect's Fee set forth in this Agreement shall be full compensation for all of Architect's Services incurred in the performance hereof as indicated in **Exhibit "D."**

6.6. The basis for said Fee shall be adjusted commencing with the Construction Phase to correspond to the actual construction cost as reflected in the Construction Cost Budget as adjusted by approved additive change orders. Regardless of the structure of Architect's Fee, the Architect's Fee may be adjusted downward if the Scope of Services

of this Agreement is reduced by the District in accordance with this Agreement.

Article 7. Payment for Extra Services or Changes

District-authorized services outside of the scope in **Exhibit "A"** or District-authorized reimbursable not included in Architect's Fee are "Extra Services." Any charges for Extra Services shall be paid by the District as described in **Exhibit "B"** only upon certification that the claimed Extra Services was authorized as indicated herein and that the Extra Services have been satisfactorily completed. If any service is done by Architect without prior written authorization by the Construction Manager or the District's authorized representative, the District will not be obligated to pay for such service. The foregoing provision notwithstanding, Architect will be paid by the District as described in **Exhibit "B"** for Extra Services that the Construction Manager or the District's authorized representative verbally requests, provided that Architect confirms such request in writing pursuant to the notice requirements of this Agreement, and proceeds with such Extra Services not earlier than two business days after the District receives confirmation of the request from the Architect.

Article 8. Ownership of Data

- 8.1. Pursuant to Education Code section 17316, this Agreement creates a non-exclusive and perpetual license for the District to use, at its discretion, all plans, including, but not limited to, record drawings, specifications, and estimates that Architect or its Consultants prepare or causes to be prepared pursuant to this Agreement.
- 8.2. Architect retains all rights to all copyrights, designs and other intellectual property embodied in the plans, record drawings, specifications, estimates, and other documents that Architect or its Consultants prepare or causes to be prepared pursuant to this Agreement.
- 8.3. Architect shall perform the Services and prepare all documents under this Agreement with the assistance of Computer Aided Design Drafting Technology (CADD) (e.g., AutoCAD). Architect shall deliver to the District, on request, the tape and/or compact disc format and the name of the supplier of the software/hardware necessary to use the design file. As to any drawings that Architect provides in a CADD file format, the District acknowledges that anomalies and errors may be introduced into data when it is transferred or used in a computer environment, and that the District should rely on hard copies of all documents.
- 8.4. In order to document exactly what CADD information was given to the District, Architect and District shall each sign a "hard" copy of reproducible documents that depict the information at the time Architect produces the CADD information. The District agrees to release Architect from all liability, damages, and/or claims that arise due to any changes made to this information by anyone other than Architect or its Consultant(s) subsequent to it being given to the District.
- 8.5. Following the termination of this Agreement, for any reason

whatsoever, Architect shall promptly deliver to the District upon written request and at no cost to the District the following items (hereinafter "Instruments of Service"), which the District shall have the right to utilize in any way permitted by statute:

- 8.5.1. One set of the Contract Documents, including the bidding requirements, specifications, and all existing cost estimates for the Project, in hard copy, reproducible format.
- 8.5.2. One set of fixed image CADD files in DXF format of the drawings that are part of the Contract Documents.
- 8.5.3. One set of non-fixed image CADD drawing files in DXF or DWG or both format of the site plan, floor plans (architectural, plumbing, structural mechanical and electrical), roof plan, sections and exterior elevations of the Project.
- 8.5.4. All finished or unfinished documents, studies, reports, calculations, drawings, maps, models, photographs, technology data and reports prepared by the Architect under this Agreement.
- 8.5.5. The obligation of Section 8.5 of this Agreement shall survive the termination of this Agreement for any reason whatsoever.
- 8.6. In the event the District changes or uses any fully or partially completed documents without Architect's knowledge or participation or both, the District agrees to release Architect of responsibility for such changes, and shall indemnify, defend and hold Architect, harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees, on account of any damages or losses to property or persons, including injuries or death, or economic losses, arising out of that change or use, except to the extent Architect is found to be liable in a forum of competent jurisdiction. In the event that the District uses any fully or partially completed documents without the Architect's full involvement, the District shall remove all title blocks and other information that might identify Architect and its Consultants.

Article 9. Termination of Contract

- 9.1. If Architect fails to perform Architect's duties to the satisfaction of the District, or if Architect fails to fulfill in a timely and professional manner Architect's material obligations under this Agreement, or if Architect shall violate any of the material terms or provisions of this Agreement, the District shall have the right to terminate this Agreement, in whole or in part, effective immediately upon the District giving written notice thereof to the Architect. In the event of a termination pursuant to this subdivision, Architect may invoice the District for all Services performed until the notice of termination, but the District shall have the right to withhold payment and deduct any amounts equal to the District's costs because of Architect's actions, errors, or omissions that caused the District to terminate the Agreement.
- 9.2. District shall have the right in its sole discretion to terminate the

Agreement for its own convenience. In the event of a termination for convenience, Architect may invoice District and District shall pay all undisputed invoice(s) for Services performed until the District's notice of termination.

- 9.3. Except as indicated in this Article, termination shall have no effect upon any of the rights and obligations of the Parties arising out of any transaction occurring prior to the effective date of such termination.
- 9.4. Architect has the right to terminate this Agreement if the District does not fulfill its material obligations under this Agreement. Such termination shall be effective after receipt of written notice from Architect to the District. Architect may invoice the District and the District shall pay all undisputed invoice(s) for Services performed until Architect's notice of termination.
- 9.5. If, at any time in the progress of the Design of the Project, the governing board of the District determines that the Project should be terminated, Architect, upon written notice from the District of such termination, shall immediately cease Services on the Project. The District shall pay Architect only the fee associated with the Services provided, since the last invoice that has been paid and up to the notice of termination.
- 9.6. If the District suspends the Project for more than one hundred twenty (120) consecutive days, Architect shall be compensated for Services performed prior to notice of that suspension. When the Project is resumed, the schedule shall be adjusted and Architect's compensation shall be equitably adjusted to provide for expenses incurred in the resumption of the Architect's Services. If the District suspends the Project for more than two (2) years, Architect may terminate this Agreement by giving written notice.

Article 10. Indemnity/Architect Liability

- 10.1. To the furthest extent permitted by California law, Architect shall defend, indemnify, and hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers ("the indemnified parties") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity ("Claim"), to property or persons, including personal injury or death or both, to the extent that any of the above arise out of, pertain to, or relate to, in whole or in part, the willful misconduct, recklessness, or negligent acts, errors, or omissions of Architect, its officials, officers, employees, subcontractors, Consultants, or agents directly or indirectly arising out of, connected with, or resulting from the performance of the Services, the Project, or this Agreement, including without limitation the payment of all consequential damages.
- 10.2. Architect shall pay and satisfy any judgment, award or decree that may be rendered against the indemnified parties in any Claim. Architect shall also reimburse District for the cost of any settlement paid by District arising out of any Claim. Architect shall reimburse the indemnified parties for any and all legal expenses and costs, including

expert witness fees and consultant fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided to the extent caused by the above agreement to indemnify. Architect's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the indemnified parties. District shall have the right to accept or reject any legal representation that Architect proposes to defend the indemnified parties.

- 10.3. Any and all costs incurred by the District, or for which District may reasonably become liable, to the extent caused by the negligence of Architect in its performance hereunder, including negligent delays, shall be paid by Architect to District or the District may withhold those costs from amounts owing to Architect.

Article 11. Fingerprinting

Pursuant to Education Code section 45125.2, the District has determined on the basis of scope of Services in this Agreement of this Project, that Architect, its Consultants and their employees will have only limited contact with pupils at most. Architect shall promptly notify the District in writing of any facts or circumstances which might reasonably lead the District to determine that contact will be more than limited as defined by Education Code section 45125.1(d).

Article 12. Responsibilities of the District

- 12.1. The District shall examine the documents submitted by the Architect and shall render decisions so as to avoid unreasonable delay in the process of the Architect's Services.
- 12.2. The District shall verbally or in writing advise Architect if the District becomes aware of any fault or defect in the Project, including any errors, omissions or inconsistencies in the Architect's documents. Failure to provide such notice shall not relieve Architect of its responsibility therefor, if any.
- 12.3. Unless the District and Architect agree that a hazardous materials consultant shall be a Consultant of the Architect, the District shall furnish the services of a hazardous material consultant or other consultants when such services are requested in writing by Architect and deemed necessary by the District or are requested by the District. These services shall include: asbestos and lead paint survey; abatement documentation; and specifications related to said matters, which are to be incorporated into bid documents prepared by Architect. If the hazardous materials consultant is furnished by the District and is not a Consultant of the Architect, the specifications shall include a note to the effect that they are included in the Architect's bid documents for the District's convenience and have not been prepared or reviewed by the Architect. The note shall also direct questions about the specifications related to asbestos and lead paint survey and/or abatement documentation to its preparer.

Article 13. Liability of District

- 13.1. Other than as provided in this Agreement, District's financial

obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the Services performed in connection with this Agreement.

- 13.2. District shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by Architect, or by its employees, even though such equipment be furnished or loaned to Architect by District.

Article 14. Nondiscrimination

- 14.1. Architect agrees that no discrimination shall be made in the employment of persons under this Agreement because of the race, national origin, ancestry, religion, age, physical or mental disability, sex, or sexual orientation of such person.
- 14.2. Architect shall comply with any and all applicable regulations and laws governing nondiscrimination in employment.

Article 15. Insurance

- 15.1. Architect shall comply with the insurance requirements for this Agreement, set forth in **Exhibit "E."**
- 15.2. Architect shall provide certificates of insurance and endorsements to District prior to commencement of the work of this Agreement as required in **Exhibit "E."**

Article 16. Covenant against Contingent Fees

Architect warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Architect, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Architect, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent on or resulting from the award or making of this Agreement. For breach or violation of this warranty, the District shall have the right to annul this Agreement without liability, or in its discretion, to deduct from the contract price or consideration or to recover the full amount of such fee, commission, percentage fee, gift, or contingency.

Article 17. Entire Agreement/Modification

This Agreement, including the Exhibits attached hereto, supersedes all previous contracts and constitutes the entire understanding of the Parties hereto. Architect shall be entitled to no other benefits than those specified herein. No changes, amendments or alterations shall be effective unless in writing and signed by both Parties. Architect specifically acknowledges that in entering this Agreement, Architect relies solely upon the provisions contained in this Agreement and no others.

Article 18. Non-Assignment of Agreement

In as much as this Agreement is intended to secure the specialized Services of the Architect, Architect may not assign, transfer, delegate or sublet any interest therein without the prior written consent of District and any such assignment, transfer, delegation or sublease without the District's prior written consent shall be considered null and void. Likewise, District may not assign, transfer, delegate or sublet any interest therein without the prior written consent of Architect and any such assignment, transfer, delegation or sublease without Architect's prior written consent shall be considered null and void.

Article 19. Law, Venue

19.1. This Agreement has been executed and delivered in the State of California and the validity, enforceability and interpretation of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California.

19.2. To the fullest extent permitted by California law, the county in which the District administration office is located shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

Article 20. Alternative Dispute Resolution

All claims, disputes or controversies arising out of, or in relation to the interpretation, application or enforcement of this Agreement may be decided through mediation as the first method of resolution. If this method proves unsuccessful, then all claims, disputes or controversies as stated above may be decided through arbitration, if agreed to in writing by all Parties.

Article 21. Attorneys' Fees

In the event either party shall bring any action or legal proceeding for damages for any alleged breach of any provision of or performance under this Agreement, to terminate this Agreement, or to enforce, protect or establish any term or covenant of this Agreement or right or remedy of either party, the prevailing party shall be entitled to recover, as a part of the action or proceeding, reasonable attorneys' fees and court costs, including consultants' fees, attorneys' fees and costs for appeal, as may be fixed by the court. The term "prevailing party" shall mean the party who received substantially the relief requested, whether by settlement, dismissal, summary judgment, judgment, or otherwise.

Article 22. Severability

If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

Article 23. Employment Status

23.1. Architect shall, during the entire term of Agreement, be construed to be an independent contractor and nothing in this Agreement is

intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow the District to exercise discretion or control over the professional manner in which Architect performs the Services that are the subject matter of this Agreement; provided always, however, that the Services to be provided by Architect shall be provided in a manner consistent with all applicable standards and regulations governing such Services.

- 23.2. Architect understands and agrees that Architect's personnel are not and will not be eligible for membership in or any benefits from any District group plan for hospital, surgical or medical insurance or for membership in any District retirement program or for paid vacation, paid sick leave or other leave, with or without pay or for other benefits which accrue to a District employee.
- 23.3. Should the District, in its discretion, or a relevant taxing authority such as the Internal Revenue Service or the State Employment Development Department, or both, determine that Architect is an employee for purposes of collection of any employment taxes, the amounts payable under this Agreement shall be reduced by amounts equal to both the employee and employer portions of the tax due (and offsetting any credits for amounts already paid by Architect which can be applied against this liability). The District shall then forward those amounts to the relevant taxing authority.
- 23.4. Should a relevant taxing authority determine a liability for past services performed by Architect for the District, upon notification of such fact by the District, Architect shall promptly remit such amount due or arrange with the District to have the amount due withheld from future payments to Architect under this Agreement (again, offsetting any amounts already paid by Architect which can be applied as a credit against such liability).
- 23.5. A determination of employment status pursuant to the preceding two paragraphs shall be solely for the purposes of the particular tax in question, and for all other purposes of this Agreement, Architect shall not be considered an employee of the District. Notwithstanding the foregoing, should any court, arbitrator, or administrative authority determine that Architect is an employee for any other purpose, then Architect agrees to a reduction in District's liability resulting from this Agreement pursuant to principles similar to those stated in the foregoing paragraphs so that the total expenses of District under this Agreement shall not be greater than they would have been had the court, arbitrator, or administrative authority determined that Architect was not an employee.
- 23.6. Nothing in this Agreement shall operate to confer rights or benefits on persons or entities not a party to this Agreement.

Article 24. Certificate of Architect

- 24.1. Architect certifies that the Architect is properly certified or licensed under the laws and regulations of the State of California to provide the professional services that it has herein agreed to perform.

- 24.2. Architect certifies that it is aware of the provisions of the California Labor Code that require every employer to be insured against liability for workers compensation or to undertake self-insurance in accordance with the provisions of that code, and it certifies that it will comply with those provisions before commencing the performance of the Services of this Agreement.
- 24.3. Architect certifies that it is aware of the provisions of California Labor Code that require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). Since the Architect is performing Services as part of an applicable "public works" or "maintenance" project, and since the total compensation is \$1,000 or more, the Architect agrees to fully comply with and to require its Consultant(s) to fully comply with all applicable prevailing wage requirements of the California Labor Code.

Article 25. Cost Disclosure - Documents and Written Reports

Architect shall be responsible for compliance with California Government Code section 7550, if the total cost of the Contract is over five thousand dollars (\$5,000).

Article 26. Notice & Communications

Notices and communications between the Parties to this Agreement may be sent to the following addresses:

District:	Architect:
Culver City Unified School District	Westberg + White, Inc.
4030 Irving Place	14471 Chambers Rd., Ste 210
Culver City, CA 90232	Tustin, CA 92780
ATTN: Ali Delawalla	ATTN: Paul Westberg
FAX: (310) 842-4322	FAX: (714) 508-1790

Any notice personally given shall be effective upon receipt. Any notice sent by facsimile shall be effective the day after transmission. Any notice sent by overnight delivery service shall be effective the day after delivery. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

Article 27. Disabled Veteran Business Enterprise Participation (If Applicable)

Pursuant to section 17076.11 of the Education Code, the District has a participation goal for disabled veteran business enterprises (DVBES) of at least three (3) percent, per year, of funds expended each year by the District on projects that use funds allocated by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act (the "Act"). This Project may use funds allocated under the Act. Therefore, to the extent feasible and pertaining to future hirings, Architect, before it executes the Agreement, shall provide to the District certification of compliance with the procedures for implementation of

DVBE contracting goals, appropriate documentation identifying the amount(s) intended to be paid to DVBEs in conjunction with the contract, and documentation demonstrating Architect's good faith efforts to meet these goals.

Article 28. District's Right to Audit

- 28.1. District retains the right to review and audit, and the reasonable right of access to Architect's and any Consultant's premises to review and audit the Architect's compliance with the provisions of this Agreement ("District's Right"). The District's Right includes the right to inspect, photocopy, and to retain copies, outside of Architect's premises, of any and all Project-related records and other information with appropriate safeguards, if such retention is deemed necessary by the District in its sole discretion. The District shall keep this information confidential, as allowed by applicable law.
- 28.2. The District's Right includes the right to examine any and all books, records, documents and any other evidence of procedures and practices that the District determines is necessary to discover and verify that Architect is in compliance with all requirements of this Agreement.
- 28.3. If there is a claim for additional compensation or for Extra Services, the District's Right includes the right to examine books, records, documents, and any and all other evidence and accounting procedures and practices that the District determines is necessary to discover and verify all direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.
- 28.4. Architect shall maintain complete and accurate records in accordance with generally accepted accounting practices in the industry. Architect shall make available to the District for review and audit, all Project-related accounting records and documents, and any other financial data. Upon District's request, Architect shall submit exact duplicates of originals of all requested records to the District.
- 28.5. Architect shall include audit provisions in any and all of its subcontracts, and shall ensure that these sections are binding upon all Consultants.
- 28.6. Architect shall comply with these provisions within fifteen (15) days of the District's written request to review and audit any or all of Architect's Project-related records and information.

Article 29. Other Provisions

- 29.1. Architect shall be responsible for the cost of construction change orders caused directly by the Architect's willful misconduct or negligent acts, errors or omissions. Without limiting Architect's liability for indirect cost impacts, the direct costs for which Architect shall be liable shall equal the difference between the cost of the change order and the reasonable cost of the work had that work been a part of the originally prepared construction documents. These amounts shall be paid by Architect to District or the District may withhold those costs from amounts owing to Architect.

- 29.2. Neither the District's review, approval of, nor payment for, any of the Services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and Architect shall remain liable to the District in accordance with this Agreement for all damages to the District caused by Architect's failure to perform any of the Services furnished under this Agreement to the standard of care of the Architect for its Services, which shall be, at a minimum, the standard of care of architects performing similar work for California school districts in or around the same geographic area of the District.
- 29.3. Each party warrants that it has had the opportunity to consult counsel and understands the terms of this Agreement and the consequences of executing it. In addition, each party acknowledges that the drafting of this Agreement was the product of negotiation, that no party is the author of this Agreement, and that this Agreement shall not be construed against any party as the drafter of the Agreement.

Article 30. Roofing Certification [If Applicable]

- 30.1. Architect shall execute the Roofing Certification attached hereto as **Exhibit "F"** for Services containing a roof repair or replacement project. Architect shall submit the Roofing Certification to the District prior to the time Services are engaged.

Article 31. Exhibits "A" through "E" [or Exhibits "A" through "F" if Exhibit F is applicable] attached hereto are hereby incorporated by this reference and made a part of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date(s) indicated below.

CULVER CITY UNIFIED SCHOOL DISTRICT WESTBERG + WHITE, INC.

Date: _____, 2011

Date: _____, 2011

By: _____

By: _____

Title: _____

Title: _____

EXHIBIT "A"

RESPONSIBILITIES AND SERVICES OF ARCHITECT

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EXHIBIT "A"

RESPONSIBILITIES AND SERVICES OF ARCHITECT

Architect shall provide all professional services necessary for completing the following:

A. SCOPE OF PROJECT

1. Culver City High School Athletic Field Improvements
2. Construction Cost Budget: \$6,650,000.00
3. The design scope of the Project includes the following primary items:
 - a. Disabled Access Compliance to all new facilities and path of travel within the Project limits to the nearest public right of way.
 - b. Site infrastructure within the Project limits including water, sewer, electrical and irrigation.
 - c. Locate new electrical equipment in new concessions stand building. See item h.
 - d. Stripe new P.E. basketball courts with new goals and backboards on existing paving.
 - e. The existing student parking lot on the west end of the tennis courts will be demolished, repaved and striped for standard and ADA parking compliance. The Lot will receive new metal carport structures and underground conduit to a vault for future Solar component connection. Paving section will be provided per Geo Tech report recommendations.
 - f. A new parking lot (approximately 157 stalls) will be constructed along the south property line of the campus. The Lot will receive new metal carport structures and underground conduit to a vault for future Solar component connection. Paving section will be provided per Geo Tech report recommendations.
 - g. Demolish existing storage building and construct a new concrete block with metal roof storage building.
 - h. Design a new concrete block concessions stand, electrical room & restrooms building, 1,200 sf.
 - i. Design a new concrete block storage and restrooms building near the softball field, 1,000 sf.
 - j. The track and football field will be repositioned and receive a synthetic running track and synthetic turf field with cool down irrigation.
 - k. New stadium bleachers will be designed to accommodate 2,000 occupants and a press box on the home side and 1,000 occupants on the visitor side.

- l. The existing Baseball diamond will remain as is with minor adjustments to the home run fence.
- m. Design new batting cages and equipment storage near the Baseball diamond.
- n. The Softball diamond will be oriented to face north with a new clay infield and natural turf outfield. New backstop fencing, dugouts and 5 row bleacher seating will be incorporated in the design.
- o. Reconfigure existing tennis court layout to allow for a new soccer field with synthetic turf.
- p. Provide field lighting at Stadium with emergency light system, Tennis courts and Baseball field.
- q. Landscape and Irrigation for new natural turf fields and parking lot planters.

Modifications to the scope may be recommended by the Architect, the construction manager or District staff, but shall not be incorporated into the documents unless approved by the District in writing.

B. BASIC SERVICES

Architect agrees to provide the Services described below:

1. Architect shall be responsible for the professional quality and technical accuracy of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by Architect under the Agreement as well as coordination with all Master plans, studies, reports and other information provided by District. Architect shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other services.
2. Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a contractor's cost of performance. Architect shall advise the District of the most effective methods of identifying and securing such information as part of each stage of design. Architect shall track for District's behalf all such suggested and disclosed information.
3. The District shall provide all information available to it to the extent the information relates to Architect's scope of work. This information shall include, if available,
 - a. Physical characteristics;
 - b. Legal limitations and utility locations for the Project site(s);
 - c. Written legal description(s) of the Project site(s);
 - d. Grades and lines of streets, alleys, pavements, and adjoining property and

- structures;
- e. Adjacent drainage;
 - f. Rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, and boundaries and contours of the Project site(s);
 - g. Locations, dimensions and necessary data with respect to existing buildings, other improvements and trees;
 - h. Information concerning available utility services and lines, mechanical and other services, both public and private, above and below grade, including inverts and depths;
 - i. Surveys, reports, as-built drawings, record drawings; and
 - j. Subsoil data, chemical data, and other data logs of borings.

Architect shall, within its normal standard of care, Visually Verify this information and all existing Project utilities, including capacity, and document the location of existing utility lines, telephone, water, sewage, storm drains and other lines on or around the Project to the extent determinable by the documents provided by the District.

If Architect determines that the information or documentation the District provides is insufficient for purposes of design or if Architect requires a topographical survey; geotechnical report; structural, mechanical, and/or chemical tests; tests for air and/or water pollution; test borings; test pits; determinations of soil bearing values; percolation tests; ground corrosion tests; resistivity tests; tests for hazardous materials; tests for anticipating subsoil conditions; and/or other information that the District has not provided, the Architect shall request that the District acquire that information at the soonest possible time after Architect becomes aware that this additional information is needed. If the Parties mutually agree, this additional information and service shall be procured through the Architect, who may invoice the District for those services as Extra Services.

- 4. **District Standards.** Architect shall review proposed material and equipment selection with the District to allow for conformance and compatibility with District standards. Architect shall not knowingly specify materials and/or equipment that are not reasonably available.

5. **Mandatory Assistance**

If a third party dispute or litigation, or both, arises out of, or relates in any way to the Services provided under this Agreement, upon the District's request, the Architect, its agents, officers, and employees agree to assist in resolving the dispute or litigation. Architect's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation ("Mandatory Assistance").

C. PRE-DESIGN AND START-UP SERVICES

1. Project Initiation

Upon final execution of the Agreement with the District, Architect shall:

- a. Within the first week following execution of the Agreement, review the proposed Schedule of Services set forth in **Exhibit "C"** to the Agreement and prepare a detailed scope of work list and work plan for documentation in a computer-generated Project schedule to the District's satisfaction. This scope of work list and work plan will identify specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and schematic design preparation and estimating that are part of the work of the Project. Architect shall also identify milestone activities or dates, specific task responsibilities, required completion times necessary for the review and approval by the District and by all regulatory agencies and additional definition of deliverables.
- b. Review the developed work plan with the District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

2. Development of Architectural Program

Architect shall prepare for the District's review an architectural program as follows:

- a. Perform pre-design investigations to establish appropriate guidelines around which and within which the Project is to be designed. Identify design issues relating to functional needs, directives and constraints imposed by regulatory codes. Review all data pertinent to the Project including survey, site maps, geotechnical reports and recommendations, soil testing results reports, and pertinent historical data, and other relevant information provided by District.
- b. Review DSA codes pertaining to the proposed Project design.
- c. Identify design issues relating to functional needs, directives and constraints imposed by applicable regulatory codes.
- d. Based on survey and topography data provided by the District, input into computer and develop existing conditions base for the Schematic Design Phase.
- e. Administer Project as required to coordinate work with the District and between subconsultants.
- f. **Construction Cost Budget**
 - (i) Architect shall have responsibility to further develop review, and reconcile the Construction Cost Budget within the parameters of the Construction Budget established in the District's implementation plan. The estimates forming the basis of the Construction Cost Budget are to be based on the developed functional architectural programs as approved by the District.

The following conditions apply to the Construction Cost Budget prepared by the Architect:

- (A) All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and projected bid and construction dates are to be as approved by the District and its representatives.
 - (B) Format shall be in a building systems format (e.g., foundations, substructure, structural system, exterior wall enclosure, window systems, etc.) for new buildings, and summarized by the Construction Specification Institute (CSI) category for buildings being modernized.
 - (C) Contingencies for design, bidding, and construction are to be included as individual line items, with the percentage and base of calculation clearly identified.
 - (D) Architect shall include all information and estimates from the District and/or the Construction Manager that are intended to be part of the Construction Cost Budget.
 - (E) One week prior to submittal of documents, Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.
 - (F) Mechanical, electrical, civil, landscape and estimating consultant(s) shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the Construction Cost Budget.
- (ii) The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

3. Presentation

Architect along with any involved consultant(s) shall present and review with the District and, if directed, with the District's governing board, the summary and detail of work involved in this Phase, including two dimensional renderings of any proposed facility suitable for public presentation.

4. Deliverables and Numbers of Copies

Architect shall provide to the District a hard copy of the following items produced in this Phase, together with one copy of each item in electronic format:

- a. Two copies of the Architectural Program (Include comparison between developed program and "model" program, include narrative explaining any substantial deviations);

- b. Two copies of Site Plan;
- c. Two copies of revised Construction Cost Budget;
- d. Two copies of final Schedule of Services;
- e. Two copies of meeting Reports/Minutes from Kick-off and other meetings; and
- f. Two copies of renderings provided to District for public presentation.

5. Meetings

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below.

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D. SCHEMATIC DESIGN PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare for the District's review a Schematic Design Study, containing the following items as applicable to the Project scope, as follows:

1. Prepare and review with District staff a scope of work list and work plan identifying specific tasks including, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, concepts and schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities of the Architect, required completion times necessary for the review and approval by the District and by pertinent regulatory agencies and additional definition of deliverables.
2. Review the developed work plan with the District and its representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.
3. **Architectural**
 - a. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.
 - b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.
 - c. As applicable, identify proposed roof system, deck, insulation system and drainage technique.
 - d. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.
 - e. Identify code requirements, include occupancy classification(s) and type of construction.
4. **Structural**
 - a. Layout structural systems with dimensions and floor elevations. Identify structural systems (including pre-cast, structural steel with composite deck, structural steel bar joists) with preliminary sizing identified.
 - b. Identify foundation systems (including fill requirements, piles, caissons, spread footings) with preliminary sizing identified.
5. **Mechanical**
 - a. Calculate block heating, ventilation, and cooling loads including skin versus internal loading.

- b. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.
- c. Show selected system on drawings as follows:
 - (i) Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
 - (ii) Location and preliminary sizing of all major equipment and duct work in allocated spaces.
 - (iii) Schematic piping.
 - (iv) Temperature control zoning.
- d. Provide design criteria to include the intent base of design for the projects.
- e. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

6. Electrical

- a. Calculate overall approximate electrical loads.
- b. Identify proposed electrical system for service, power, lighting, low voltage and communication loads, including proposed or planned additional buildings or other facilities on the Project site.
- c. Show system(s) selected on drawings as follows:
 - (i) Single line drawing(s) showing major distribution system.
 - (ii) Location and preliminary sizing of all major electrical systems and components including:
 - (A) Load centers.
 - (B) Main panels.
 - (C) Switch gear.
- d. Provide design criteria to include the intent base of design for the Project.
- e. Evaluate and confirm the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

7. Civil

- a. Develop on and off site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
- b. Identify surface improvements including roadways, walkways, parking (with assumed wheel weights), preliminary finish grades and drainage.

- c. Coordinate finish floor elevations with architectural site plan.

8. Landscape

Develop and coordinate landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

9. Specifications

Prepare outline specifications of proposed architectural, structural, mechanical and electrical materials, systems and equipment and their criteria and quality standards. Architect is to use District's standardized equipment/material list for new construction and modernization in development of the Project design and specifications. Architect shall review and comment on District's construction bid contracts and contract documents ("Division 0" documents) and Division 1 documents as part of its work under the Agreement.

10. Construction Cost Budget

Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding Phase, the following conditions apply to the revised Construction Cost Budget:

- a. Schematic Estimates: This estimate consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost includes labor, material, waste allowance, sales tax and subcontractor's mark-up.
 - (i) General conditions shall be applied separately. This estimate shall be prepared by specification section and summarized by the CSI categories.
- b. The estimate shall separate the Project's building cost from site and utilities cost. Architect shall submit to the District the cost estimating format for prior review and approval.
- c. Escalation: all estimates shall be priced out at current market conditions. The estimates shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).
- d. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.
- e. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, the Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.
- f. At the end of this Phase, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.

11. Meetings

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below.

12. Deliverables and Numbers of Copies

Architect shall provide to the District a hard copy of the following items produced in this phase, together with one copy of each item in electronic format:

- a. Two copies of breakdown of Construction Cost Budget as prepared for this Phase;
- b. Two copies of meeting Reports/Minutes;
- c. Two copies of Schematic Design Package with alternatives;
- d. Two copies of a statement indicating changes made to the Architectural Program and Schedule; and
- e. Two copies of DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.

13. Presentation

- a. Architect shall present and review with the District the detailed Schematic Design.
- b. The Schematic Design shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by the District at no additional cost to the District.

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E. DESIGN DEVELOPMENT PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Schematic Design Phase, the Design Development Phase documents consisting of the following for each proposed system within Architect's scope of work:

1. Architectural

- a. Scaled, dimensioned floor plans with final room locations including all openings.
- b. 1/8" scale building sections showing dimensional relationships, materials and component relationships.
- c. Exterior elevations of all proposed new buildings, existing buildings to be renovated and all architectural elements of the Project.
- d. Identification of all fixed equipment to be installed in contract.
- e. Interior finishes identified and located within the rooms of all buildings.
- f. Site plan completely drawn with beginning notes and dimensions including grading and paving.
- g. Preliminary development of details and large scale blow-ups.
- h. Legend showing all symbols used on drawings.
- i. Floor plans identifying all fixed and major movable equipment and furniture.
- j. Further refinement of Outline Specification for architectural, structural, mechanical, electrical, civil and landscape manuals, systems and equipment.
- k. Typical reflected ceiling development including ceiling grid and heights for each ceiling to be used, showing:
 - (i) Light fixtures.
 - (ii) Ceiling registers or diffusers.
 - (iii) Access Panels.

2. Structural

- a. Structural drawings with all major members located and sized.
- b. Establish final building and floor elevations.
- c. Preliminary specifications.

- d. Preliminary calculations for the structural systems including lateral force resistive systems, foundations, and all structural system components.
- e. Identify foundation requirement (including fill requirement, piles) with associated soil pressure, water table and seismic center.

3. Mechanical

- a. Heating and cooling load calculations as required and major duct or pipe runs sized to interface with structural.
- b. Major mechanical equipment should be scheduled indicating size and capacity.
- c. Ductwork and piping should be substantially located and sized.
- d. Plumbing Plans for the Project shall indicate numbers and locations of fixtures and be in conformance with the code-mandated fixture count requirements of the Project.
- e. Devices in ceiling should be located.
- f. Legend showing all symbols used on drawings.
- g. More developed Outline Specifications indicating quality level and manufacture.
- h. Control Systems to be identified.
- i. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

4. Electrical

- a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space.
- b. All major electrical equipment should be scheduled indicating size and capacity.
- c. Complete electrical distribution including a one line diagram indicating final location of switchboards, communications, controls (high and low voltage), motor control centers, panels, transformers and emergency generators, if required. Low voltage system includes fire alarm system, security system, clock and public address system, voice data system, and telecom/technology system.
- d. Legend showing all symbols used on drawings.
- e. More developed and detailed Outline Specifications indicating quality level and manufacture.
- f. Further evaluation and confirmation of the load requirements of all equipment and systems, the impact of those on existing facilities, and the requirements to increase these loads to accommodate the increase.

5. Civil

- a. Further refinement of Schematic Design Phase development of on and off site utility systems for sewer, electrical, water, storm drain and fire water. Includes, without limitation, pipe sizes, materials, invert elevation location and installation details.
- b. Further refinement of Schematic Design Phase roadways, walkways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.

6. Landscape

Further refinement of Schematic Design concepts. Includes coordination of hardscape, landscape planting, ground cover and irrigation main distribution lines.

7. Bid Documents

Architect shall review and comment on District's construction bid contracts and contract documents ("Division 0" documents and "Division 1" documents) as part of its work under the Agreement.

8. Construction Cost Budget

- a. Revise the Construction Cost Budget for the Project. Along with the conditions identified in the Agreement and the preceding Phases, the following conditions apply to the revised Construction Cost Budget:
 - b. Design Development Estimate: This further revised estimate shall be prepared by specification section, summarized by CSI category and divided by trade and work item. The estimate shall include individual item unit costs of materials, labor and equipment. Sales tax, contractor's mark-ups, and general conditions shall be listed separately.
 - c. The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.
 - d. Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, the Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.
 - e. At this stage of the design, the Construction Cost Budget may include design contingencies of no more than ten percent (10%) in the cost estimates.

9. Deliverables and Numbers of Copies

Architect shall provide to the District a hard copy of the following items produced in this phase, together with one copy of each item in electronic format:

- a. Two copies of Design Development drawing set from all professional disciplines necessary to deliver the Project;
- b. Two copies of Specifications;
- c. Two copies of revised Construction Cost Budget; and
- d. Two copies of DSA file, including all correspondence and meeting notes to date, or notification in writing that Architect has not met or corresponded with DSA.

The Design Development deliverables shall be revised within the accepted program parameters until a final concept within the accepted Construction Cost Budget has been accepted and approved by the District at no additional cost to the District.

10. **Meetings**

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below.

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F. CONSTRUCTION DOCUMENTS PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall prepare from the accepted deliverables from the Design Development Phase the Construction Documents consisting of the following for each proposed system within Architect's scope of work:

1. Construction Documents ("CD") 50% Stage:

a. General

Verify lead times and availability of all Project equipment, materials, and supplies and ensure that all of these will be available to the contractor in a timely fashion so as to not delay the Project.

b. Architectural

- (i) Site plan developed to show building location, all topographical elements and existing/proposed contour lines.
- (ii) Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.
- (iii) Architectural details and large blow-ups started.
- (iv) Well developed finish, door, and hardware schedules.
- (v) Site utility plans started.
- (vi) Fixed equipment details and identification started.
- (vii) Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.

c. Structural

- (i) Structural floor plans and sections with detailing well advanced.
- (ii) Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.
- (iii) Completed cover sheet with general notes, symbols and legends.

d. Mechanical

- (i) Mechanical calculations virtually completed with all piping and ductwork sized.
- (ii) Large scale mechanical details started.
- (iii) Mechanical schedule for equipment substantially developed.

(iv) Complete design of Emergency Management System ("EMS").

e. Electrical

- (i) Lighting, power, signal and communication plans showing all switching and controls. Fixture schedule and lighting details development started.
- (ii) Distribution information on all power consuming equipment; lighting and device branch wiring development well started.
- (iii) All electrical equipment schedules started.
- (iv) Special system components approximately located on plans.
- (v) Complete design of low voltage system. Low voltage system includes fire alarm system, security system, clock and public address system, voice data system, and telecom/technology system.

f. Civil

All site plans, site utilities, parking, walkway, and roadway systems updated to reflect update revisions from Design Development Phase Documents.

g. Landscape

All landscape, hardscape, and irrigation plans updated to reflect update revisions from Design Development Phase Documents.

h. Construction Cost Budget

- (i) Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding phases, Architect shall update and refine the Design Development Phase revisions to the Construction Cost Budget. Architect shall provide a Construction Cost Budget sorted by the Project Bid Packages.
- (ii) The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.
- (iii) Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, the Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.
- (iv) At this stage of the design, the Construction Cost Budget may include design contingencies of no more than five percent (5%) in the cost estimates.

i. Specifications

More than fifty percent (50%) complete development and preparation of technical specifications describing materials, systems and equipment,

workmanship, quality and performance criteria required for the construction of the Project.

- (i) No part of the specifications shall call for a designated material, product, thing, or service by specific brand or trade name unless:
 - (A) The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code, section 3400, or
 - (B) The designation is allowable by a specific allowable exemption or exception pursuant to Public Contract Code, section 3400.
- (ii) Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience by the District and only with District's prior approval.
- (iii) Specifications shall be in CSI format.

j. Deliverables and Numbers of Copies

Architect shall provide to the District a hard copy of the following items produced in this phase, together with one copy of each item in electronic format:

- (i) Two copies of reproducible copies of working drawings;
- (ii) Two copies of specifications;
- (iii) Two copies of statement of requirements for testing and inspection of service for compliance with Construction Documents and applicable codes; and
- (iv) Two copies of a statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

2. Construction Documents – 100% / Completion Stage:

a. Architectural

- (i) Completed site plan.
- (ii) Completed floor plans, elevations, and sections.
- (iii) Architectural details and large blow-ups completed.
- (iv) Finish, door, and hardware schedules completed, including all details.
- (v) Site utility plans completed.
- (vi) Fixed equipment details and identification completed.

(vii) Reflected ceiling plans completed.

b. Structural

(i) Structural floor plans and sections with detailing completed.

(ii) Structural calculations completed.

c. Mechanical

(i) Large scale mechanical details complete.

(ii) Mechanical schedules for equipment completed.

(iii) Completed electrical schematic for environmental cooling and exhaust equipment.

(iv) Complete energy conservation calculations and report.

d. Electrical

(i) Lighting and power plan showing all switching and controls. Fixture schedule and lighting details completed.

(ii) Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.

(iii) All electrical equipment schedules completed.

(iv) Special system components plans completed.

(v) Electrical load calculations completed.

e. Civil

All site plans, site utilities, parking and roadway systems completed.

f. Construction Cost Budget

(i) Revise the Construction Cost Budget for the Project. Along with the conditions identified in the preceding phases, Architect shall update and refine the fifty percent (50%) Construction Documents Phase revisions to the Construction Cost Budget.

(ii) The Construction Cost Budget for the Project must at no point exceed the District's Construction Budget. The accuracy of the Construction Cost Budget shall be the responsibility of the Architect.

(iii) Architect shall submit its proposed Construction Cost Budget to the District and the Construction Manager for review and approval. At that time, Architect shall coordinate with the District and the Construction Manager to further develop, review, and reconcile the Construction Cost Budget.

- (iv) At this stage of the design, the Construction Cost Budget shall not include any design contingencies in excess of the cost estimates.

g. Specifications

- (i) Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project.
- (ii) No part of the specifications shall call for a designated material, product, thing, or service by specific brand or trade name unless:
 - (A) The specification is followed by the words "or equal" so that bidders may furnish any equal material, product, thing, or service, as required by Public Contract Code section 3400, or
 - (B) The designation is allowable by specific allowable exemptions or exceptions pursuant to Public Contract Code section 3400.
- (iii) Specifications shall not contain restrictions that will limit competitive bids other those required for maintenance convenience by the District and only with District's prior approval.
- (iv) At one hundred percent (100%) review, District shall review the specifications and shall direct Architect to make corrections at no cost to the District.
- (v) Coordination of the Specifications with specifications developed by other disciplines.
- (vi) Specifications shall be in CSI format.

h. Constructability Review

The District and/or its designee shall conduct a construction review of the Construction Documents. A report shall be given to the Architect who shall make necessary changes along with providing written comments for each item listed in the report.

i. Deliverables and Numbers of Copies

Architect shall provide to the District a hard copy of the following items produced in this Phase, together with one copy of each item in electronic format:

- (i) Two copies of reproducible copies of working drawings;
- (ii) Two copies of specifications;
- (iii) Two copies of engineering calculations;
- (iv) Two copies of revised Construction Cost Budgets;

- (v) Two copies of statement of requirements for testing and inspection of service for compliance with Construction Documents and applicable codes;
- (vi) Two copies of DSA file including all correspondence, meeting, back check comments, checklists to date; and
- (vii) Two copies of a statement indicating any authorized changes made to the design from the last Phase and the cost impact of each change on the previously approved Construction Cost Budget. If no design changes occur but shifts of costs occur between disciplines, identify for District review.

3. Construction Documents Final Back-Check Stage:

- a. The Construction Documents final back-check stage shall be for the purpose of the Architect incorporating all regulatory agencies' comments into the drawings, specifications, and estimate. All changes made by the Architect during this stage shall be at no additional cost to the District.
- b. The final contract documents delivered to the District upon completion of the Architect's work shall be the Bid Set and shall consist of the following:
 - (i) Drawings: Original tracings of all drawings on Architect's tracing paper with each Architect/consultant's State license stamp.
 - (ii) Specifications: Original word-processed technical specifications on reproducible masters in CSI format.
- c. Architect shall update and refine the consultants' completed Construction Documents.

4. Meetings

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below.

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G. BIDDING PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform Bidding Phase services for District as follows:

1. Contact potential bidders and encourage their participation in the Project.
2. Coordinate the development of the bidding procedures and the construction contract documents with the District.
3. The development of the bidding procedures and the construction contract documents shall be the joint responsibility of the District and Architect. Nevertheless, Architect will use all due care and diligence to confirm that its plans and specifications and all other information provided by or on behalf of the District to potential bidders discloses and publishes any potentially relevant information that could, in any way, have an impact on a contractor's cost of performance.
4. While the Project is being advertised for bids, all questions concerning intent shall be referred to the District for screening and subsequent processing through Architect.
5. In the event that items requiring interpretation of the drawings or specifications are discovered during the bidding period, those items shall be analyzed by the Architect for decision by the District as to the proper procedure required. Corrective action will be in the form of an addendum prepared by the Architect and issued by the District.
6. Attend bid opening.
7. Coordinate with subconsultants.
8. Respond to District questions and clarifications.
9. Deliverables and Number of Copies

Architect shall provide to the District a hard copy of the following items produced in this phase, together with one copy of each item in electronic format:

- a. Two copies of meeting report/minutes from kick-off meeting;
- b. Two copies of meeting report/minutes from pre-bid site walk; and
- c. Upon completion of the Bidding Phase, Architect shall produce a Conforming Set of plans and specifications incorporating all addenda issued thus far. Architect shall supply District with two (2) complete, reproducible sets of plans and specifications marked as a Conforming Set.

H. CONSTRUCTION ADMINISTRATION PHASE

Upon District's acceptance of Architect's work in the previous Phase and assuming District has not delayed or terminated the Agreement, Architect shall perform Construction Administration Phase services for the District as follows:

1. Architect's responsibility to provide basic services for the Construction Phase under the Agreement commences with the award of the contract for construction and terminates upon satisfactory performance and completion of all tasks in this phase and commencement of the Closeout Phase or upon the District's terminating the Agreement, whichever is earlier.
2. **Change Orders**
 - a. Architect shall review all of contractor's change order requests to determine if those requests are valid and appropriate. Architect shall provide a recommendation to District as to whether the change should be approved, partially approved, returned to the contractor for clarification, or rejected.
 - b. Architect shall furnish all necessary additional drawings for supplementing, clarifying, and/or correcting purposes and for change orders. The District shall request these drawings from the Architect and shall be at no additional cost unless designated as Extra Services by the District. The original tracing(s) and/or drawings and contract wording for change orders shall be submitted to the District for duplication and distribution.
3. **Submittals**
 - a. Architect shall review and approve or take other appropriate action upon contractor's submittals such as: shop drawings, Project data, samples and change orders, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
 - b. Architect shall review contractor's schedule of submittals and advise the District on whether that schedule is complete. Architect shall provide the District with proposed revisions to this schedule and advise the District on whether the District should approve this schedule.
 - c. Architect's action upon contractor's submittals shall be taken as expeditiously as possible so as to cause no unreasonable delay in the construction of the Project or in the work of separate contractors, while allowing sufficient time in the Architect's professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed twenty-one (21) calendar days from its receipt by the Architect. Architect's response to each submittal shall be a substantive and acceptable response. This 21-day time period shall not include time when a submittal is within the District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce Architect's liability if it fails to prepare acceptable documents.
4. **RFIs**

During the course of construction as part of the basic services, all Requests for Information ("RFI") must be responded to as expeditiously as possible so as not to

impact and delay the construction progress. In no case shall the review period associated with an RFI exceed seven (7) calendar days from the receipt by the Architect. Architect's response to each RFI shall be a substantive and acceptable response. This seven-day time period shall not include time when a submittal is within the District's control or if the submittal is being reviewed by DSA. In no way does this provision reduce the Architect's liability if it fails to prepare acceptable documents.

5. **Notices of Deficient Work.** On the basis of on-site observations, Architect shall keep the District informed of the progress and the quality of the work, and shall endeavor to guard the District against defects and deficiencies in the work. Architect shall notify the District in writing of any defects or deficiencies in the work by any of the District's contractors that Architect may observe. However, Architect shall not be a guarantor of the contractor's performance.
6. **As-Built Drawings.** Architect shall review and evaluate for District, the contractor(s)' documentation of the actual construction performed during the Project that the contractor(s) should prepare and submit as As-Builts. As-Builts are documents that show the actual construction performed during the Project, including changes necessitated by change orders, and detailed by the District's construction contractor(s) on a Conforming Set.
7. **Record Drawings.** Architect shall incorporate all information on all As-Builts, sketches, details, and clarifications, and prepare one set of final Record Drawings for the District. The Record Drawings shall incorporate onto one set of drawings, all changes from all As-Builts, sketches, details, and clarifications, including, without limitation, all requests for information and change orders based upon the construction contractor's representations of actual construction. Architect shall deliver the Record Drawings to the District at completion of the construction in a format acceptable to the District, and it shall be a condition precedent to the District's approval of Architect's final payment. Architect may insert the following notice on the Record Drawings:

These drawings [or corrected specifications] have been prepared based on information submitted, in part, by others. Architect has provided a review consistent with its legal standard of care.
8. **O&M Manuals / Warranties.** Architect shall review equipment, operation and maintenance manuals, and a complete set of warranty documents for all equipment and installed systems, to ensure that they meet the requirements of the plans and specifications.
9. **Start-up.** Architect shall also provide, at the District's request, architectural/engineering advice to the District on start-up, break-in, and debugging of facility systems and equipment, and apparent deficiencies in construction following the acceptance of the contractor's work.
10. **Payment Statements.** Recommendations of Payment by Architect constitute Architect's representation to the District that work has progressed to the point indicated to the best of Architect's knowledge, information, and belief, and that the quality of the work is in general conformance with the contract documents.

11. Deliverables and Number of Copies

Architect shall provide to the District a hard copy of the following items produced in this phase, together with one copy of each item in electronic format:

- a. Two copies of meeting report/minutes from kick-off meeting;
- b. Two copies of observation reports; and
- c. Two copies of weekly meeting reports.

12. Meetings

During this Phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below.

I. CLOSE OUT PHASE

1. As the Construction Administration Phase progresses, Architect shall perform the following Close Out Phase services for the District as required:
 - a. Architect shall review the Project and observe the construction as required to determine when the contractor has completed the construction of the Project and shall prepare punch lists of items that remain in need of correction or completion.
 - b. Architect shall collect from the contractor, review, and forward to the District all written warranties, operation manuals, spare parts, lien waivers, and Certificates of Inspection and Occupancy with Architect's recommendation as to the adequacy of these items.
 - c. Architect shall prepare or collect, as applicable, and provide to DSA, all reports required by DSA related to the design and construction of the Project.
 - d. Architect shall obtain all required DSA approval on all change orders and addenda to the contractor's contract.
 - e. Architect shall prepare a final verified report for the Project.
 - f. Architect shall prepare a set of As-Built Drawings for the Project, as required by the District.
 - g. Architect shall review and prepare a package of all warranty and M&O documentation.
 - h. Architect shall organize electronic files, plans and prepare a Project binder.
 - i. Architect shall coordinate all Services required to close-out the design and construction of the Project with the District and between consultants.
2. When the design and construction of the Project is complete, the District shall prepare and record with the County Recorder a Notice of Completion for the Project.
3. **Deliverables and Number of Copies**
 - a. Two copies of punch lists for each site; and
 - b. Upon completion of the Project, all related Project documents, including As-Builts, Record Drawings. These are the sole property of the District.
4. **Meetings**

During this phase, Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops as indicated below.

J. MEETINGS / SITE VISITS / WORKSHOPS

1. Architect shall attend, take part in, and, when indicated, conduct meetings, site visits, and workshops, site visits, and workshops as indicated below. Architect shall chair, conduct and take minutes of all coordination meetings during the entire design phase with its Consultant(s). Architect shall invite the District and/or its representative to participate in these meetings. Architect shall keep a separate log to document design/coordination comments generated in these meetings.

2. General Meeting, Site Visit, and Workshop Requirements

- a. Architect shall always be prepared to answer questions and issues from District staff, site staff, potential bidders, and/or contractors, as applicable.
- b. Architect shall maintain a log of all meetings, site visits or site observations held in conjunction with the design and construction of the Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the District and/or its representative for inclusion in the overall Project documentation.
- c. As required, Architect shall provide at no additional cost to the District copies of all documents or other information needed for each meeting, site visit, and workshop.
- d. Each meeting may last up to one full day (eight (8) hours) and shall be held at the District office or at one of the Project sites, unless otherwise indicated.

3. Meetings During Project Initiation Phase (_____ (____) meeting(s))

- a. Within the first week following execution of the Agreement, Architect shall participate in one Project kick-off meeting for all sites to determine the Project intent, scope, budget and timetable, which shall encompass the following:
 - (i) Architect, its appropriate Consultant(s), and District staff, shall attend the meeting.
 - (ii) The Project kick-off meeting will introduce key team members from the District and the Architect to each other, defining roles and responsibilities relative to the Project.
 - (iii) During this meeting, Architect shall:
 - (A) Identify and review pertinent information and/or documentation necessary from the District for the completion of the Project.
 - (B) Review and explain the overall Project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
 - (C) Review and explain the scope of work and Project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.

- (D) Review documentation of the Project kick-off meeting prepared by the District's representative and comment prior to distribution.

4. Initial Site Visits (_____ (____) meeting(s))

- a. Architect shall visit the Project sites to complete a visual inventory and documentation of the existing conditions.

5. Meetings During Architectural Program (_____ (____) meeting(s))

- a. Architect shall participate in one public community information site meeting, per site, to receive input from the community regarding its wishes and expectations regarding the design of Architect's work on the Project and the schedule of use of the sites during construction.
- b. Architect shall conduct one site visit/meeting, per site, with the District's facilities team to gather information from District facilities team and site personnel and to make a visual presentation regarding the Project.
- c. Electrical, civil, mechanical, structural, landscaping, and estimating consultant(s) shall participate in these meetings as appropriate and shall provide input and feedback into the development of the Construction Cost Budget.

6. Meetings During Schematic Design Phase (_____ (____) meeting(s))

- a. Within the first two weeks following the start of the Schematic Design Phase, Architect shall conduct one design workshop, per site, with the District's facilities team and site personnel to complete a basic design framework with computer-aided design equipment (CADD). The District may, at its discretion, allow Architect to proceed with this meeting without using CADD. This workshop shall be ongoing and may include several meetings and shall not be concluded until each attendee has indicated his or her acceptance with the Architect's preliminary design. This workshop shall include the following:
 - (i) Architect shall designate its team member duties and responsibilities.
 - (ii) Architect and District shall review District goals and expectations.
 - (iii) District shall provide input and requirements.
 - (iv) Architect and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
 - (v) Prepare and/or revise the scope of work list and general workplan from the Pre-Design Phase, for documentation in a computer-generated Project schedule.
 - (vi) Establish methods to facilitate the communication and coordination efforts for the Project.

7. Meetings During Design Development Phase (_____ (____) meeting(s))

- a. At the time designated for completion of the Design Development package, Architect shall conduct one meeting, per package of submittal, with the District to review the following:
 - (i) Present the Design Development package for review and comment to proceed with preparation of final plans and specification.
 - (ii) Architect and District shall review Project scope and budget, including the Construction Cost Budget and the Construction Budget.
- b. **Value Engineering Workshop (_____ (____) meeting(s))**
 - (i) Architect shall conduct value engineering workshop(s), as requested by the District, including all of Architect's Consultant(s), the District, and the Construction Manager during the Design Development Phase. This workshop shall be ongoing and may include several meetings.

8. Meetings During Construction Documents Phase (_____ (____) meeting(s))

- a. Prior to beginning work on the fifty percent (50%) design package, Architect shall conduct one meeting, per package of submittal, with the District to revise the Design Development package and receive comments.
- b. At the time designated for completion of the fifty percent (50%) submittal package, Architect shall conduct one meeting, per package or submittal, with the District to review the following:
 - (i) Present the fifty percent (50%) submittal package for review and comment to proceed with preparation of final plans and specification.
 - (ii) Architect and District shall provide further review of Project scope and budget, including the Construction Cost Budget and the Construction Budget.
- c. At the time designated for completion of the one hundred percent (100%) Construction Document package, Architect shall conduct one meeting, per package or submittal, with the District to review the following:
 - (i) Present the hundred percent (100%) Construction Document package for review and comment to proceed with preparation of final plans and specification.
 - (ii) Architect and District shall provide further review of Project scope and budget, including the Construction Cost Budget and the Construction Budget.

9. Meetings During Bidding Phase (_____ (____) meeting(s))

- a. Attend and take part in one meeting, per package of submittal, with all potential bidders, District staff, and Construction Manager.

- b. Conduct one kick-off meeting, per site, with the successful bidder, District staff, and Construction Manager to finalize the roles and responsibilities of each party and provide protocols and processes to follow during construction.

10. Meetings During Construction Administration Phase (_____ (____) meeting(s), plus weekly Project meetings until entire Project is complete)

- a. Architect shall visit the Project site as necessary or when requested, and in no case less than once per week, sufficient to determine that the Project is being constructed in accordance with the plans and specifications, and to resolve discrepancies in the contract documents and to monitor the progress of the construction of the Project. Architect may coordinate these site visits so that it observes more than one site on one site visit to the District.
- b. Conduct weekly Project meetings with District staff to review with District staff the progress of the work at each site. This is expected to be sixteen (16) meetings, per site, but Architect acknowledges that one or more sites may not be completed in this timeframe and agrees to attend weekly Project meetings, at no additional cost to the District, until the work at each Project site is complete.
- c. Architect shall ensure that Consultant(s) visit the site in conformance with their agreement(s) and that sub-Consultant agreements shall reference District requirements for Construction Phase services.

11. Citizens' Bond Oversight Committee Meetings (_____ (____) meeting(s)) (if applicable)

Architect acknowledges that the design and construction of the Project is subject to oversight by the District's citizen bond oversight committee. Architect shall, at the District's direction, attend District citizen bond oversight committee meeting(s) and present the Architect's design to the District's citizen bond oversight committee for review.

12. Governing Board Meetings (_____ (____) meeting(s))

Architect acknowledges that the District's governing board must approve all designs. Architect shall, at the District's direction, attend District governing board meeting(s) and present the Architect's design to the District's governing board for review and approval.

EXHIBIT "B"

CRITERIA AND BILLING FOR EXTRA SERVICES

The following Extra Services to the Agreement shall be performed by Architect if needed and if authorized or requested by the District:

- A. Making revisions in drawings, specifications, or other documents when such revisions are:
 - 1. Inconsistent with approvals or instructions previously given by the District.
 - 2. Required by the enactment or revisions of codes, laws, or regulations subsequent to the preparation of the Conforming Set.
 - 3. Due to changes required as a result of the District's failure to respond to a written request from the Architect within a reasonable time, as requested by Architect.
- B. Providing services required because of significant documented changes in a Project initiated by the District, including but not limited to size, quality, complexity, the District's schedule, or method of bidding or negotiating and contracting for construction.
- C. Providing consultation concerning replacement of work damaged by fire or other cause during construction and furnishing services required in connection with replacement of that work.
- D. Providing services made necessary by the default of contractor(s), by major defects, or deficiencies in the work of contractor(s).
- E. In the absence of a final Certificate of Payment or Notice of Completion, providing services more than sixty (60) days after the date of completion of work by contractor(s) and after Architect has completed all of its obligations and tasks under the Agreement.
- F. Providing deliverables or other items in excess of the number indicated in **Exhibit "A."** Before preparing, providing, sending, or invoicing for extra deliverables, Architect shall inform the District that expected deliverables may be in excess of the number indicated in **Exhibit "A,"** so that the District can procure the additional deliverables itself or direct Architect to procure the deliverables at the District's expense or on the District's account at a specific vendor.
- G. Providing services as directed by the District that are not part of the Basic Services of this Agreement.
- H. Providing services as an expert and/or witness for the District in any mediation, arbitration, and/or trial in which the Architect is (1) not a party, and (2) did not in any way cause the dispute that is being adjudicated.
- I. Providing training, adjusting, or balancing of systems and/or equipment beyond that indicated as a part of Basic Services for the completion of the project.

- J. The following rates, which include overhead, administrative cost and profit, shall be utilized in arriving at the fee for Extra Services and shall not be changed for the term of the Agreement.

Job Title	Hourly Rate
Partner/Principal	\$200.00
Principal Architect	\$145.00
Project Architect or Manager	\$115.00
Senior Designer	\$125.00
Designer	\$95.00
Planner	\$90.00
Job Captain	\$95.00
Specification Writer	\$65.00
Drafts Person, Senior	\$75.00
Drafts Person, Intermediate	\$60.00
Drafts Person, Junior	\$45.00
Contract Administrator	\$95.00
Clerical	\$55.00

- K. The mark-up on any approved reimbursable item of Extra Services shall not exceed five percent (5%).

EXHIBIT "C"

SCHEDULE OF SERVICES

- A. Promptly after the execution of this Agreement, Architect shall prepare and submit for approval to the District a Schedule of Services showing the order in which Architect proposes to carry out Architect's Services ("Schedule of Services"). The Schedule of Services shall apply to the completion of all Services listed hereunder within the times established by this Agreement. The Schedule of Services shall be in the form of a progress chart clearly delineating all important increments and review dates. Architect shall update the Schedule of Services on a monthly basis and deliver two (2) copies to the District along with the monthly billing.
- B. Architect shall complete Services required under the Development of Architectural Program section within **15 calendar days** after written authorization from the District to proceed.
- C. Architect shall complete Services required under the Schematic Design Phase within **15 calendar days** after written authorization from District to proceed.
- D. Architect shall complete Services required under the Design Development Phase within **25 calendar days** after receipt of a written authorization from District to proceed.
- E. Architect shall complete Services required under Construction Documents Phase within **85 calendar days** after written authorization from District to proceed, and as more specifically indicated below. Excluded from this duration is the time associated with the Construction Documents back-check stage.
1. 50% Submittal Package **35 calendar days**
 2. 100% Submittal Package **30 calendar days**
 3. Final Contract Documents after Final Back-Check Stage **20 calendar days**
- F. The durations stated above include the review periods required by the District and all other regulatory agencies.
- G. All times to complete tasks set forth in this Exhibit are of the essence, as indicated in the Agreement. If delays in the Schedule of Services are imposed by the District's inability to comply with requested meeting schedules, Architect shall maintain the right to request an adjustment in the Schedule of Services if deemed necessary to meet the deadlines set forth in this Exhibit. If approved, those extensions shall be authorized in writing by the District.

EXHIBIT "D"

PAYMENT SCHEDULE

A. Compensation

1. The payment of consideration to Architect as provided herein shall be full compensation for all of Architect's Services incurred in the performance hereof, including, without limitation, all costs for personnel, travel within two hundred (200) miles of a Project location, offices, per diem expenses, printing and shipping of deliverables in the quantities set forth in **Exhibit "A,"** or any other direct or indirect expenses incident to providing the Services. Except as expressly set forth in the Agreement and **Exhibit "B,"** there shall be no payment for extra costs or expenses.
2. The total compensation to Architect shall be as stated in Article 6 of the Agreement.
3. District shall pay Architect as follows for all Services contracted for under this Agreement:

PERCENTAGE OF TOTAL FEE PER PHASE	
Phase	Phase Amount
Pre-Design/Architectural Program Development Phase	<u>2.5%</u>
Schematic Design Phase	<u>10%</u>
Design Development Phase	<u>17.5%</u>
Construction Documents Phase-Submittal to DSA	<u>30%</u>
Approval by DSA	<u>5%</u>
Bidding Phase	<u>2%</u>
Construction Administration Phase	<u>23%</u>
Close Out Phase	<u>10%</u>
Generate Punch List	2%
Sign Off On Punch List	2%
Receive and Review All M & O Documents	2%
Filing All DSA Required Close Out Documents	2%
Receiving DSA Close Out, including DSA approval of the final As-Built set of drawings	2%
TOTAL BASE COMPENSATION	<u>100%</u>

B. Method of Payment

1. Invoices shall be on a form approved by the District and are to be submitted in triplicate to the District via the District's authorized representative.
2. Architect shall submit to District on a monthly basis documentation showing proof that payments were made to its consultant(s).
3. Architect shall submit to the District for approval a copy of the Architect's monthly pay request format.

4. Upon receipt and approval of Architect's invoices, the District agrees to make payments within thirty (30) days of receipt of the invoice as follows:
- a. **Pre- Design/Architectural Program Development Phase:**
Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Pre-Design/Architectural Program.
 - b. **For Schematic Design Phase:**
Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Schematic Design Phase by the District.
 - c. **For Design Development Phase:**
Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the Phase; one hundred percent (100%) payment upon acceptance and approval of the Design Development Phase by the District.
 - d. **For Construction Documents Phase:**
Monthly payments for percentage of all Services complete up to ninety-five percent (95%) of the fee for the phase; one hundred percent (100%) payment upon acceptance and approval of the Construction Documents Phase by the District.
 - e. **For Bidding Phase:**
Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the phase; one hundred percent (100%) payment upon the District's award of the bid.
 - f. **For Construction Administration Phase:**
Monthly payments for the percentage of all Services complete up to ninety-five percent (95%) of the fee for the phase; one hundred percent (100%) payment upon the District's notice of completion.
 - g. **For Close Out:**
Lump sum payment thirty-five (35) days after completion of all items in this phase.
 - h. **Format and Content of Invoices:**
Architect acknowledges that the District requires Architect's invoices to include detailed explanations of the Services performed. For example, a six hour charge for "RFIs and CORs" is unacceptable and will not be

payable. A more detailed explanation, with specificity, is required. This includes a separate entry for each RFI, PCO, and change order. For example, the following descriptions, in addition to complying with all other terms of this Agreement, would be payable. The times indicated below are just placeholders:

<p>Review RFI 23; review plans and specifications for response to same; prepare responses to same and forward to contractor, district, construction manager, and project inspector.</p>	<p>.8 hours</p>
<p>Review COR 8; review scope of same and plans and specifications for appropriateness of same; prepare draft change order and language for same.</p>	<p>.7 hours</p>
<p>Review COR 11; review scope of same and plans and specifications for appropriateness of same; prepare rejection of COR 11 for review by district, CM, IOR.</p>	<p>1.2 hours</p>

EXHIBIT "E"

INSURANCE REQUIREMENTS

- A. Architect shall procure prior to commencement of the Services of this Agreement and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Services hereunder by the Architect, his agents, representatives, employees and consultant(s). Architect's liabilities, including but not limited to Architect's indemnity obligations, under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement and Architect's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement, as required or when requested, may be treated as a material breach of contract by the District.
- B. **Minimum Scope and Limits of Insurance:** Coverage shall be at least as broad as the following scopes and limits:
1. **Commercial General Liability.** One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to each project/location or the general aggregate limit shall be twice the required occurrence limit.
 2. **Commercial Automobile Liability, Any Auto.** One million dollars (\$1,000,000) per accident for bodily injury and property damage.
 3. **Workers' Compensation Liability.** For all of the Architect's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Architect shall keep in full force and effect, a Workers' Compensation policy. That policy shall provide employers' liability coverage with minimum liability coverage of one million dollars (\$1,000,000) per accident for bodily injury or disease. Architect shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.
 4. **Employment Practices Liability.** For all of the Architect's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, Architect shall keep in full force and effect, an Employment Practices Liability policy. That policy shall provide employers' liability coverage with minimum liability coverage of one million dollars (\$1,000,000) per occurrence. Architect shall provide an endorsement that the insurer waives the right of subrogation against the District and its respective elected officials, officers, employees, agents, representatives, consultants, trustees, and volunteers.
 5. **Professional Liability.** This insurance shall cover the prime design professional and his/her consultant(s) on a Claims Made basis for two million dollars (\$2,000,000) aggregate limit subject to no more than fifty thousand dollars (\$50,000) per claim deductible, coverage to continue through completion of construction plus two (2) years thereafter.

- C. The District reserves the right to modify the limits and coverages described herein, with appropriate credits or changes to be negotiated for such changes.
- D. **Deductibles and Self-Insured Retention:** Architect shall inform the District in writing if any deductibles or self-insured retention exceeds fifty thousand dollars (\$50,000). At the option of the District, either:
1. The District can accept the higher deductible;
 2. Architect's insurer shall reduce or eliminate such deductibles or self-insured retention as respects the District, its officers, officials, employees and volunteers; or
 3. Architect shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- E. **Other Insurance Provisions:** The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
1. The District, District's Program Manager, Construction Manager, or both, their representatives, consultants, trustees, officers, officials, employees, agents, and volunteers ("Additional Insureds") are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Architect; Instruments of Service and completed operations of the Architect; premises owned, occupied or used by the Architect; or automobiles owned, leased, hired or borrowed by the Architect. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds.
 2. For any claims related to the projects, Architect's insurance coverage shall be primary insurance as respects the Additional Insureds. Any insurance or self-insurance maintained by the Additional Insureds shall be in excess of Architect's insurance and shall not contribute with it.
 3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the Additional Insureds.
 4. Architect's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.
- F. **Acceptability of Insurers:** Insurance is to be placed with insurers admitted in California with a current A.M. Best's rating of no less than A:VII. Architect shall inform the District in writing if any of its insurer(s) have an A.M. Best's rating less than A:VII. At the option of the District, either:
1. Accept the lower rating; or
 2. Require Architect to procure insurance from another insurer.

G. Verification of Coverage: Architect shall furnish District with:

1. Certificates of insurance showing maintenance of the required insurance coverage; and
2. Original endorsements affecting general liability and automobile liability coverage. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the District before Services commence.

By my signature below, I hereby certify that, to the best of my knowledge, the contents of this disclosure are true, or are believed to be true. I further certify on behalf of the Firm that I am aware of section 3000 *et seq.* of the California Public Contract Code, and the sections referenced therein regarding the penalties for providing false information or failing to disclose a financial relationship in this disclosure. I further certify that I am authorized to make this certification on behalf of the Firm.

Date: _____

Proper Name of Firm: _____

Signature: _____

Print Name: _____

Title: _____

14.3a Establishment of Fund for Special Education Local Plan Area (Fund 10)

The California Department of Education (CDE) has established a special revenue fund for use by the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) to account for special education pass-through revenues outside the general fund.

The new fund is required for all SELPA AUs that receive special education pass-through revenues and that have administrative involvement in allocating and distributing those revenues to other member LEAs. By definition, most AUs do have administrative involvement in the pass-through of special education revenues. A rare exception is an AU that serves purely as a cash conduit in receiving special education revenues and relaying them directly to a joint powers agency (JPA), where the JPA then performs all other AU services including allocation of the funds to member LEAs. AUs that serve purely as cash conduits, and AUs of single-district SELPAs that receive no pass-through revenues for any other LEAs, will not use the new fund.

The new fund is used only for pass-through revenues. Special education pass-through revenues are those revenues received by the AU on behalf of the SELPA for distribution to other member LEAs in accordance with the local plan. While the disposition of revenues might vary somewhat among SELPAs according to each SELPA's local plan, such revenues typically include state special education apportionments, federal local assistance under the Individuals with Disabilities Education Act, the portion of a County Office of Education's local property taxes restricted to special education, federal preschool funding, and state mental health funding.

Special Education revenues that are not passed through to other member LEAs, but rather are retained for use by the AU in accordance with the local plan, are not accounted for in the new fund. These revenues and the related expenditures are operational in nature and are properly accounted for in the AU's own general fund.

RECOMMENDED MOTION: That the Board of Education approve the establishment of Fund 10 for the Special Education Local Plan Area.

Moved by:

Seconded by:

Vote:

14.3b Resolution #1 / 2011-2012 – Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments, and Transfers

In accordance with Education Code Section 42600, school districts are authorized to process budget adjustments and transfers subject to written resolution of the governing board, when filed with the county superintendent of schools. This has routinely meant that budget adjustments and transfers are approved as they occur at formal meetings of the governing board and by official action of the board, and then approved by the Los Angeles County Office of Education (LACOE).

Notwithstanding the traditional processing of budget revisions, the governing board of a district, by written resolution, may also take action that allows the administrative staff to directly process certain budget adjustments and transfers and submit them to LACOE prior to their individual approval by the board. This procedure is more expedient than the traditional process and has proven to be an effective means for generating and reflecting quick revisions of budget data in the PeopleSoft Financial System when developing the estimated and unaudited actuals reports. When implementing this option, the district sets well-defined guidelines and parameters on the amounts and kinds of adjustments and transfers that staff may process. Such guidelines include limiting this authority to the routine transfer of amounts between objects of expenditure and revenue within funds and between funds, as necessary, to facilitate the payment of district obligations and to effect technical adjustments related to the budget.

In order for the district to utilize this “delegation of authority” option, the governing board must annually adopt and file with LACOE an original resolution delegating budget adjustment and transfer authority to the superintendent and staff of the district. The approval of this resolution by LACOE shall be required prior to any budget adjustments or transfers being processed by the district under the delegation of authority.

Recommended Motion: That in accordance with Education Code, the Governing Board of Education of Culver City Unified School District adopt the attached Annual Delegation of Administrative Authority to Process Routine Budget Revisions, Adjustments, and Transfers resolution.

Moved by: **Seconded by:**

Vote:

**LOS ANGELES COUNTY OFFICE OF EDUCATION
DIVISION OF BUSINESS ADVISORY SERVICES**

**ANNUAL DELEGATION OF ADMINISTRATIVE AUTHORITY
TO
PROCESS ROUTINE BUDGET REVISIONS, ADJUSTMENTS, AND TRANSFERS**

**CULVER CITY UNIFIED SCHOOL DISTRICT
GOVERNING BOARD RESOLUTION NUMBER 1/2011-2012
ADOPTION DATE: JULY 26, 2011**

The Governing Board of Culver City Unified School District authorizes the Superintendent to make such routine budget revisions, adjustments, and transfers as necessary for the payment of District obligations and to effect technical adjustments of the board-adopted budget during the 2011-2012 fiscal year, in accordance with the provisions of this resolution.

This resolution is adopted for the purpose of expediting the processing of routine budget revisions, adjustments, and transfers, and shall remain in effect for a period of one year, from July 1, 2011 to June 30, 2012, and is subject to annual review and renewal by duly adopted resolution of the Governing Board of Culver City Unified School District.

The amount of any individual routine budget revision, adjustment, or transfer shall not exceed \$100,000.00. The total amount of routine budget revisions, adjustments, and transfers at any one time may not exceed \$100,000.00.

This resolution shall be limited to the administrative approval and processing of routine budget revisions, adjustments, and transfers, within or between account objects of expenditures or revenues and within or between resources and funds, including the following: General, Adult School, Office of Child Development, Cafeteria, Deferred Maintenance and Building Funds.

This resolution shall not permit the administrative processing of non-routine budget revisions, adjustments, and transfers which increase or decrease revenues and other financing sources and uses, along with the corresponding revisions in expenditures; or budget revisions, adjustments, and transfers which reduce or increase the fund balance of any related fund; or transfers between funds; or transactions exceeding \$100,000.00. Such non-routine budget revisions, adjustments, and transfers must continue to be presented to the Governing Board for approval prior to processing and submission to the Los Angeles County Office of Education (County Office) for further review, approval, and processing.

A summary report of budget revisions, adjustments, and transfers approved and processed by the Superintendent in accordance with this resolution, shall be submitted to the Governing Board for adoption/ratification, with the District's First Interim, Second Interim, and in conjunction with the annual close of the District's financial records and Unaudited Actuals Reports.

All budget adjustments and transfers must be made in accordance with the provisions of the Education Code Sections 42600, 42601, 42602, 42603, and 42610, and processed using the appropriate forms and documentation as provided by the County Office, and in compliance with applicable district guidelines.

This resolution by the Governing Board and written authorization by the persons herein designated may be used by the Los Angeles County Office of Education to permit budget revisions, adjustments, and transfers in accordance with the foregoing guidelines.

ADOPTED by the Governing Board of Culver City Unified School District on this 26th day of July, 2011.

President, Governing Board

Vice President, Governing Board

Member, Governing Board

Member, Governing Board

Secretary, Governing Board

Superintendent