

BOARD MEETING NOTICE AND AGENDA

CULVER CITY UNIFIED SCHOOL DISTRICT

Regular Meeting of the Board of Education to

“Conduct the District’s Business in Public”

CLOSED SESSION – 6:00 p.m.

OPEN SESSION – 7:00 p.m.

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

September 27, 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 up to 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 Employee Performance Evaluation (Pursuant to GC §54957
Title: Superintendent

3.2 Expunging the Expulsion Records of Pupil Services Case #05-09

3.3 Expunging the Expulsion Records of Pupil Services Case #03-08

- 3.4 Conference with Labor Negotiator (Pursuant to GC §54957.6)
Agency Designated Representatives: Leslie Lockhart, Director of Human Resources; Ali Delawalla, Assistant Superintendent Business Services
Employee Organizations: Culver City Federation of Teachers (CCFT) and Association of Classified Employees (ACE)
- 3.5 Anticipated Litigation (Pursuant to Subdivision (b) of §54956.9)
(1 Potential Case)
- 3.6 Public Appointment/Employment (Pursuant to GC §54947)
Certificated Personnel Services Report No. 4
Classified Personnel Services Report No. 4

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 – August 18, 2011; Minutes of Regular Meeting – September 13, 2011

- 9.2 Approval is Recommended for Purchase Orders and Warrants
- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 4
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 4
- 9.6 Acceptance of Compensation Reports of the Members of the Board of Education

10. AWARDS, RECOGNITIONS AND PRESENTATIONS

- 10.1 New Teacher Introductions
- 10.2 Culver City Education Foundation Building Blocks

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

Information items are generally included on the agenda for two reasons: to solicit reactions from the Board and the public on matters which may require Board action at a later date; and to provide information on a wide range of matters of interest to the Board and public. Comments by the public shall be limited to three (3) minutes per person and twenty (20) minutes per agenda item unless the Board, by majority vote, agrees to extend or reduce the time.

- 12.1 Memorandum of Understanding between Los Angeles County and Culver City Unified School District
- 12.2 Environmental Sustainability Committee Update
- 12.3 Capital Projects Update: Robert Frost Auditorium; Athletic Complex; Elevators; and Solar
- 12.4 First Reading of Revised Administrative Regulation 6154, Instruction – Homework/Makeup Work
- 12.5 First Reading of Revised Board Bylaw 9323, Meeting Conduct
- 12.6 First Reading of Revised Board Policy/Administrative Regulation 1312.1, Community Relations – Complaints Concerning District Employees; and Exhibit 1312.1, Community Relations

13. RECESS (10 Minutes)

14. **ACTION ITEMS**

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

14.1 Superintendent's Items

14.1a Approval is Recommended to Approve the Memorandum of Understanding between Los Angeles County and Culver City Unified School District

Motion by _____ Seconded by _____ Vote _____

14.2 Education Services Items

14.2a Approval is Recommended to Expunge the Expulsion Records of Pupil Services Case #05-09

Motion by _____ Seconded by _____ Vote _____

14.2b Approval is Recommended to Expunge the Expulsion Records of Pupil Services Case #03-08

Motion by _____ Seconded by _____ Vote _____

14.3 Business Items

14.3a Approval is Recommended for the Rejection of Claim

Motion by _____ Seconded by _____ Vote _____

14.3b Approval is Recommended for Budget Revisions

Motion by _____ Seconded by _____ Vote _____

14.4 Personnel Items

14.4a Approval is Recommended for the Memorandum for Agreement Between Culver City Unified School District and the Culver City Federation of Teachers (CCFT), Association of Classified Employees (ACE) and the Management Association of Culver City Schools (MACCS) Regarding the 2011-2012 School Year Calendar and the Restoration of Two Furlough Days

Motion by _____ Seconded by _____ Vote _____

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

Motion by _____ Seconded by _____ Vote _____

14.4c Second Reading and Approval of New Board Policy 4033, Lactation Accommodation

Motion by _____ Seconded by _____ Vote _____

15. BOARD BUSINESS

15.1 Discussion and Direction to the Superintendent Regarding Rescheduling the November 8, 2011 Regular Board Meeting

15.2 Discussion and Direction to the Superintendent Regarding a Possible Oil Tax Resolution

15.3 Discussion and Direction to the Superintendent Regarding Administrative Regulation 1330 (E), Facilities

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

October 11 - 7:00 p.m. - Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place
October 25 - 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>Special Meeting</u>	Date:	<u>August 18, 2011</u>
Place:	<u>District Administration Office</u> <u>4034 Irving Place</u> <u>Culver City 90232</u>	Time:	<u>5:30 p.m. – Public Meeting</u> <u>5:31 p.m. – Closed Session</u> <u>6:30 p.m. – Public Meeting</u>

Board Members Present

Scott Zeidman, Esq., Vice President
Karlo Silbiger, Clerk
Patricia G. Siever, Professor, Member

Staff Members Present

Patricia W. Jaffe, Superintendent
Ali Delawalla
Eileen Carroll
Leslie Lockhart

Call to Order

Board President Mr. Zeidman called the meeting of the Culver City Unified School District Board of Education to order at 5:30 p.m. The Board adjourned to Closed Session at 5:31 p.m. and reconvened the public meeting at 6:30 p.m. with all Board members in attendance.

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.

Adoption of Agenda

There was no quorum to vote on the adoption of the agenda.

Adjournment

There being no further business, it was moved by Ms. Siever, and seconded by Mr. Zeidman to adjourn the meeting. Being that there was no quorum to vote on the adjournment the motion did not pass. Board President Mr. Zeidman adjourned the meeting 7:00 p.m.

Approved: _____
Board President

Superintendent

On: _____
Date

Secretary

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

Meeting:	<u>Regular Meeting</u>	Date:	<u>September 13, 2011</u>
Place:	<u>District Administration Office</u> <u>4034 Irving Place</u> <u>Culver City 90232</u>	Time:	<u>6:00 p.m. – Public Meeting</u> <u>6:01 p.m. – Closed Session</u> <u>7:00 p.m. – Public Meeting</u>

Board Members Present

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
Eileen Carroll

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. Dan O'Brien 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.

8. Adoption of Agenda

It was moved by Mr. Zeidman to amend the September 13, 2011 agenda by moving item 11.1 to follow Item 8, Adoption of the agenda. Then Information Items 12.1 – 12.4 to follow Item 8, Adoption of the Agenda. Then move Item 15.1 to follow the Consent Items. The motion was seconded by Ms. Siever. The motion was unanimously approved to adopt the September 13, 2011 agenda as amended.

11. Public Recognition

11.1 Superintendent's Report

Mrs. Jaffe reported that the opening of school was great and everything went smoothly. She stated that she visited every classroom in the District and enrollment is better than expected. Mrs. Jaffe turned over the rest of her time to Leslie Adler, Executive Director of the Culver City Education Foundation. Ms. Adler and Mr. Dan O'Brien, also from the Education Foundation, gave the Board a brief update about the launch of their community-wide All for One campaign. The goal of the campaign is to raise one million dollars. They also showed the campaign video and Ms. Adler thanked Mr. O'Brien for producing the video. It will be shown during Back to School Night events. There will be an All for One rally on September 26, 2011 at 7:45 a.m. Mr. Zeidman stated that he would give his Board member stipend for the year towards the campaign. Ms. Siever stated that she would do the same.

12. Information Items

12.1 Special Education Presentation by Jonathan Read, Esq.

Mr. Jonathan Read, partner in the law firm of Fagen, Friedman & Fulfroost, presented an overview of Special Education compliance and the responsibilities of the District. Mr. Zeidman asked for clarification on what happens if the parent does not submit to an IEP. Mr. Read stated that ultimately then the student may not end up getting services. Mr. Read also spoke about dispute resolution, and answered additional questions from the Board. Amanda Copeland commented that Mr. Zeidman put on a fantastic "show" with a "high paid" attorney. She stated that the attorney has been paid more than one million dollars, and that it was time for some accountability from the District. Ms. Copeland presented a copy of the Public Records Act and stated that District has been refusing to give her records. Ms. Copeland proceeded to state that the numbers provided in the Unaudited Actuals were incorrect information provided by Mr. Delawalla. Ms. Copeland had used up her allotted time and refused to end her speech and take a seat until she was finished.

12.2 Presentation of the 2010-2011 Unaudited Actuals

Mr. Delawalla presented the 2010-2011 Unaudited Actuals to the Board. He reported that for the last three years the budget has been late from the state. He reviewed the 2009-2010 year in review which included cash flow, actions taken towards savings, ending balances, revenue enhancements, general fund contributions to other programs, summary of other funds, the 2010-2011 cash flow, multi-year projections, parcel tax expenditures and the 2010-2011 Personal Services Agreements (PSAs). Ms. Siever asked how many teachers were hired from the parcel tax funds. Mr. Delawalla stated that teachers were not hired from these funds, but retained. Ms. Siever stated her concerns about library media clerk, and asked about the difference in funding between the certificated and classified personnel. Mr. Silbiger asked about the legal fees and if the \$300,000 was higher or lower than what we usually spend. Mr. Delawalla stated it was lower. Mr. Silbiger asked if we budgeted about the same amount for legal fees as last year. Mr. Delawalla stated that he would need to review the First Interim Report. Mr. Gourley asked if, according to Mr. Delawalla's records, we did not reach the budgeted amount of \$500,000 with everything included such as attorney's fees. Mr. Delawalla confirmed. Mr. Gourley stated that the amount the District spent on special education is over what the federal government or state mandates. Mr. Delawalla confirmed and stated that the money comes from unrestricted general funds. Mr. Mielke stated that traditionally the budget is rather conservative. With the money saved he stated that the District could possibly rescind a furlough day. Further discussion ensued.

14. Action Items**14.3 Business Items****14.3a Approval is Recommended for the 2010-2011 Unaudited Actuals**

It was moved by Ms. Siever and seconded by Mr. Gourley that the Board approve the 2010-2011 Unaudited Actuals as presented. The motion was unanimously approved.

12. Information Items – (cont.)**12.3 First Reading of New Board Policy 4033, Lactation Accommodation**

There were no revisions from the Board or audience members. The policy will be brought back for a second reading and approval.

12.4 First Reading of Revised Administrative Regulation 5117, Students – Interdistrict Attendance

Mr. Gourley suggested that all members send their revisions to Mr. Sotelo and have the Administrative Regulation brought back with all revisions included for a second reading. All Board members agreed.

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. Ms. Siever requested that item 9.1 be withdrawn. Ms. Siever commended Mrs. Leslie Lockhart and staff for providing the total amounts that are coming from particular funding sources.

It was moved by Mr. Gourley and seconded by Ms. Siever to approve Consent Agenda Items 9.2 – 9.9 as presented. The motion was unanimously approved.

9.2 Purchase Orders

9.3 Acceptance of Gifts

9.4 Certificated Personnel Reports No. 3

9.5 Classified Personnel Reports NO. 3

9.6 Culver City Middle School Spring Brea Field Trip to Hawaii, March 24th through March 31st, 2012

9.7 Student Teacher Agreement between the Culver City Unified School District and California State University, Northridge

9.8 Resolution #2/2011-2012(HR), Teacher Education Code Approvals

9.9 Resolution #3/2011-2012(HR), Teacher Education Code Approvals

9.1 Approval is Recommended for the Minutes of Regular Meeting – July 12, 2011; and Minutes of Regular Meeting – July 26, 2011

Ms. Siever requested this item be withdrawn for the Minutes of July 12, 2011 in item 12.2. She requested that the last sentence be clarified so that it reads, Ms Siever asked for a change in the statement **regarding the use of “affirmative action.”** She stated that “affirmative action” cannot be used any longer. Mrs. Lockhart stated that her department was already in the process of removing the language. It was moved by Mr. Gourley and seconded by Ms. Siever to approve the Minutes of Regular Meeting – July 12, 2011 as amended; and Minutes of Regular Meeting – July 26, 2011 as presented. The motion was unanimously approved.

15. Board Business**15.1 Discussion on Brown Act**

Mr. Zeidman read a statement regarding an incident at a prior meeting where it was requested that a speaker’s microphone be turned off as she was speaking. He suggested that staff start updating all policies dealing with public communication, and asked for Board support. The Board unanimously agreed that they would like staff to start updating the policies. Mr. Gary Silbiger thanked the Board for bringing this topic up and offered the Board a few suggestions to make sure that they do not take away the public’s right to free speech, and also stay in compliance with the Brown Act. A few of the suggestions were 1) Brown Act Training and City Council may have free training; 2) Have the Board speak with the District’s attorneys; 3) Having the students have a practical experience that includes free speech; and 4) Having information regarding Free Speech on the website. Amanda Copeland stated that she loved everything that Gary Silbiger suggested. She stated that the Board did not become aware of the violation until they received a very stringent letter from Californians Aware. She invited the public to a Superior Court hearing regarding the special education corruption. Ms. Copeland stated that Mr. Zeidman was showing up to her court appearances to intimidate her and she was insistent that there was special education corruption. Mr. Gourley, responding to Ms. Copeland’s prior comments, stated that he has no evidence that Mr. Delawalla has forged or manipulated any financial or other information. He also spoke on the 6th Amendment which is the right to go to court by presenting accurate information and that is Mr. Zeidman’s right. Ms. Copeland persistently interrupted Mr. Gourley during his statement. Ms. Paspalis thanked Mr. Silbiger for speaking and thinks it is important to update the information. Ms. Siever also agreed that it was important to update the information.

13. Recess

The Board recessed at 8:30 p.m. and reconvened at 8:40 p.m.

10. Awards, Recognitions and Presentations - None**11.2 Assistant Superintendents’ Reports**

Ms. Carroll provided an update on test scores. She stated that the middle school continues to be a PI (Program Improvement) school. El Rincon is also now a PI school. Ms. Carroll explained the courses of action that are being taken to address these issues.

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

There was no representative from Culver City Middle School present.

Culver Park Student Representative

There was no representative from Culver Park High School present.

Culver City High School Student Representative/Student Board Member

Eliud Evans, Student Board Member, stated that the first week at the high school went very well. He reported on activities at Culver City High School, including the success of college night. He thanked Mr. Valverde for all of his hard work, and he thanked all of the colleges that attended. Mr. Evans also reported on the elections for the freshman and sophomore classes; and he provided an update on the sports teams.

11.4 Members of the Audience

Members of the audience spoke about:

- Anthony Parascandola stated, in response to prior comments from Ms. Copeland where she said that he was representing Mr. Zeidman in court, that he was at court to represent Mr. Ari Noonan. Ms. Copeland had brought a lawsuit against the news reporter and Mr. Parascandola was representing him against her alleged charges. During his statement Ms. Copeland continually interrupted him stating that she was sure that Mr. Zeidman or the District was paying him. Mr. Parascandola stated that Mr. Noonan was paying his fees.
- Todd Johnson, Chair of the Environmental Sustainability Committee, inquired about the improvements to Robert Frost Auditorium. Mrs. Jaffe stated that Mr. Delawalla will be providing an update on capital projects at the September 27th meeting. Mr. Zeidman asked to agendize a full report from the committee. Mrs. Jaffe said that it could be on the September 27th agenda. Further discussion ensued about what information would be appropriate to discuss at the meeting.
- David Mielke stated that school got off to a great start, and that he was happy with Dylan Farris as the new principal at the high school. Mr. Mielke thanked Mrs. Lockhart for publicly thanking the unions for agreeing to take furlough days. He reported that the unions unanimously voted to support the All for One campaign. Mr. Mielke stated that he hopes everyone can treat each other with respect during this school year.
- Tom Oliva inquired about the athletic field expansion. He said that he tried to do some research about the expansion and only saw one item about moving the football field. The community would like a meeting to find out what is going on. Mr. Gourley stated that he also received phone calls regarding this issue. Mr. Silbiger stated he has also been contacted. Mr. Oliva suggested scheduling a public meeting to share plans and invite/notify people within 500 feet of the school. Mr. Gourley stated that the community that lives in the neighborhood could provide valuable information that could assist in the plans.
- Robert Zirgulis stated that he supports Culver City Education Foundation and that he previously supported Measure EE. He is puzzled on why he cannot get support on an oil tax initiative. He stated that he previously asked Mr. Gourley if he could get his signature in support and Mr. Gourley said no. Mr. Zirgulis asked Mr. Gourley if it was because he did not like him.

11.5 Members of the Board

Board Members spoke about:

- Mr. Gourley asked to agendize a discussion about a resolution regarding an oil tax initiative. Ms. Siever and Mr. Silbiger agreed. Mr. Gourley said that he did say no to Mr. Zirgulis because this is the person that was supporting drilling in Baldwin Hills, and that he would not support anything that Mr. Zirgulis was behind.
- Mr. Zeidman stated that he read an e-mail from an upset parent regarding special education. Mr. Zeidman was attempting to speak on several occasions, but was continually interrupted by Ms. Copeland making accusatory statements. Board members asked repeatedly for Ms. Copeland to be quiet and allow Mr. Zeidman to finish his statement since she had her time to speak. Mr. Zeidman also spoke about the capacity in which the Board can make decisions. Audience members also were asking for Ms. Copeland to remain quiet while Mr. Zeidman tried to make his statement.
- Mr. Silbiger stated that he hoped everyone had a nice summer and he was glad that the schools got off to a great start. He thanked Mrs. Jaffe for the trainings to the Board and congratulated the District on the API scores. He is glad to hear that enrollment is higher than expected. Mr. Silbiger thanked Todd Johnson for his efforts. He stated that he was approached by Michelle Weiner regarding a learning garden that she has in Venice. He asked if there was a timeline on CBAC. Mrs. Jaffe stated that she is working on it and she will be putting out applications.
- Ms. Siever thanked Mr. Read for the report on special education. She asked for follow-up on getting a SELPA report on how the District can save money. Mrs. Jaffe stated that Ms. Jeanne Davis, SELPA Director, will be at the next Board meeting with a report. Ms. Siever stated that the Board needs to talk about prioritization on the parcel tax expenditures. She would like to see a report before funds are spent. She stated that she saw the STAR Report and extended congratulations to staff and

students. Ms. Siever asked about the student populations at the high school. Mrs. Jaffe stated that sections were being added to lower class size. The class size will be around thirty. Ms. Siever stated that she was glad to be back. Three other Board members agreed to support her request to see the parcel tax expenditures.

- Ms. Paspalis reported on her attendance at the school campus clean-up events that took place prior to school starting, and she confirmed that most of the schools have a gardening program. She stated she was looking forward to a positive year. Ms. Paspalis does not think that as a Board they should be endorsing any one candidate for the school Board.
- Mr. Gourley stated that he has always told the truth. He apologized to Mr. Mielke and to Mr. Zirgulis for his statements during the meeting. He stated that one thing he has learned is that there are people that are evil and liars. He has always found Mr. Zeidman to be a peaceful and kind man and is happy to support him. Mr. Gourley stated that he applauds the test scores, but they are arbitrary and we should not be slaves to them.

14. Action Items – (cont.)

14.1 Superintendent’s Items - None

14.2 Education Services Items

14.2a Approval is Recommended for the Supplemental Education Services 2011-2012 Master Contract (pursuant to the No Child Left Behind Act, Section 1116 (e)) and Delegation of Authority to Superintendent or Representative to Enter into Contracts with Supplemental Educational Services (SES) Providers

It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve the Supplemental Education Services 2011-2012 Master Contract (pursuant to the No Child Left Behind Act, Section 1116 (e)) and Delegation of Authority to Superintendent or Representative to Enter into Contracts with Supplemental Educational Services (SES) Providers as presented. The motion was unanimously approved.

14.3 Business Items

14.3b Approval is Recommended for the Notice of Completion of Bid #190.11 – Roof Replacement

George Laase asked if this item was for three various school sites. Ms. Paspalis stated that she was sure Mr. Delawalla could provide the information at the next meeting since Mr. Delawalla had to leave the meeting early. It was moved by Ms. Paspalis and seconded by Mr. Gourley that the Board approve the Notice of Completion of Bid #190.11 – Roof Replacement as presented. The motion was unanimously approved.

14.3c Approval is Recommended for Award of Bid #T-191.01 – Pupil Transportation

It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve the Award of Bid #T-191.01 – Pupil Services as presented. The motion was unanimously approved.

14.3d Approval is Recommended for Resolution #4/2011-2012 – Gann Limit Calculation

Mr. Gourley stated that this item is a full waste of time. It was moved by Ms. Siever and seconded by Mr. Silbiger to approve Resolution #4/2011-2012 – Gann Limit Calculation as presented. The motion was approved with a vote of 3 – Ayes and 2 – Nays by Ms. Paspalis and Mr. Gourley.

14.4 Personnel Items

14.4a Approval is Recommended for the Emergency Permit, Declaration of Need for Fully Qualified Educators

It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve the Emergency Permit, Declaration of Need for Fully Qualified Educators as presented. The motion was unanimously approved.

15. Board Business – (cont.)

15.2 Discussion Regarding Facilities Use

Mr. Silbiger stated that he had received a request for the PTA groups to receive a second day of fundraising without fees. Mr. Silbiger asked that it be agendaized at the next meeting.

Adjournment

There being no further business, it was moved by Mr. Gourley, seconded by Ms. Siever and unanimously approved to adjourn the meeting. Board President Mr. Zeidman adjourned the meeting at 9:33 p.m. in memory of the victims and their families of the September 11th attacks.

Approved: _____
Board President

Superintendent

On: _____
Date

Secretary

9.2 PURCHASE ORDERS AND WARRANTS

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

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

Purchase order grand total from September 3, 2011 through September 16, 2011 is \$2,370,849.06. Warrants issued for the period July 14, 2011 through September 14, 2011 total \$6,922,234.55. This includes \$4,404,595.00 in commercial warrants, and \$2,517,639.55 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 September 3, 2011 through September 16, 2011 in the amount of \$2,370,849.06 and warrants for July 14, 2011 through September 14, 2011 in the amount of \$6,922,234.55 be ratified by the Board of Education.

Moved by:

Seconded by:

Vote:

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

PO Date	PO #	Stat	Ord#	Change	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
09/08/11	57593	A	09/08/2011		ELLIOTT INSTITUTE	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57593	01.0	65000.0	57500	11800	5880	0004040	9,501.40	9,501.40
09/08/11	57594	A	09/08/2011		AUTISM SPECTRUM THERAPIES, INC.	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57594	01.0	65000.0	57500	11800	5880	0004040	392,766.00	392,766.00
09/08/11	57595	A	09/08/2011		CENTER FOR AUTISM & RELATED	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57595	01.0	65000.0	57500	11800	5880	0004040	81,758.20	81,758.20
09/08/11	57596	A	09/08/2011		VISTA DEL MAR SCHOOL	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57596	01.0	65000.0	57500	11800	5880	0004040	25,619.90	25,619.90
09/08/11	57597	A	09/08/2011		HEARTSPRING	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57597	01.0	65000.0	57500	11800	5880	0004040	256,000.00	256,000.00
09/08/11	57598	A	09/08/2011		HILLSIDE EDUCATION CENTER	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57598	01.0	65000.0	57500	11800	5880	0004040	111,406.60	111,406.60
09/08/11	57599	A	09/08/2011		PEDIATRIC THERAPY NETWORK	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57599	01.0	65000.0	57500	11800	5880	0004040	9,741.60	9,741.60
09/08/11	57600	A	09/08/2011		SWITZER LEARNING CENTER	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57600	01.0	65000.0	57500	11800	5880	0004040	27,316.00	27,316.00
09/08/11	57601	A	09/08/2011		WESTVIEW SCHOOL	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57601	01.0	65000.0	57500	11800	5880	0004040	196,031.00	196,031.00
09/08/11	57602	A	09/08/2011		STEVE KAUFMAN & ASSOCIATES	NONPUBLIC SCHOOLS SERVICE 09/08/2011	Special Education 57602	01.0	65000.0	57500	11800	5880	0004040	2,376.00	2,376.00

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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	
09/15/11	1104D1	A		09/15/2011	TROXELL COMMUNICATIONS	AUDIOVISUAL SUPP/EQUIP	EI Rincon Elementary	01.0	90127.0	11100	10000	4410	2040000	1,889.00	1,889.00	
				09/15/2011			1104D1								1,889.00	
																TROXELL COMMUNICATIONS
09/06/11	56321M	A		09/06/2011	PACIFIC FLOOR COMPANY, INC.	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	7,820.00	7,820.00	
				09/06/2011			56321M									PACIFIC FLOOR COMPANY, INC.
09/06/11	56738M	A		09/06/2011	MIRACLE PLAYGROUND	MAINTENANCE SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	4,168.35	4,168.35	
				09/06/2011			56738M									MIRACLE PLAYGROUND SALES OF SOUTHERN CA
09/06/11	57206M	C		09/06/2011	SMITH FAMILY EXTERMINATING	PEST CONTROL	Maintenance	01.0	81500.0	00000	81100	5570	0005040	350.00	350.00	
				09/06/2011			57206M									SMITH FAMILY EXTERMINATING
09/15/11	57207M	A		09/15/2011	MILLCRAFT, INC.	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	1,350.00	1,350.00	
				09/15/2011			57207M									MILLCRAFT, INC.
09/15/11	57210M	A		09/15/2011	SANTA MONICA FENCE CO	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	1,410.75	1,410.75	
				09/15/2011			57210M									SANTA MONICA FENCE CO
09/15/11	57211M	A		09/15/2011	CENTURY PAVING, INC.	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	9,400.00	9,400.00	
				09/15/2011			57211M									CENTURY PAVING, INC.
09/08/11	57227	A		09/08/2011	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Culver City Middle School	01.0	00000.0	11100	10000	4310	3010001	14,000.00	14,000.00	
				09/08/2011			57227									SOUTHWEST SCHOOL SUPPLY
09/16/11	57503A	A		09/16/2011	CF EDUCATIONAL RESOURCES, INC.	CONTRACTED SERVICES	Educational Services	01.0	30100.0	00000	27000	5850	0004000	38,000.00	38,000.00	
				09/16/2011			57503A									CF EDUCATIONAL RESOURCES, INC.
09/08/11	57592	A		09/08/2011	CALIFORNIA UNIFIED SERVICE	NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	101,623.00	101,623.00	
				09/08/2011			57592									CALIFORNIA UNIFIED SERVICE PROVIDERS LLC

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 District: 64444
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 WEEKLY

Purchase Orders/Buyouts To The Board for Ratification From : 9/3/2011 To 9/16/2011
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Change Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
09/15/11	57603	A		09/15/2011	CHILD COUNSELING & BEHAVIOR	NONPUBLIC SCHOOLS SERVICE 09/15/2011	Special Education 57603	01.0	65000.0	57500	11800	5880	0004040	82,441.50	82,441.50
09/15/11	57604	A		09/15/2011	FAMILY LIFE CENTER	NONPUBLIC SCHOOLS SERVICE 09/15/2011	Special Education 57604	01.0	65000.0	57500	11800	5880	0004040	47,114.20	47,114.20
09/15/11	57605	A	1	09/16/2011	GRECO'S WORLD, INC.	NONPUBLIC SCHOOLS SERVICE 09/15/2011	Special Education 57605	01.0	65000.0	57500	11800	5880	0004040	12,970.00	12,970.00
09/15/11	57606	A		09/15/2011	THERAPY WEST, INC.	NONPUBLIC SCHOOLS SERVICE 09/15/2011	Special Education 57606	01.0	65000.0	57500	11800	5880	0004040	176,236.50	176,236.50
09/16/11	57607	A		09/16/2011	JENNIFER KEANY & ASSOCIATES, INC.	NONPUBLIC SCHOOLS SERVICE 09/16/2011	Special Education 57607	01.0	65000.0	57500	11800	5880	0004040	627.00	627.00
09/13/11	57696M	A		09/13/2011	MALIBU PACIFIC TENNIS COURTS	REPAIRS - OTHER 09/13/2011	Maintenance 57696M	01.0	81500.0	00000	81100	5630	0005040	2,485.00	2,485.00
09/13/11	57697M	A		09/13/2011	MALIBU PACIFIC TENNIS COURTS	REPAIRS - OTHER 09/13/2011	Maintenance 57697M	01.0	81500.0	00000	81100	5630	0005040	9,782.75	9,782.75
09/08/11	57698M	A		09/08/2011	SPRAYCO, INC.	REPAIRS - OTHER 09/08/2011	Maintenance 57698M	01.0	81500.0	00000	81100	5630	0005040	1,000.00	1,000.00
09/07/11	57699M	A		09/07/2011	ONE STOP ROOTER & PLUMBING	REPAIRS - OTHER 09/07/2011	Maintenance 57699M	01.0	81500.0	00000	81100	5630	0005040	575.00	575.00
09/15/11	57700M	A		09/15/2011	DIESEL AIR FLEET SERVICE	REPAIRS - OTHER 09/15/2011	Transportation/Special Ed 57700M	01.0	72400.0	57500	36000	5630	0005510	390.00	390.00

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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
09/15/11	57701M	A		09/15/2011	COX PAINT CENTER	PAINT SUPP/EQUIP	Maintenance	01.0	81500.0	00000	81100	4380	0005040	1,500.00	1,500.00
					57701M										
09/06/11	57738	A		09/06/2011	UNITED IMAGING	INSTRUCTIONAL SUPPLIES	Culver City Middle School	01.0	00000.0	11100	10000	4310	3010001	10,000.00	10,000.00
					57738		UNITED IMAGING								
09/13/11	57741A	A		09/13/2011	LACOE	CONFERENCE AND TRAVEL	Educational Services	01.0	00000.0	00000	21000	5220	0004000	35.00	35.00
					57741A		LACOE								
09/06/11	57748	A	1	09/08/2011	B4 DISASTER MANAGEMENT	INSTRUCTIONAL SUPPLIES	Business Services	01.0	00000.0	00000	81100	4310	0005000	4,995.07	4,995.07
					57748		B4 DISASTER MANAGEMENT								
09/15/11	57750	A		09/15/2011	COMPLIANCE POSTER COMPANY	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	74000	4350	0003000	420.40	420.40
					57750		COMPLIANCE POSTER COMPANY								
09/06/11	57751	A		09/06/2011	LACOE	CONTRACTED SERVICES	Educational Services	01.0	70910.0	11100	10000	5810	0004000	6,370.70	6,370.70
					57751		LACOE								
09/06/11	57752	A		09/06/2011	REDWOOD PRESS	OFFICE SUPPLIES	Office of Child Development	12.0	50253.0	85000	27000	4350	0000002	162.04	162.04
					57752		REDWOOD PRESS								
09/06/11	57753	A		09/06/2011	LRP PUBLICATIONS	SUBSCRIPTIONS	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	291.00	291.00
					57753		LRP PUBLICATIONS								
09/06/11	57754	C		09/06/2011	EDUCATION WEEK	SUBSCRIPTIONS	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	79.94	79.94
					57754		EDUCATION WEEK								
09/06/11	57755	A		09/06/2011	TECHSOLUTIONS	CONTRACTED SERVICES	Technology	01.0	00000.0	00000	77000	5810	0005020	3,057.30	3,057.30
					57755		TECHSOLUTIONS								

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09/06/11	57756	A		09/06/2011	NICK RAIL MUSIC	INSTRUCTIONAL SUPPLIES	Farragut	01.0	00000.0	11100	10000	4310	2050001	205.59	
						09/06/2011	57756								205.59
09/06/11	57757	A		09/06/2011	PRIDE LEARNING CENTER	CONTRACTED SERVICES	Special Education	01.0	65000.0	57520	11360	5810	0004040	1,600.00	
						09/06/2011	57757								1,600.00
09/06/11	57758	A		09/06/2011	PEARSON EDUCATION, INC.	BOOKS	Adult School	11.0	06390.0	41100	10000	4110	0000010	1,397.44	
						09/06/2011	57758								1,397.44
09/06/11	57759	A		09/06/2011	PEARSON CURRICULUM	BOOKS	Educational Services	01.0	70910.0	11100	10000	4110	0004000	6,468.00	
						09/06/2011	57759								6,468.00
09/07/11	57760	A		09/07/2011	SCI CONSULTING GROUP	CONTRACTED SERVICES	Business Services	01.0	00000.0	00000	73000	5850	0005000	6,500.00	
						09/07/2011	57760								6,500.00
09/13/11	57761	A		09/13/2011	SOUTHWEST SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Farragut Elementary	01.0	00000.0	16006	10000	4310	2050000	500.00	
						09/13/2011	57761								500.00
09/09/11	57762	A		09/09/2011	MURIEL IFEKWUNIGWE	CONTRACTED SERVICES	Ei Rincon Elementary	01.0	56400.0	00000	21000	5850	2040000	26,180.00	
						09/09/2011	57762								26,180.00
09/08/11	57763	A		09/08/2011	ASAKO HAYASHI TAKAKURA, ED.D.	CONTRACT SERVICES RENDERED	Special Projects	01.0	58100.0	00000	21000	5850	0004030	4,000.00	
						09/08/2011	57763								4,000.00
09/08/11	57764	A		09/08/2011	PATHWAYS SPEECH & LANGUAGE	CONTRACTED SERVICES	Special Education	01.0	65000.0	57520	11360	5850	0004040	6,450.00	
						09/08/2011	57764								6,450.00
09/09/11	57765	A		09/09/2011	MICHAEL SHLEYFER	CONTRACTED SERVICES	Special Education	01.0	65000.0	57520	11360	5810	0004040	79,625.00	
						09/09/2011	57765								79,625.00

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09/12/11 57766	A		09/12/2011	DEBORAH BOHN	CONTRACTED SERVICES 09/12/2011	57766 Special Education	01.0	65000.0	57520	11360	5810	0004040	13,000.00	13,000.00
				DEBORAH BOHN										
09/12/11 57767	A		09/12/2011	JESSICA SAGER-HUNT	CONTRACTED SERVICES 09/12/2011	57767 El Rincon Elementary	01.0	56400.0	00000	21000	5850	2040000	8,500.00	8,500.00
				JESSICA SAGER-HUNT										
09/16/11 57768	A		09/16/2011	ATKINSON, ANDELSON, LOYA,	CONFERENCE AND TRAVEL 09/16/2011	57768 Superintendent's Office	01.0	00000.0	00000	71000	5220	0001000	49.00	49.00
				ATKINSON, ANDELSON, LOYA, RUUD & ROMO										
09/13/11 57769	A		09/13/2011	OFFICE DEPOT	INSTRUCTIONAL SUPPLIES 09/13/2011	57769 Culver Park High School	01.0	00000.0	32000	10000	4310	5010000	1,500.00	1,500.00
				OFFICE DEPOT										
09/13/11 57770	A		09/13/2011	THE LATINO FAMILY LITERACY PROJECT	CONFERENCE AND TRAVEL 09/13/2011	57770 Special Projects	01.0	70910.0	00000	21000	5220	0004030	1,000.00	1,000.00
				THE LATINO FAMILY LITERACY PROJECT										
09/14/11 57771	A		09/14/2011	TREND ENTERPRISES, INC.	INSTRUCTIONAL SUPPLIES 09/14/2011	57771 Office of Child Development	12.0	50250.0	85000	10000	4310	0000002	94.33	94.33
				TREND ENTERPRISES, INC.										
09/13/11 57772	A		09/13/2011	LACOE	CONFERENCE AND TRAVEL 09/13/2011	57772 El Rincon Elementary	01.0	30100.0	00000	27000	5220	2040000	1,600.00	1,600.00
				LACOE										
09/13/11 57773	A		09/13/2011	LACOE	CONFERENCE AND TRAVEL 09/13/2011	57773 El Rincon Elementary	01.0	30100.0	00000	27000	5220	2040000	400.00	400.00
				LACOE										
09/13/11 57774	A		09/13/2011	LACOE	CONFERENCE AND TRAVEL 09/13/2011	57774 Special Projects	01.0	40350.0	00000	27000	5220	0004030	1,200.00	1,200.00
				LACOE										
09/16/11 57775	A		09/16/2011	TEACHERS' DISCOUNT	INSTRUCTIONAL SUPPLIES 09/16/2011	57775 Office of Child Development	12.0	50250.0	85000	10000	4310	0000002	548.81	548.81
				TEACHERS' DISCOUNT										

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09/16/11	57776	A		09/16/2011	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES 09/16/2011	Office of Child Development 57776	12.0	50250.0	85000	10000	4310	0000002	74.77	74.77
DISCOUNT SCHOOL SUPPLY															
09/16/11	57777	A		09/16/2011	NEELY'S EDUCATIONAL	INSTRUCTIONAL SUPPLIES 09/16/2011	Office of Child Development 57777	12.0	50250.0	85000	10000	4310	0000002	139.72	139.72
NEELY'S EDUCATIONAL MATERIALS & SUPPLIES															
09/15/11	57779	A		09/15/2011	CLASSROOM DIRECT	INSTRUCTIONAL SUPPLIES 09/15/2011	Office of Child Development 57779	12.0	50250.0	85000	10000	4310	0000002	346.89	346.89
CLASSROOM DIRECT															
09/13/11	57780	A		09/13/2011	FAGEN FRIEDMAN & FULLFROST, LLP	LEGAL SERVICES 09/13/2011	Superintendent's Office 57780	01.0	00000.0	00000	71000	5820	0001000	1,487.28	1,487.28
FAGEN FRIEDMAN & FULLFROST, LLP															
09/13/11	57781	A		09/13/2011	MEDISCAN STAFFING SERVICES	CONTRACTED SERVICES 09/13/2011	Special Education 57781	01.0	65000.0	57520	11360	5810	0004040	97,000.00	97,000.00
MEDISCAN STAFFING SERVICES															
09/15/11	57782	A		09/15/2011	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES 09/15/2011	Office of Child Development 57782	12.0	50253.0	85000	10000	4310	0000002	692.74	692.74
LAKESHORE LEARNING MATERIALS															
09/15/11	57783	A		09/15/2011	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES 09/15/2011	Office of Child Development 57783	12.0	50253.0	85000	10000	4310	0000002	482.94	482.94
DISCOUNT SCHOOL SUPPLY															
09/13/11	57784	A		09/13/2011	SUMMIT SPEECH PATHOLOGIST	CONTRACTED SERVICES 09/13/2011	Special Education 57784	01.0	65000.0	57520	11360	5810	0004040	196,000.00	196,000.00
SUMMIT SPEECH PATHOLOGIST SERVICES															
09/13/11	57785	A		09/13/2011	TOP ECHELON CONTRACTING, INC.	CONTRACTED SERVICES 09/13/2011	Special Education 57785	01.0	65000.0	57520	11360	5810	0004040	96,775.00	96,775.00
TOP ECHELON CONTRACTING, INC.															
09/13/11	57786	A		09/13/2011	STAFFING OPTIONS & SOLUTIONS, INC.	CONTRACTED SERVICES 09/13/2011	Special Education 57786	01.0	65000.0	57520	11360	5810	0004040	106,575.00	106,575.00
STAFFING OPTIONS & SOLUTIONS, INC.															

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09/14/11	57787	A		09/14/2011	SPINITAR	MISCELLANEOUS	Culver City Middle School	01.0	62860.0	11100	10000	4320	3010000	917.57	917.57
				09/14/2011											
09/15/11	57788	A		09/15/2011	CDW-G	COMPUTER SUPP/EQUIP	Ei Rincon Elementary	01.0	90141.0	11100	10000	4410	2040000	3,801.85	3,801.85
				09/15/2011											
09/15/11	57789	A		09/15/2011	THE MCGRAW-HILL COMPANIES	BOOKS	Adult School	11.0	06390.0	41100	27000	4110	0000010	103.01	103.01
				09/15/2011											
09/15/11	57790	A		09/15/2011	MUSIC PRODUCTS, INC.	INSTRUCTIONAL SUPPLIES	La Ballona Elementary	01.0	91400.0	11100	10000	4310	2060000	106.11	106.11
				09/15/2011											
09/14/11	57791	A		09/14/2011	EPOS BUSINESS SOLUTIONS	FOOD SERVICES SUPP/EQUIP	Undistributed FS	13.0	53100.0	00000	37000	4410	0000000	6,082.87	6,082.87
				09/14/2011											
09/15/11	57792	A		09/15/2011	XEROX CORPORATION	OFFICE SUPPLIES	Ei Rincon Elementary	01.0	91400.0	00000	00000	4350	2040000	135.06	135.06
				09/15/2011											
09/13/11	57793	C		09/13/2011	WELLS FARGO	CONFERENCE AND TRAVEL	Superintendent's Office	01.0	00000.0	00000	71000	5220	0001000	472.93	472.93
				09/13/2011											
09/14/11	57794	A		09/14/2011	FAGEN FRIEDMAN & FULLFROST, LLP	CONFERENCE AND TRAVEL	Special Education	01.0	56400.0	00000	21000	5220	0004040	960.00	960.00
				09/14/2011											
09/14/11	57795	A		09/14/2011	JENNIFER FLACK	CONTRACTED SERVICES	Culver City Middle School	01.0	00000.0	16002	10000	5810	3010000	9,600.00	9,600.00
				09/14/2011											
09/14/11	57796	A		09/14/2011	ERIC PRICE	CONTRACTED SERVICES	Culver City Middle School	01.0	00000.0	16002	10000	5810	3010000	6,400.00	6,400.00
				09/14/2011											

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09/14/11	57797	A		09/14/2011	AMAZON.COM	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58200.0	11100	10000	4310	0004030	115.69	115.69
						09/14/2011	57797	AMAZON.COM							
09/14/11	57798	A		09/14/2011	OFFICE DEPOT	OFFICE SUPPLIES	Special Projects	01.0	58100.0	00000	21000	4350	0004030	3,000.00	
				09/14/2011				01.0	58200.0	00000	21000	4350	0004030	3,000.00	
09/15/11	57799	A		09/15/2011	HANDWRITING WITHOUT TEARS	INSTRUCTIONAL SUPPLIES	Linwood Howe Elementary	01.0	00520.0	16003	27000	4310	2020000	564.30	
						09/15/2011	57799	HANDWRITING WITHOUT TEARS						564.30	
09/16/11	57800	A		09/16/2011	T-SHIRT PROS.COM	INSTRUCTIONAL SUPPLIES	Undistributed ROP	01.0	96352.0	71100	10000	4310	0000000	795.13	
						09/16/2011	57800	T-SHIRT PROS.COM						795.13	
09/16/11	57801	A		09/16/2011	T-SHIRT PROS.COM	INSTRUCTIONAL SUPPLIES	Undistributed ROP	01.0	96352.0	71100	10000	4310	0000000	1,292.28	
						09/16/2011	57801	T-SHIRT PROS.COM						1,292.28	
09/16/11	57802	A		09/16/2011	CDW-G	COMPUTER SUPP/EQUIP	Ei Rincon Elementary	01.0	90141.0	11100	10000	4410	2040000	4,944.97	
						09/16/2011	57802	CDW-G						4,944.97	
09/16/11	57803	A		09/16/2011	T-SHIRT PROS.COM	INSTRUCTIONAL SUPPLIES	Undistributed ROP	01.0	96352.0	71100	10000	4310	0000000	460.72	
						09/16/2011	57803	T-SHIRT PROS.COM						460.72	
09/16/11	57804	A		09/16/2011	SOUTHWEST SCHOOL SUPPLY	OFFICE SUPPLIES	Undistributed STORES	01.0	00000.0	00000	00000	9320	0000000	284.40	
						09/16/2011	57804	SOUTHWEST SCHOOL SUPPLY						284.40	
09/16/11	57805	A		09/16/2011	SOUTHWEST SCHOOL SUPPLY	OFFICE SUPPLIES	Undistributed SIMC	01.0	00000.0	00000	00000	9320	0000000	405.53	
						09/16/2011	57805	SOUTHWEST SCHOOL SUPPLY						405.53	
09/16/11	57806	A		09/16/2011	FOLLETT EDUCATIONAL	BOOKS	Undistributed SIMC	01.0	07156.0	11100	10000	4110	0000000	1,151.04	

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
09/16/2011	57806					FOLLETT EDUCATIONAL SERVICES								1,151.04	
09/16/11	57807	A	09/16/2011	09/16/2011	LECTORUM PUBLICATIONS, INC.	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58200.0	11100	10000	4310	0004030	176.91	
09/16/2011	57807				LECTORUM PUBLICATIONS, INC.									176.91	
09/16/11	57808	A	09/16/2011	09/16/2011	PERFORMING ARTS CENTER OF L.A.	CONTRACTED SERVICES	Linwood Howe Elementary	01.0	91400.0	11100	10000	5810	2020000	780.00	
09/16/2011	57808				PERFORMING ARTS CENTER OF L.A. COUNTY									780.00	
09/16/11	57810	A	09/16/2011	09/16/2011	CDW-G	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58100.0	11100	10000	4310	0004030	141.78	
09/16/2011	57810				CDW-G									141.78	
09/16/11	57811	A	09/16/2011	09/16/2011	APPLE INC.	COMPUTER SUPP/EQUIP	Special Projects	01.0	58200.0	11100	10000	4410	0004030	1,431.66	
09/16/2011	57811				APPLE INC.									1,431.66	
09/16/11	57812	A	09/16/2011	09/16/2011	LECTORUM PUBLICATIONS, INC.	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58200.0	11100	10000	4310	0004030	702.08	
09/16/2011	57812				LECTORUM PUBLICATIONS, INC.									702.08	
09/16/11	57813	A	09/16/2011	09/16/2011	HOUGHTON MIFFLIN HARCOURT	BOOKS	Undistributed SIMC	01.0	07156.0	11100	10000	4110	0000000	2,683.13	
09/16/2011	57813				HOUGHTON MIFFLIN HARCOURT									2,683.13	
09/16/11	57815	A	09/16/2011	09/16/2011	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	61052.0	85000	10000	4310	0000002	1,190.81	
09/16/2011	57815				LAKESHORE LEARNING									1,190.81	
09/16/11	57817	A	09/16/2011	09/16/2011	L-COM, INCORPORATED	COMPUTER SUPP/EQUIP	El Rincon Elementary	01.0	90141.0	11100	10000	4410	2040000	2,257.42	
09/16/2011	57817				L-COM, INCORPORATED									2,257.42	
09/16/11	57819	A	09/16/2011	09/16/2011	ECOLAB EQUIPMENT CARE	INSTRUCTIONAL SUPPLIES	Undistributed FS	13.0	53100.0	00000	37000	4310	0000000	1,581.56	
09/16/2011	57819				ECOLAB EQUIPMENT CARE									1,581.56	
09/16/11	57820	A	09/16/2011	09/16/2011	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	La Ballona Elementary	01.0	00000.0	00000	27000	4350	2060000	1,482.26	

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

**CULVER CITY UNIFIED SCHOOL DISTRICT
DISTRICT WARRANTS REPORT
2011 - 2012**

COMMERCIAL WARRANTS

JULY 14, 2011 - SEPT. 14, 2011	\$	4,404,595.00
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PAYROLL WARRANTS

JULY 14, 2011 - SEPT. 14, 2011	\$	2,517,639.55
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TOTAL:	\$	<u>6,922,234.55</u>
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BOARD REPORT

9/27/11

9.3

9.3 Approval is Recommended for Acceptance of Gifts - Donations

Board Policy 3290 states the Governing Board may accept any bequest or gift of money or property on behalf of the District that is consistent with the District's vision and philosophy. All gifts, grants, and bequests become District property.

The following items have been donated for use in the District:

<u>Location</u>	<u>Donor/Item(s) Donated</u>
CCUSD	Joseph Drown Foundation c/o Mr. Norman C. Obrow \$5,000 for Front and Center Theatre Collaborative, We Tell Stories Program.
El Marino Language School	Mr. Addison Pan 90 reams of paper and miscellaneous office and school supplies.
El Rincon Elementary School	Mr. Neil Glickman Safety vest for noon duty supervisor.
Farragut Elementary School	Ms. Kathy L. Johnson Miscellaneous art supplies for classrooms.
Office of Child Development	Mr. Christopher Kelly and Mrs. Pat Kelly Puzzles, Arts Supplies and Classroom Supplies for Preschool.

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

Moved by: Seconded by:

Vote:

BOARD REPORT

9.4

Financial Implication for Certificated Services Report No. 4

Total Fiscal Impact per Funding Source:

ABE/231	\$ 3,609.72
ABE/231 WIA	\$ 292.68
ADA	\$ 3,587.52
Fee Based	\$ 17,031.28
FLAP – SIP	\$ 192.50
General Fund	\$ 67,429.30
Los Angeles County Office Regional Occupational Program	\$ 3,748.80

BOARD REPORT

9.4 Certificated Personnel Services Report No. 4 – Page 2

I. Authorization and Ratification of Employment - continued

E. Fee Based Teachers – Adult School, Fall Session - continued

11.	Thornton, Scott	Cross Fit	2 hours per week	\$35.16 per hour
12.	Wolfe, Nancy	Commercial Acting	2 hours per week	\$35.16 per hour

**F. Extra Assignment – La Ballona, Curriculum Development for Latino Family Literacy Program
Effective September 6, 2011 through June 22, 2012 at \$35.00 per hour, not to exceed 20 hours
Funding Source: English Language Acquisition Program (ELAP)
Total Cost: \$700.00**

1. Benitez, Claudia

**G. Extra Assignment – Linwood E. Howe, Co-Choir Directors
Effective September 6, 2011 through June 22, 2012 at \$619.50 stipend per teacher
Funding Source: General Fund – Music Division
Total Cost: \$1,239.00**

1. Checel, Sandra
2. Frazier, Darla

**H. Extra Assignment – El Marino, Grade Level Pacing Plan for Spanish Program
Effective September 29, 2011 at \$35.00 per hour, not to exceed 2.5 hours
Funding Source: FLAP – SIP
Total Cost: \$87.50**

1. Sergant, Roberta

**I. Extra Assignment – El Marino, Plan Development of Cultural Arts Component
Effective August 29, 2011 at \$35.00 per hour, not to exceed 3 hours
Funding Source: FLAP – SIP
Total Cost: \$105.00**

1. Martinez, Zaida

**J. Extra Assignment – Adult School, ABE Coordinator
Effective September 12, 2011 through June 23, 2012 at \$48.78 per hour, not to exceed 2 hours
per week
Funding Source: 231/ABE
Total Cost: \$3,609.72**

1. Rosemberg, Leila

BOARD REPORT

9.4 Certificated Personnel Services Report No. 4 – Page 3I. Authorization and Ratification of Employment - continued

- K. Extra Assignment – Adult School, Collaboration and Set-Up for ABE
Effective September 6, 2011 at \$48.48 per hour, not to exceed 3 hours per teacher
Funding Source: WIA 231/ABE
Total Cost: \$292.68

1. Dickens, Margery
2. Moynahan, Daniel

- L. Extra Assignment – High School, Saturday School Detention Program
Effective September 12, 2011 through June 20, 12 at 4 hours per diem, not to exceed 8 hours per week – one or two of the teachers will per Saturday
Funding Source: General Fund
Total Cost: \$7,000.00

- | | | |
|------------------------------|---------------------------|--------------------------|
| 1. Adkins, Kathleen | 30. Homan, Vivian | 59. Plotnik, Lucas |
| 2. Bakunin, John | 31. Husar, Christina | 60. Pollman, Steven |
| 3. Beckendorf, Wendy | 32. Kaiser, Diane | 61. Prieto, Richard |
| 4. Brandt, Michael | 33. Kinsella, Rebekah | 62. Richardson, Daniel |
| 5. Butler, Alexis | 34. Kirk, Alexander | 63. Rodriguez, Luis |
| 6. Caldwell, Marilyn | 35. Kochevar, Jennifer | 64. Roth, John |
| 7. Carter, Daniel | 36. Kurnarsky, Larry | 65. Rubin-Green, Rachel |
| 8. Chabola, Jerome | 37. Laetz, Diane | 66. Salter, Thomas |
| 9. Chapman, Januari | 38. Light, Jamie | 67. Sanchez, David |
| 10. Chapman, Jonathan | 39. Lockhart, William | 68. Sanderson, Judith |
| 11. Crespo, Carmen | 40. Long, Raymond | 69. Scherling, Katherine |
| 12. Davis, Alex | 41. Malla, Aravind | 70. Schueler, Susan |
| 13. De Armond, Melanie | 42. Marsh, Micheal | 71. Schulte, Penny |
| 14. Dennis, Darrin | 43. Mc Cabe, Ann | 72. Simons, Margaret |
| 15. Diaz, Carina | 44. McGuire, Erika | 73. Snyder, Rachel |
| 16. Dien, Jerod | 45. Mielke, David | 74. Spano, Anthony |
| 17. Doan, Andrew | 46. Minguet, William | 75. Sullivan, Bryan |
| 18. Donahue, Doreen | 47. Montero, Jose | 76. Sunwaye, Lisa |
| 19. Ensley, Robin | 48. Mortenson, Curt | 77. Ta, Jenny |
| 20. Fien, Pennie | 49. Mullen, Leona | 78. Tano, Aaron |
| 21. Fontijn, Mariah | 50. Nguyen, Mai | 79. Tarvyd, Katherine |
| 22. Fournier, Anthony | 51. Nolan, Kelly | 80. Thomas, Ollie |
| 23. Gatz, Laureen | 52. Northington, Patricia | 81. Thorne, Rika |
| 24. Gilbert-Rolfe, Genevieve | 53. Novick, Jill | 82. Thornton, Scott |
| 25. Gomyo, Chiaki | 54. Ordon, Elizabeth | 83. Valverde, Carlos |
| 26. Greenberg, Denise | 55. Ortega, Kimberly | 84. Varlotta, Katherine |
| 27. Gyepes, Kendra | 56. Owens, Andrew | 85. White, Marcos |
| 28. Hatanaka, Kristine | 57. Peacock, Brandy | 86. Wisner, Craig |
| 29. Hoebink, Robert | 58. Pernoon, Farhang | 87. Wong, Justin |

BOARD REPORT

9.4 Certificated Personnel Services Report No. 4 – Page 4

I. Authorization and Ratification of Employment – continued

L. Extra Assignment – High School, Saturday School Detention Program - continued

- 88. Wright, Jahmal
- 89. Yen, Joan
- 90. Yokogawa, Valerie

M. Extra Assignment – High School, Detention Coverage

Effective September 12, 2011 through June 20, 2012 at \$35.00 per hour, not to exceed four hours per week teachers to take turns per week

Funding Source: General Fund

Total Cost: \$6,000.00

- | | | |
|------------------------------|---------------------------|--------------------------|
| 1. Adkins, Kathleen | 30. Homan, Vivian | 59. Plotnik, Lucas |
| 2. Bakunin, John | 31. Husar, Christina | 60. Pollman, Steven |
| 3. Beckendorf, Wendy | 32. Kaiser, Diane | 61. Prieto, Richard |
| 4. Brandt, Michael | 33. Kinsella, Rebekah | 62. Richardson, Daniel |
| 5. Butler, Alexis | 34. Kirk, Alexander | 63. Rodriguez, Luis |
| 6. Caldwell, Marilyn | 35. Kochevar, Jennifer | 64. Roth, John |
| 7. Carter, Daniel | 36. Kurnarsky, Larry | 65. Rubin-Green, Rachel |
| 8. Chabola, Jerome | 37. Laetz, Diane | 66. Salter, Thomas |
| 9. Chapman, Januari | 38. Light, Jamie | 67. Sanchez, David |
| 10. Chapman, Jonathan | 39. Lockhart, William | 68. Sanderson, Judith |
| 11. Crespo, Carmen | 40. Long, Raymond | 69. Scherling, Katherine |
| 12. Davis, Alex | 41. Malla, Aravind | 70. Schueler, Susan |
| 13. De Armond, Melanie | 42. Marsh, Micheal | 71. Schulte, Penny |
| 14. Dennis, Darrin | 43. Mc Cabe, Ann | 72. Simons, Margaret |
| 15. Diaz, Carina | 44. McGuire, Erika | 73. Snyder, Rachel |
| 16. Dien, Jerod | 45. Mielke, David | 74. Spano, Anthony |
| 17. Doan, Andrew | 46. Minguet, William | 75. Sullivan, Bryan |
| 18. Donahue, Doreen | 47. Montero, Jose | 76. Sunwaye, Lisa |
| 19. Ensley, Robin | 48. Mortenson, Curt | 77. Ta, Jenny |
| 20. Fien, Pennie | 49. Mullen, Leona | 78. Tano, Aaron |
| 21. Fontijn, Mariah | 50. Nguyen, Mai | 79. Tarvyd, Katherine |
| 22. Fournier, Anthony | 51. Nolan, Kelly | 80. Thomas, Ollie |
| 23. Gatz, Laureen | 52. Northington, Patricia | 81. Thorne, Rika |
| 24. Gilbert-Rolfe, Genevieve | 53. Novick, Jill | 82. Thornton, Scott |
| 25. Gomyo, Chiaki | 54. Ordon, Elizabeth | 83. Valverde, Carlos |
| 26. Greenberg, Denise | 55. Ortega, Kimberly | 84. Varlotta, Katherine |
| 27. Gyepes, Kendra | 56. Owens, Andrew | 85. White, Marcos |
| 28. Hatanaka, Kristine | 57. Peacock, Brandy | 86. Wisner, Craig |
| 29. Hoebink, Robert | 58. Pernoon, Farhang | 87. Wong, Justin |

BOARD REPORT

9.4 Certificated Personnel Services Report No. 4 – Page 5

I. Authorization and Ratification of Employment – continued

M. Extra Assignment – High School, Detention Coverage - continued

- 88. Wright, Jahmal
- 89. Yen, Joan
- 90. Yokogawa, Valerie

**N. Extra Assignment – Adult School, WASC Accreditation Process Replacement
Effective September 12, 2011 through June 23, 2012 at \$48.78 per hour,
not to exceed 2 hours per week
Funding Source: ADA
Total Cost: \$3,587.52**

- 1. Rosemberg, Leila

**O. Extra Assignment – District Office, Substitute Assistance with CELDT Testing
Effective September 13, 2011 through October 30, 2011 at \$125.00 per day, work as needed,
not to exceed 12 days per teacher
Funding Source: General Fund
Total Cost: \$9,000.00**

- | | |
|----------------------|------------------|
| 1. Bark, Margaret | 4. Inouye, Nancy |
| 2. Davis-Larry, Lisa | 5. Meyer, Nicole |
| 3. Gramajo, Sonia | 6. Warner, Amy |

II. Change in Status

- | | |
|----------------|-------------------------|
| 1. Nguyen, Mai | From: Temporary Status |
| High School | To: Probationary Status |

III. Leave of Absence

- | | |
|---------------------|--|
| 1. Rosemberg, Joyce | Child Care Leave Without Pay |
| Adult School | Effective September 12, 2011 through December 17, 2011 |

BOARD REPORT

9.5 Financial Impact for Classified Personnel Services Report No. 4

Total Funding Fiscal Impact:

ADA Total:	\$5,083.68
Food Services Total:	\$11.45 per hour, as needed
General Fund Total:	\$9,007.50 \$9.25 per hour, as needed
School Improvement Total:	\$598.80

BOARD REPORT

9.5 Classified Personnel Services Report No. 4

I. Authorization, Approval & Ratification of Employment

A. Clerical & Fiscal

1. Stanis, Rebecca
Substitute Clerk Typist
District Office – Educational Services
Extra Assignment – Not to exceed 300 hours
Funding Source: General Fund – Ed Services
Effective September 12, 2011 through
June 22, 2012
Hourly, as needed – \$14.14 per hour
Total Cost: \$4,242.00

B. Food Services

1. He, Jinfeng
Substitute Food Service Assistants
Food Services
Funding Source: Food Services
Effective September 28, 2011
Hourly, as needed – \$11.45 per hour

C. Instructional Assistants

1. Van Loo, Mary
School Technology Technician
High School – Extra Assignment
Not to exceed 30 hours
Funding Source: School Improvement
Effective June 21, 2011 through June 27, 2011
Range 21 – \$19.96 per hour
Total Cost: \$598.80
2. Blumenfeld, Joann
Instructional Assistant – Adult School
Adult School – Extra Assignment
Not to exceed 4 hours per week, school year
Funding Source: ADA
Effective September 12, 2011 through
June 23, 2012
Range 17 – \$18.69 per hour
Total Cost: \$2,541.84

BOARD REPORT

9.5 Classified Personnel Services Report No. 4 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

C. Instructional Assistants – continued

3. Gibbs, Shauna
Instructional Assistant – Adult School
Adult School – Extra Assignment
Not to exceed 4 hours per week, school year
Funding Source: ADA
Effective September 12, 2011 through
June 23, 2012
Range 17 – \$18.69 per hour
Total Cost: \$2,541.84

D. Noon Duty Supervisors

1. Andrade, Emma
Temporary Noon Duty Supervisor
Farragut
Funding Source: General Fund
Effective September 12, 2011 through
June 22, 2012
Hourly, as needed – \$9.25 per hour
2. Castillo, Veronica
Temporary Noon Duty Supervisor
Linwood Howe
Funding Source: General Fund
Effective September 12, 2011 through
June 22, 2012
Hourly, as needed – \$9.25 per hour
3. Fajardo, Angela
Temporary Noon Duty Supervisor
El Rincon
Funding Source: General Fund
Effective September 28, 2011 through
June 22, 2012
Hourly, as needed – \$9.25 per hour
4. Jorge, Nancy
Temporary Noon Duty Supervisor
Linwood Howe
Funding Source: General Fund
Effective September 28, 2011 through
June 22, 2012
Hourly, as needed – \$9.25 per hour

BOARD REPORT

9.5 Classified Personnel Services Report No. 4 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

D. Noon Duty Supervisors – continued

5. Rodriguez, Maria Carmen Temporary Noon Duty Supervisor
El Marino
Funding Source: General Fund
Effective September 28, 2011 through
June 22, 2012
Hourly, as needed – \$9.25 per hour

II. Authorization, Approval & Ratification of Change of Assignment

1. Tijero, Jackie Short-Term Change in Assignment:
From: Accounting Technician
To: Payroll Technician
District Office – Business Services
Not to exceed 8 hours per day
Funding Source: General Fund
Effective July 1, 2011
Range 29 – \$4218 per month
2. Bonneau, Fedly Permanent Increase in Hours:
Instructional Assistant – Special Education IIA
Child Development
From: 5 hours per day, school year
To: 6 hours per day, school year
Funding Source: General Fund – Special Ed
Effective September 6, 2011
Range 16 - \$17.65 per hour
Total Increase: \$3,177.00
3. Fitzgerald, Thomas Permanent Increase in Hours:
Instructional Assistant – Special Education IIA
Middle School
From: 5.5 hours per day, school year
To: 6 hours per day, school year
Funding Source: General Fund – Special Ed
Effective September 6, 2011
Range 16 - \$17.65 per hour
Total Increase: \$1,588.50

BOARD REPORT

9.5 Classified Personnel Services Report No. 4 – Page 4

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

4. Fate, Arlene
Voluntary Reduction in Hours:
Instructional Assistant – Special Education
Middle School
From: 5 hours per day, school year
To: 3.5 hours per day, school year
Funding Source: General Fund – Special Ed
Effective September 6, 2011
Range 14 – \$16.88 per hour
Total Difference: \$4,557.60
5. Marquez, Patricia
Permanent Increase in Hours:
Instructional Assistant – Special Education
Middle School
From: 4.5 hours per day, school year
To: 6 hours per day, school year
Funding Source: General Fund – Special Ed
Effective September 6, 2011
Range 14 – \$16.88 per hour
Total Increase: \$4,557.60

III. Authorization, Approval & Ratification of Leave of Absence

1. Gomez Garcia, Cynthia
Instructional Assistant – Special Education IIA
High School
6 hours per day, school year
Unpaid Child Care Leave of Absence
Funding Source: General Fund – Special Ed
Effective October 1, 2011 through
October 24, 2011
Range 16 – \$17.65 per hour

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 4

Moved by:

Seconded by:

Vote:

9.6 Compensation Report of the Members of the Board of Education

The attached report lists the cost to the District of all expenditures paid out on behalf of each Board Member from April 1, 2011 through June 30, 2011.

RECOMMENDED MOTION: That the Board of Education for Culver City Unified School District accept the Compensation Report for the period of April 1, 2011 through June 30, 2011 as presented.

Moved by:

Seconded by:

Vote:

**2010-11
Quarterly Compensation and Expenditure Report
of the
Members of the Board of Education**

April 1, 2011 to June 30, 2011

Board Member	Stipend	Statutory Benefits	Health & Welfare	Other Expenditures	Total
Gourley, Steven	\$ 720.00	\$ 83.29	\$ 493.71	\$ -	\$ 1,297.00
Paspalis, Katherine	\$ 720.00	\$ 35.08	\$ 3,391.62	\$ -	\$ 4,146.70
Siever, Patricia	\$ 720.00	\$ 83.28	\$ 32.40	\$ -	\$ 835.68
Silbiger, Karlo	\$ 720.00	\$ 83.28	\$ -	\$ -	\$ 803.28
Zeidman, Curtis Scott	\$ 720.00	\$ 78.09	\$ 695.97	\$ -	\$ 1,494.06
TOTAL	\$ 3,600.00	\$ 363.02	\$ 4,613.70	\$ -	\$ 8,576.72

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

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

BOARD REPORT

10.1 New Teacher Introductions

The Board of Education would like to welcome the new teachers to Culver City Unified School District.

BOARD REPORT

10.2 Culver City Education Foundation Building Blocks for Education

The Culver City Education Foundation has an ongoing program, "Building Blocks for Education." Our "Building Blocks" are personalized brass plates affixed to the inside walls of the Culver City Unified School District offices. They create a lasting tribute to a person's achievement or memory.

The "Building Block" will be presented by Chris Collins, Principal at La Ballona Elementary School. The "Building Block" will be to honor Laura Chardiet from the Friends of La Ballona.

BOARD REPORT

9/27/11

12.1

12.1 Memorandum of Understanding between Los Angeles County and Culver City Unified School District

Ms. Jeanne Davis, SELPA Director, will provide the Board with information regarding the Memorandum of Understanding and be available for any questions.

This MOU explains that LACDMH will continue to provide mental health services to special education students until their share of the AB 100 revenue is gone. They currently provide a number of services including: individual, group and family therapy, residential treatment, psychiatric services and medication management.

12.2 Environmental Sustainability Committee Update

The Board previously approved that an Environmental Sustainability Committee be formed for the District.

Mr. Todd Johnson, Chairman of the Committee, will provide the Board with an update on the Committee's progress to date.

12.3 Capital Projects Update

Elevator Project

We have two, two-story buildings at the Middle and High Schools that require access under the American with Disabilities Act (ADA). The elevators require building a separate tower and linking it to the building via ramp.

Estimated Cost: \$1.0 million

Athletic Complex

Sports play a vital role in increasing self-confidence and enhancing respect for rules and regulations as well as providing a natural stress buster. The athletic fields are used by over 3,800 students from the Middle and High Schools, as well as residents of Culver City.

The renovations will include new restrooms, concession stands, a storage building, a new parking lot, synthetic grass football and soccer fields, new synthetic track, relocating three tennis courts, new scoreboard, lighting for all fields, wiring for solar carports, new bleachers with same capacity, and a block wall and/or chain link fencing.

Estimated Cost: \$8.5 million

Robert Lee Frost Auditorium

Culver City Unified School District is an Arts for All District, part of a countywide network of school districts that are implementing comprehensive arts programs for all students. The Academy for Visual and Performing Arts offers studies in visual arts, film and video production, theater, and music.

The auditorium approaches 50 years of service and needs special care to bring it up to contemporary standards as a performance and audience space.

The renovation will address acoustics, audience seating, sound reinforcement, lighting, stage drapery and equipment, stage floor, sound control booth, air conditioning, new carpeting, new dressing rooms, and interior and exterior outlook to make it more attractive.

Estimated Cost: \$2.0 million

Solar Project

Solar Panels use arrays of solar photovoltaic cells to convert photons into usable electricity. With solar panels, we are provided with clean, renewable energy from the sun. The idea is to save energy costs currently paid to energy providers and add an educational component to teach our students.

The project will cover the High School, Middle School, Farragut and the Office of Child Development. It will cover approximately 88,000 square footage of roofing area to Generate 65% of these sites' usage, or 750 AC KW.

On April 20, 2011, we released the Request for Proposal (RFP) for the solar project and 19 different vendors participated in the walk-thru. We received four complete proposals in response to the RFP and the systems ranged from 750 AC KWH to 1000 AC KWH. Costs ranged from \$4.6 million to \$6.4 million.

The District offered a Memorandum of Understanding (MOU) to the four vendors that responded to our RFP by providing them with an opportunity to secure part of the funding from South Coast AQMD. Of the four vendors, two have submitted their proposals to AQMD and they will announce their decision at their October 7th meeting.

Estimated Cost: \$4.6 million

Culver City USD - Capital Projects

Capital Projects	Sites	Funding Source			Project Cost
		CCUSD	State Modernization Grant	AQMD	
Athletic Fields Renovation	Middle & High School	\$ 4,850,000	\$ 3,650,000		\$ 8,500,000
Elevators	Middle & High School	\$ 400,000	\$ 600,000		\$ 1,000,000
Robert Frost Auditorium	High School	\$ 2,000,000			\$ 2,000,000
Solar Power	HS, MS, Farragut Elem & OCD	\$ 2,300,000		\$ 2,300,000	\$ 4,600,000
Total		\$ 9,550,000	\$ 4,250,000	\$ 2,300,000	\$ 16,100,000

Funding Sources	Balance Available For Capital Projects
Building Fund	\$ 3,735,242
Capital Facilities Fund	\$ 1,583,754
Special Reserve Fund	\$ 3,273,027
Bonds Refunding Authority	\$ 3,500,000
Total	\$ 12,092,023

Deficit without State and AQMD funding:

\$ (4,007,977)

BOARD REPORT

9/27/11

12.4

12.4 First Reading of Revised Administrative Regulation 6154 – Instruction, Homework/Makeup Work

It is recommended practice that the Board of Education regularly review Board Policies/Administrative Regulations that are significant to the operation of the district. A revised Administrative Regulation on Instruction, Homework/Makeup Work is being presented for a first reading.

Instruction

HOMEWORK/MAKEUP WORK

Guidelines for Assigning Homework

Homework shall be an integral part of the planned educational program for the class. It should be related to the student's program and should assist the student in making progress toward ~~reaching the program goals~~ **mastery of subject matter.**

Home assignments should be limited to work which can be completed in a reasonable length of time considering the age and ability level of the student. If a student is in the Resource Specialist Program, the regular classroom teacher and the resource specialist teacher ~~should~~ **will** work together to coordinate the assigned homework so that it is of reasonable length.

It is encouraged that assignments be made for school nights only, such as Monday through Thursday evenings, for the students in grades K-5 and Monday through Friday for students in grades 6-12. Weekend assignments may be appropriate depending on the assignment.

Any textbook may be sent home as part of the homework assignment.

Teachers are encouraged to publish homework assignments for parental viewing utilizing various methods such as syllabus, weekly newsletters and the web.

Teacher Responsibilities

The primary purpose of homework is to provide extended practice and it should be structured around content with which students have a high degree of familiarity.

The instructional program should provide time for students to develop the skills necessary to do assigned work independently at school, ~~and at home,~~ **and to learn** ~~the skills needed to work independently.~~ **These** include:

1. Knowledge of the necessary skills **needed** to do the assigned task **successfully.**
2. Following ~~ing~~ directions, procedures and rules necessary for completion of **the** task.

~~Avoiding unnecessary distractions~~

3. Beginning ~~ing~~ an assignment without wasting time.
4. Obtaining ~~ing~~ the necessary materials to complete a given assignment.
5. Choosing ~~ing~~ an appropriate workplace **free of distractions.**

Instruction

HOMEWORK/MAKEUP WORK (Continued)

6. Knowing appropriate sources of help when needed: dictionary, textbook, reference book, peer, teacher, parent/guardian.

Each teacher shall establish a homework policy. Students and their parents shall understand the purpose of homework, the amount of homework that will be assigned, consequences for not completing homework and the types of parental involvement that are acceptable.

Teachers shall review and note completion of assigned homework as appropriate. A pattern of failure to complete assigned work on time shall be reported to parents/guardians as soon as the problem becomes apparent. Continued failure to complete assigned homework shall also be noted on the progress report. ~~Whenever appropriate, s~~Students shall receive timely feedback as to the correctness of the homework.

~~Each year parents/guardians will be notified in writing by the principal regarding the homework policy and the guidelines of time allotment that the teacher(s) will follow.~~

Each year the principal will work with teachers to develop homework policies based on the child's age and grade level to ensure it is developmentally appropriate, and is based on current research regarding homework.

Student Responsibilities

Students should complete all assignments, communicate with the teacher if work appears too easy or too hard, and return the completed assigned work to school at the designated time.

Parent/Guardian Responsibilities

Parents/guardians should **help set up a consistent organized place for homework to be done, provide a quiet place for students to work, provide** adequate time to do the work, take an active interest in the homework and ~~provide the necessary help (flash cards, practice tests, etc.)~~ **by encouraging, motivating and prompting as needed.**

Guidelines for Time Allotments for Homework

Specific minimums or maximums are difficult to establish since the amount of relevant homework may vary from week to week. Likewise, the time required to complete a specific class assignment will vary according to the ability of the student, the individual's study habits, etc.

Instruction

HOMEWORK/MAKEUP WORK (Continued)

In spite of these variables, some guidelines are appropriate. The following is considered to be a reasonable expectation for the average student with an average load.

<u>Grade</u>	<u>Minutes/Night</u>	<u>Hours/ Week</u>
K	15	1.00
1	15-20	1.33
2	15-20	1.33
3	30	2.00
4	60	4.00
5	60	4.00
6	60	4.00
7	60-96	5-8
8	60-96	5-8
9	96-180	8-15
10	96-180	8-15
11	96-180	8-15

In addition, students may be assigned a set number of minutes of required reading outside the instructional day. Teachers strongly encourage and assign nightly reading based on the research that has shown a strong correlation between the amount of reading children do outside the school day and their ability to effectively comprehend what they are reading and an increase in their vocabulary skills.

School-Site Homework Plan

The principal and staff at each school shall develop and regularly review a school-site homework plan which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians. The plan shall identify all of the following:

1. **For each grade level, the amount of time that students shall be expected to spend on homework, following district guidelines based on grade levels as listed under "Guidelines for Time Allotments for Homework."**
2. **For each grade level, the extent to which homework assignments shall involve participation by parents/guardians.**
3. **The means by which parents/guardians shall be informed about:**
 - a. **Homework expectations.**
 - b. **How homework relates to the student's grades.**
 - c. **How best to help their children.**

Instruction

HOMEWORK/MAKEUP WORK (Continued)

4. **Techniques that will be taught to help students allocate their time wisely, meet their deadlines and develop good personal study habits.**
5. **The access that students shall have to obtain resources available to assist students with completion of homework.**
6. **The means by which teachers shall coordinate assignments so that students do not receive an overload of homework one day and very little the next.**

Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205.

(Education Code 48980)

(cf. 5121 – Grades/Evaluation of Student Achievement)

(cf. 5145.6 – Parental Notifications)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

Regulation

Reviewed: June 16, 1998

Regulation

Reviewed: September 27, 2011

CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City, California

BOARD REPORT

9/27/11
12.5

12.5 First Reading of Revised Board Bylaw 9323, Meeting Conduct

It is recommended practice that the Board of Education review Board Policies, Administrative Regulations, and Board Bylaws on a regular basis. District Administration recommends the revision of Board Bylaw 9323, Meeting Conduct to reflect new mandated language as recommended by the California School Boards Association.

MEETING CONDUCT

BB 9323 (a)

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 – Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 – President)

The Board believe that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. 9320 – Meetings and Notices)

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board.

(cf. 9323.2 – Actions by the Board)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of each the item of business to be discussed at regular or special meetings. (Education Code 35145.5, Government Code 54954.3)
 - a. ~~Consent agenda items are considered routine, requiring no discussion and are normally all approved at one time by the Board. However, a Board member or a member of the audience may have a question concerning a particular item and may request that it be withdrawn from the consent list.~~
 - b. ~~Action items are usually submitted to the board with a specific recommendation for action from the Superintendent. Normal Board procedure on action items includes: 1) receiving additional background information or analysis from the administration on the item proposed for action; 2) receiving comments from members of the audience so that the Board may receive information and reaction from the public. (Presentations by the public shall be limited to three minutes per person and twenty minutes per agenda item unless the Governing Board, by majority vote, agrees to extend the time.); 3) introducing a motion on the item by a Board member; 4) members of the Board introducing a discussion, asking questions of the Superintendent and/or other resource people; and 5) taking action on the item in question.~~
 - e. ~~Information items are generally included on the agenda for two reasons:~~
 - ~~1. To solicit reactions from the Board and public on matters which may be presented to the Board for action at a later date; and~~
 - ~~2. To provide presentations and information on a wide range of matters of interest to the Board of Education and public, but require no action.~~

~~Note: (Presentation by the public shall be limited to three minutes per person and twenty minutes per agenda item unless the Governing Board, by majority vote, agrees to extend the time.)~~
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda, at

~~a regular meeting, matters that are not listed on the agenda. The Board may refer such a matter to the Superintendent or designee or take it under advisement, but shall not take action at that time except as allowed by law. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board. Those wishing to speak should complete a speaker's card and submit it to the Board president. Three minutes will be allotted members of the audience, for a total of twenty minutes during this portion of the agenda. Board members will be allotted fifteen minutes during this portion of the agenda. **shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law.** (Education Code 35145.5, Government Code 54954.2)~~

~~(cf. 9323.2 - Actions by the Board)~~

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)
4. **The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)**
5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers ~~will~~ **shall** be allowed up to three minutes to address the Board on each agenda **or nonagenda** item. The Board shall limit the total time for public input on ~~an agenda~~ **each** item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

- 5.6. The Board president may rule on the appropriateness of a topic. If a the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. **(Government Code 54954.3)** **In addition, the Board may not prohibit public criticism of district employees** ~~No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified in any way. All charges or complaints against employees must comply with Board policy and regulations regarding employee notification and closed sessions of the Board. (Government Code 54954.2)~~

Whenever a member of the public initiates specific complaints or charges against an employee, the Board president shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in Closed Session unless otherwise requested by the employee pursuant to Government Code 54957. The Board president shall also encourage the complainant to file a complaint using the appropriate district complaint procedure.

(cf. 1312.1 – Complaints Concerning District Employees)
(cf. 9321 – Closed Session Purposes and Agendas)

- 6.7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the chair **president** to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary; **In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance,** further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

~~*(cf. 9324 – Minutes and Recordings)*~~

Recording by the Public

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph or tape record open meetings without causing a distraction.

(cf. 9324 – Board Minutes and Recordings)

If the Board finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:

Education Code

- 5095 Powers of remaining board members and new appointees
- 32210 Willful disturbance of public school or meeting a misdemeanor
- 35010 Prescription and enforcement of rules
- 35145.5 Agenda; public participation; regulations
- 35163 Official actions, minutes and journal
- 35164 Vote requirements
- 35165 Effect of vacancies upon majority and unanimous votes by seven member board

Government Code

- 54953.5 Audio or video tape recording of proceedings
- 54953.6 Broadcasting of proceedings
- 54954.2 Agenda; posting; action on other matters
- 54954.3 Opportunity for public to address legislative body; regulations
- 54957 Closed sessions**
- 54957.9 Disorderly conduct of general public during meeting; clearing of room

PENAL CODE

- 403 Disruption of assembly or meeting**

COURT DECISIONS

- McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275**
- Rubin v. City of Burbank, (2002) 101 Cal.App. 4th 1194**
- Baca v. Moreno Valley Unified School District, (1996) 936 F.Supp. 719**

ATTORNEY GENERAL OPINIONS

- 76 Ops. Cal. Atty. Gen. 281 (1993)
- 66 Ops. Cal. Atty. Gen. 336, 337 (1983)
- 63 Ops. Cal. Atty. Gen. 215 (1980)
- 61 Ops Cal. Atty. Gen. 243, 253, (1978)
- 59 Ops. Cal. Atty. Gen. 532 (1976)
- 55. Ops. Cal. Atty. Gen. 532 (1976)**

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2005

MEETING CONDUCT (continued)

BB 9323 (f)

Board Presidents' Handbook, rev. 2002

Maximizing School Board Governance: Boardsmanship

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES

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

California Attorney General's Office: <http://www.caag.state.ca.us>

Bylaw

Adopted: July 29, 1997

Revised: January 23, 2007

Culver City Unified School District
Culver City, California

BOARD REPORT

9/27/11

12.6

**12.6 First Reading of Revised Board Policy/Administrative Regulation 1312.1
Community Relations - Complaints Concerning District Employees; and Exhibit
1312.1, Community Relations**

It is recommended practice that the Board of Education review Board Policies and Administrative Regulations on a regular basis. District Administration recommends the revision of Board Policy/Administrative Regulation/Exhibit 1312.1 to reflect new language as recommended by the California School Boards Association.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

The Governing Board accepts responsibility for providing a means by which the public can hold employees accountable for their actions. The Board desires that complaints be resolved expeditiously without disrupting the educational process.

The Superintendent or designee shall develop regulations which permit the public to submit complaints against district employees in an appropriate way. These regulations shall protect the rights of involved parties. The Board may serve as an appeals body if the complaint is not resolved.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 3515.2 - Disruptions)

The Board prohibits retaliation against complainants. The Superintendent or designee at his/her discretion may keep a complainant's identity confidential, except to the extent necessary to investigate the complaint. The district will not investigate anonymous complaints unless it so desires.

Legal Reference:

EDUCATION CODE

33308.1 Guidelines on procedure for filing child abuse complaints

35146 Closed sessions

35160.5 Requirement for school district policies: parental complaints re employees

44031 Personnel file contents and inspection

44811 Disruption of public school activities

44932-44949 Resignation, dismissal and leaves of absence (rights of employee; procedures to follow)

48987 Child abuse guidelines

GOVERNMENT CODE

54957 Closed session; complaints re employees

54957.6 Closed session; salaries or fringe benefits

PENAL CODE

273 Cruelty or unjustifiable punishment of child

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

300 Minors subject to jurisdiction of juvenile court

Management Resources:

CDE LEGAL ADVISORIES

0910.93 Guidelines for parents to report suspected child abuse by school district employees or other persons against a pupil at school site (LO:4-93)

Policy

adopted: April 1, 1997

Policy

reviewed: October 16, 2001

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

COMPLAINTS CONCERNING DISTRICT EMPLOYEES

Complaint Procedures

The Superintendent or designee shall determine whether a complaint should be considered a complaint against the District and/or ~~the~~ an individual, and whether it should be resolved by the District's process for complaints concerning personnel, and/or other District procedures, ~~or both~~.

(cf. 1312.2 – Complaints Concerning Instructional Materials)

(cf. 1312.3 – Uniform Complaint Procedures)

(cf. 4144/4244/4344 – Complaints)

~~The Governing Board shall annually review District policies and regulations related to complaints against school personnel. (Education Code 35160.5)~~

~~In order to~~ To promote prompt and fair resolution of the complaint and constructive communication, the following procedures shall govern the resolution of complaints against District employees:

1. Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, the complainant should communicate directly to the employee in order to resolve concerns. ~~complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is made. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.~~
2. If a complainant is unable or unwilling to resolve the complaint directly with the employee person involved, he/she may submit an oral or written complaint to the employee's immediate supervisor or the principal.
3. All complaints related to District personnel other than administrators shall be submitted in writing to the principal or immediate supervisor. If the complainant is unable to prepare the complaint in writing, administrative staff shall help him/her to do so. Complaints related to a principal or central office administrator shall be initially filed in writing with the Superintendent or designee. Complaints related to a ~~Board member~~ or to the Superintendent shall be initially filed in writing with the Board.
4. When a written complaint is received, the employee shall be notified within five days or in accordance with collective bargaining agreements

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

- 4.5. A written complaint ~~must~~ **shall** include:
- a. The **full** name of each employee involved;
 - b. A brief but specific summary of the complaint and the facts surrounding it; ~~and~~
 - c. A specific description of any prior attempt to discuss the complaint with the employee and the failure to resolve the matter.
5. 6. ~~The person~~ **Staff** responsible for investigating complaints ~~will~~ **shall** attempt to resolve the complaint to the satisfaction of the ~~person(s)~~ **parties** involved within 30 days.
6. 7. ~~The~~ **Both the** complainant **and the employee against whom the complaint was made** may appeal a decision by the principal or immediate supervisor to the Superintendent or designee, who ~~will~~ **shall** attempt to resolve the complaint to the satisfaction of the person(s) involved within 30 days. ~~Complainants~~ **Parties** should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent or designee may ask to address the Board regarding the complaint.
7. 8. Before and Board consideration of a complaint, the Superintendent or designee shall submit to the Board a written report concerning the complaint, including but not limited to:
- a. The **full** name or each employee involved.
 - b. A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the ~~employee(s)~~ **parties** as to the precise nature of the complaint and to allow the ~~employee(s)~~ **parties** to prepare a **defense response**.
 - c. A copy of the signed original complaint.
 - d. A summary of the action taken by the Superintendent or designee, together with his/her specific finding that the problem has not been resolved and the reasons.
8. 9. The Board may uphold the Superintendent's decision without hearing the complaint.

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

9. 10. All parties to a complaint may be asked to attend a Board meeting in order to **clarify the issue and** present all available evidence ~~and allow every opportunity for explaining and clarifying the issue.~~

~~10.11. **A Closed Session may be held to hear the complaint in accordance with law.** Before the Board holds a Closed Session to hear complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in Open Session rather than Closed Session. This notice shall be delivered personally or by mail at least 24 hours before the time of the session, and the employee may request that the complaints or charges be heard in Open Session. Complaints concerning Board members shall be addressed in Open Session unless a Closed Session is warranted pursuant to Education Code 35146 or 48918 or Government Code 54957 or 54957.6. (Government Code 54957)~~

(cf. 9321 – Closed Session Purposes and Agendas)
(cf. 9323 – Meeting Conduct)

~~11.12. Any **The** decision of the board shall be final.~~

Complaints Regarding Child Abuse

Any complaint of child abuse or neglect alleged against a District employee shall be reported to the appropriate local agencies in accordance with law, Board policy, and administrative regulation.

~~When a complaint of child abuse is alleged, the District shall provide parents/guardians procedures for filing a child abuse complaint with the appropriate child protective agencies. Upon request, such procedures shall be written in the primary language of the parent/guardian, and the Superintendent or designee shall provide an interpreter if needed. (Education Code 48987)~~

~~Providing the above procedures to parents/guardians does not relieve mandated reporters from their duty to report suspected child abuse in accordance with law.~~

(cf. 4112.6/4212.6/4312.6 – Personnel Records)
(cf. 4144/4244/4344 – Complaints)
(cf. 5141.4 – Child Abuse Reporting Procedures)

~~CDE Legal Advisory LO:4-93 PROCEDURES FOR PARENTS OR GUARDIANS OF STUDENTS TO IDENTIFY AND REPORT CHILD ABUSE COMMITTED AT A SCHOOL SITE BY A SCHOOL DISTRICT EMPLOYEE OR OTHER PERSON~~

~~The following information, taken from Penal Code Sections 273a, 273d, and 11165.6, will assist parents/guardians in deciding whether to file a complaint of child abuse.~~

~~What is Child Abuse and What is Not Child Abuse~~

~~Child abuse is a physical injury which is inflicted by other than accidental means on a child by another person.~~

~~It also means the sexual abuse of a child.~~

~~It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.~~

~~It also means unlawful corporal punishment or injury resulting in a traumatic condition.~~

~~Child abuse also means neglect of a child or abuse in out-of-home care. (Out-of-home care is defined in Penal Code Section 11165.5 as a situation where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency.)~~

~~Child abuse does not mean a mutual quarrel or fight between minors.~~

~~It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force:~~

- ~~1. To quell a disturbance threatening physical injury to person or damage to property;~~
- ~~2. To prevent physical injury to person or damage to property;~~
- ~~3. For purposes of self-defense;~~
- ~~4. To obtain possession of weapons or other dangerous objects within the control of a child; or~~
- ~~5. To apprehend an escapee.~~

~~In addition, child abuse does not include injury caused by any force that is reasonable and necessary for person employed by or engaged in a public school:~~

- ~~1. To stop a disturbance threatening physical injury to people or damage to property;~~
- ~~2. For purposes of self defense; or~~
- ~~3. To obtain possession of weapons or other dangerous objects within control of a student. (Education Code 44807, 49001)~~

How to File a Complaint of Child Abuse Against School District Employees or Others at School Sites

~~Parents/guardians of students have the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site.~~

~~To file a complaint, the parent/guardian must file a formal report with the local child protective agency. This may be done by telephone, in person, or in writing. A complaint may also be filed with the appropriate local school district or county office of education; however, school districts and county offices of education do not investigate child abuse complaints.~~

~~In addition, if the child is disabled and enrolled in special education, a separate complaint may be filed with the California Department of Education (CDE) under the California Code of Regulations, Title 5, Section 4650 (a) (viii) (c). The CDE does not investigate allegations of child abuse. The CDE investigates conditions that may involve immediate physical danger or threaten the health, safety or welfare of the child and which may result in denial of free appropriate public education.~~

~~As defined in the Child Abuse and Neglect Reporting Act of 1987, a child protective agency is:~~

- ~~1. A police or sheriff's department;~~
- ~~2. A county probation department; or~~
- ~~3. A county welfare department/child protective services.~~

~~These agencies are listed in local telephone directories under government listings. Police will be found under city government listings; sheriffs, probation, welfare departments and child protective services will be found under county government listings.~~

~~The local child protective agency shall investigate the complaint. (Penal Code 11165.14)~~

~~If the complaint is substantiated, the local child protective agency is required to forward a copy of the investigation report to the governing board of the local school district or county office of education. (Penal Code 11165.14)~~

~~Child protective agencies are also required to cross-report every known or suspected instance of child abuse to the other child protective agencies having jurisdiction over the case (for example, county welfare to law enforcement, and vice versa), to the agency responsible for conducting investigations for dependency determinations pursuant to Welfare and Institutions Code 300, and to the district attorney. (Penal Code 11166 (g))~~

Culver City Unified School District

Culver City, California

BOARD REPORT

9/27/11

14.1a

14.1a Approval is Recommended to Approve the Memorandum of Understanding between Los Angeles County and Culver City Unified School District

The Board is asked to approve a Memorandum of Understanding with the Los Angeles County Department of Mental Health for the 2011-12 fiscal year. AB 100 allocated revenues to Counties for this transition year following the repeal of AB 3632.

This MOU explains that LACDMH will continue to provide mental health services to special education students until their share of the AB 100 revenue is gone. They currently provide a number of services including: individual, group and family therapy, residential treatment, psychiatric services and medication management. When LACDMH's AB 100 revenue is gone, SELPAs will need to provide their own services or pay LACDMH to provide them. They are not however, allowed to use their funds to pay for residential room & board costs.

It is recommended that the district continue to contract with LACDMH for this fiscal year for any residential placements. While LACDMH cannot predict when their revenue will run out, the Tri-City SELPA plans to have our own school based services in place when the revenue is expended.

RECOMMENDED MOTION

That the Board Approve the Memorandum of Understanding between Los Angeles County and Culver City Unified School District.

Moved by:

Seconded by:

Vote:

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LOS ANGELES COUNTY
AND
CULVER CITY UNIFIED SCHOOL DISTRICT
REGARDING
FUNDING AND PROVISION OF EDUCATIONALLY-RELATED MENTAL HEALTH
SERVICES TO STUDENTS ELIGIBLE UNDER THE INDIVIDUALS WITH DISABILITIES
EDUCATION ACT**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”), is made by and between the County of Los Angeles, including but not limited to, the Department of Mental Health (hereinafter referred to as “County”) and the Culver City Unified School District (“District”) with respect to the provision of educationally-related mental health services by the District under the Individuals with Disabilities Education Act (“IDEA”) as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code (“educationally-related mental health services”) to students who reside within the District boundaries, attend a school of the District, or are who are otherwise the responsibility of the District and funded through the District, and the provision of mental health services by the County under applicable California law (e.g. Bronzan-McCorquodale Act, Mental Health Services Act (“MHSA”), Mental Health Services Fund, and Children’s Mental Health Services Act) (collectively referred to herein as “State law”) to that same population.

RECITALS

WHEREAS, the District and the County each have obligations to provide specified mental health services to children residing within District and/or County, with the District’s obligation arising under the IDEA as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code and the County’s obligation arising under State law;

WHEREAS, since 1986, County has been responsible to arrange and/or provide educationally-related mental health assessments and services to eligible special education students upon referrals by District pursuant to Section 26.5 of Division 7 of the California Government Code sections 7570-7590 and the implementing regulations (entitled “Interagency Responsibilities for Providing Services to Children with Disabilities” and commonly known as and referred to hereinafter collectively as “AB 3632”). AB 3632 defined educationally-related mental health services to include: individual or group psychotherapy, collateral services, medication monitoring, day treatment, day rehabilitation, case management, transportation, and residential placement.

WHEREAS, the IDEA requires local educational agencies (“LEAs”), including District, to provide a free, appropriate public education (“FAPE”) to eligible students with disabilities, which may include psychological services, social work services, and counseling services, as required to assist a student with a disability to benefit from special education;

WHEREAS, the process for the provision of educationally-related mental health assessment, services and/or placements to eligible students in the State of California was previously governed by AB 3632;

WHEREAS, on October 8, 2010, the California Governor (“Governor”) vetoed a fiscal year 2010-11 appropriation for educationally-related mental health services mandated by AB 3632 (“the veto”) and stated that “[t]his mandate is suspended”;

WHEREAS, at the time of the veto, AB 3632 remained codified and required counties and their mental health departments to conduct mental health assessments under the IDEA and to provide necessary educationally-related mental health services, including residential care-based treatment (i.e., placement including the provision of psychotherapy and other needed mental health services), day treatment, and outpatient counseling to students with disabilities, as identified within the student’s individualized education program (“IEP”), pursuant to Government Code sections 7570, 7572, and 7572.5, and imputed county departments of mental health’s recommendations for mental health services onto the IEP team which had referred the student to the counties for assessment;

WHEREAS, shortly after the veto, litigation ensued among, by, and/or against the State Department of Education, State Department of Mental Health, the Governor, LEAs, and counties, regarding the force and effect of the Governor’s veto on the AB 3632 mandate and the respective parties rights and responsibilities thereunder;

WHEREAS, pursuant to that litigation, the Superior Court in Sacramento and the California Court of Appeal held that the Governor’s October 8, 2010 veto suspended the AB 3632 mandate for the fiscal year 2010-11;

WHEREAS, on June 30, 2011, the Governor signed AB 114, which provides that AB 3632 is inoperative as of July 1, 2011 and repealed effective January 1, 2012, and at the time of this MOU, there is no pending legislation known to the Parties to amend the Education Code or otherwise enact state statutory law to otherwise govern the provision of educationally-related mental health services;

WHEREAS, under State law, the County is obligated to provide medically-necessary mental health services to eligible individuals, including seriously emotionally disturbed students in Los Angeles County, who have qualifying mental health needs; some of these services are the same services that the District may be obligated to provide under the IDEA as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code and some of the same individuals who also qualify for educationally related mental health services from the District under the IDEA;

WHEREAS, in March 2011, the Legislature passed and the Governor signed AB 100, amending the MHSA and Children’s Mental Health Services Act, among others, to provide MHSA funding to counties for mental health services for special education students and requiring the Controller to distribute to counties ninety-eight million five hundred eighty-six thousand dollars (\$98,586,000) from the Mental Health Services Fund for mental health services for special education students, based on a formula determined by the State in consultation with the California Mental Health Directors Association and that LEAs are responsible for the costs of services exceeding the amount distributed to the applicable county pursuant to AB 100;

WHEREAS, AB 100 provides MHSA funding for mental health services to special education students in the 2011-2012 school year but does not address the rights and/or obligations of LEAs and/or counties to provide mental health services to special education students, or otherwise codify a division or coordination of responsibility between the LEAs and counties in the provision of mental health services

to special education students, and further does not refer to reinstating the AB 3632 legislation, division of responsibility, or obligations;

WHEREAS, by this MOU the Parties intend to ensure that AB 100 funds are utilized so that special education students residing in the District continue to be identified, assessed and provided with educationally-related mental health services required by the IDEA as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code and to identify the rights and obligations of the Parties in conformity with AB 100 and after AB 3632 becomes inoperative and/or repealed; and,

WHEREAS, the Parties intend to reserve all rights each may have at the time this MOU is executed, and agree that nothing in this MOU shall waive or limit either party's rights, including any right to seek reimbursement from the other party for all costs incurred in providing educationally-related mental health services under the IDEA to eligible students.

OPERATIVE PRINCIPLES

Accordingly, and in light of the foregoing recitals, the Parties agree that this MOU is to be implemented, interpreted and viewed in light of the following Operative Principles:

- District is responsible under the IDEA for the provision of FAPE to eligible students, including the provision of educationally-related mental health services as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code, and County is obligated under State law, subject to funding and eligibility, to provide mental health services to children in Los Angeles County.
- There is no federal IDEA obligation or state law obligation on County to provide FAPE, and there is no federal or state law obligation for District to provide mental health services that are not educationally-related, and this MOU is not intended to create any such obligations. This MOU is not intended to make County a "public agency" within the meaning of IDEA and/or subject to the IDEA's dispute resolution provisions
- Absent reinstatement of and appropriation of funding by the State for AB 3632 services, there is no statutory mandate on County to provide AB 3632 services or on the District to refer students to the County for mental health assessments and services under AB 3632.
- The provision of funds to County pursuant to AB 100 for mental health services for special education students does not create a statutory obligation on County to provide FAPE, and County is not otherwise required to provide educationally-related mental health services, except to the extent non-special education-related State law provides for the provision of the same or similar mental health services to the same or similar students.
- The Parties anticipate that County will be transitioning the provision of educationally-related mental health services to school districts within the County, including the District, and that County intends the transition to be completed by December 31, 2011, and in no event, later than June 30, 2012 unless AB 100 funds are depleted prior to that date. The parties intend to not disrupt the provision of services to students and to make a good faith effort to ensure a smooth and seamless transition of the provision of educationally-related mental health services from the County to the District.

NOW, THEREFORE, based on such recitals, operative principles, and other mutual considerations and promises herein, the Parties agree as follows:

1. Referrals and assessment reports: District may refer students with suspected educationally-related mental health needs arising from a qualifying or suspected IDEA disability to County for mental health assessment, and County will process and complete that assessment in accordance with Exhibit 1 attached hereto, except that County may only recommend educationally-related mental health services and such determinations will only be advisory to, and not otherwise binding upon, the District. Referrals will be made through a District assessment plan; County will no longer use its own assessment plan. The County agrees that it does not have the right to refuse any referrals made by District and must conduct the assessment within the District's 60-day timeline as required by the IDEA unless County assessments have been terminated pursuant to the terms of this MOU.

2. Array of services: Upon request from the District, and pursuant to IEPs developed and reviewed by the District, County agrees to provide educationally-related mental health services to District students during the term of this MOU pursuant to this MOU, which may include: mental health services consultation; assessment and re-assessment; preparation of reports; IEP team meeting attendance, participation, and acknowledgement of attendance and/or participation; monitoring, case management, placement in, and contracting with residential facilities; contracting with mental health service providers, as needed, including for day treatment and outpatient counseling; and, participation in due process hearing proceedings and compliance complaints which may arise from the provision of educationally-related mental health services. The array of services will be provided for a student with a disability, as defined under the IDEA, in paragraph (3) of Section 1401 of Title 20 of the United States Code, and shall include necessary related services as defined in paragraph (26) of Section 1401 of Title 20 of the United States Code, and designated instruction and services, as defined in Section 56363 of the California Education Code.

3. Anticipation of Transition of Educationally-Related Mental Health Services to District: It is understood and agreed that as part of the anticipated transition of the provision of educationally-related mental health services to District, and in anticipation of the State no longer providing funding to counties to provide educationally-related mental health services to special education students, the County may reduce the amounts and/or types of educationally-related mental health services it offers accordingly subject to the limitations set forth herein. Under no circumstances will County terminate an educationally-related mental health service without at least 20 business days' notice to the District nor may County terminate services such that the District does not receive the full benefit of AB 100 funds earmarked for educationally-related mental health services for eligible special education students. County understands that in some circumstances the District may need to convene an IEP team meeting to effect a change in service previously provided by County and County will not terminate those services pending the IEP team meeting unless otherwise agreed to by parent/guardian or, if applicable, student. Upon the request of, and at the cost to, the District, the County will provide consultation and/or training services to the District to aid in the transition of the provision of the educationally-related mental health services to District. To the extent legally permissible, County may use AB 100 funding to pay for these services. These consultations may range in format from individual district training to multiple district group forums. The County will endeavor to schedule a group forum for a date prior to September 6, 2011, at no cost to District.

4. Records: County and District will collaborate on an ongoing basis to ensure the transfer of records from County to District employees with the transition of services to the District and to record implementation and cost data for educationally-related mental health services provided to District students by the County through their IEPs and pursuant to this MOU. County agrees to provide data in a mutually agreeable electronic format.

5. District's Provision of FAPE: It is understood and agreed that the District has the right and obligation under IDEA to determine which educationally-related mental health services as contained in paragraph (26) of section 1401 of Title 20 of the United States Code and section 56363 of the California Education Code are needed for an eligible student to receive FAPE and that County will provide services requested by the District in conformity with the IEP, pursuant to this MOU only. District may use County to provide educationally-related mental health services or may independently, or through a third party vendor, provide for educationally-related mental health services. Once AB 100 funds are exhausted, District shall bear the costs of, and pay County for, the provision of educationally-related services provided in accordance with this MOU to District students; County shall reimburse or not charge District to the extent that any such services are paid for by other State or federal funding sources (e.g., Medi-Cal, other MHSA funds, EPSTD).

6. Individual Services Agreement Execution: Attached hereto as Exhibit 2 is an Individual Services Agreement ("ISA") template which shall be used to develop an ISA for each eligible student for whom County is to provide any of the educationally-related mental health services set forth in paragraph 2 above. Attached hereto as Exhibit 3 is a rate sheet of estimated costs, including administrative fees for County, for the educationally-related mental health services set forth in paragraph 2 above to assist with the completion of the ISA. Within ten (10) business days of County's receipt of ISA for eligible student(s), County shall verify or, if necessary, provide the required information to the District to complete and execute the ISA. County agrees to provide information and/or records to demonstrate the implementation of the ISA educationally-related mental health services.

7. Individual Services Agreement Expenditures: Attached hereto as Exhibit 3 is a rate sheet of estimated costs for the educationally-related mental health services set forth in paragraph 2. Every two months during the term of this MOU, County shall provide a statement/invoice identifying the funds expended based on the estimated rate sheet on District students, the potential source(s) of the funding for the services provided, and an estimate of the total remaining funds available under the County's AB 100 allocation.

8. Reconciliation: In providing educationally-related mental health services under this MOU or charging the District for any cost incurred related thereto, to the extent legally permissible, County shall identify and use any and all alternative funding sources under the Bronzan-McCorquodale Act, Mental Health Services Fund, MHSA, AB100, Medi-Cal, Medicare, Early and Periodic Screening, Diagnosis, and Treatment ("EPSDT"), and/or any other State and/or federal funding sources designated for the provision of the mental health services to the District student who may also qualify for such services under the IDEA. A final accounting shall be completed by County when Medi-Cal approvals are finalized and the State has issued its Cost Report Reconciliation and Settlement to the County but, in no event later than January 31, 2013. This final accounting shall be based upon and include a break out of the following: the actual cost of educationally-related mental health services provided to District students pursuant to the ISA(s); a County administrative fee which shall not exceed 5% of the actual cost of service(s) provided pursuant to the ISA(s); and, an offset for payments received by County from any and all alternate funding sources under the Bronzan-McCorquodale Act, Mental Health Services

Fund, MHSA, AB100, Medi-Cal, Medicare, EPSDT, and/or any other State and/or federal funding sources for the provision of the same mental health services provided to District students pursuant to the ISA(s). Within sixty (60) calendar days of the final reconciliation, unless otherwise prohibited by law, any AB 100 funds or other funds available for the provision of educationally-related mental health services to District students but not fully utilized by County shall be paid to District; any amount overpaid by District to County based upon the estimated statements/invoices received during the term of the MOU shall be paid by County to District; and, any funds owed by District to County shall be paid by District to County.

9. Cooperation in Administrative Proceedings: Although County will not be named by the District as a party to due process proceedings regarding issues arising on or after July 1, 2011 under the IDEA's procedural safeguards, County agrees to fully cooperate with the District with regard to all administrative and/or other legal proceedings involving special education students receiving services from County pursuant to this MOU.

10. Privacy: County and District acknowledge the protections afforded to student health information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Pub. L. No. 14-109, students records under the Family Educational Rights and Privacy Act (FERPA), 20 USC Section 1232g; and under provisions of California law relating to privacy of student information. County and District shall ensure that all activities and communications undertaken under this MOU will conform to the requirements of these laws to the extent that they are applicable.

11. Modification: This MOU shall not be modified or amended without the mutual written consent of the Parties. If any actual or physical deletions or changes appear on the face of the MOU, such deletions or changes shall only be effective only if the initials of both contracting Parties, along with the date of initialization, appear beside such deletion or change.

12. Integration: This MOU represents the entire understanding of District and County as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. This MOU may not be modified or altered except in writing and signed by both Parties hereto. This is an integrated MOU. Nevertheless, the Parties reserve all rights each may have under prior MOUs and/or state and federal laws. The Parties intend to reserve all rights each may have at the time this MOU is executed, and agree that nothing in this MOU shall waive or limit either party's rights, including any right to seek reimbursement from the other party for all costs incurred in providing educationally-related mental health services under the IDEA to eligible students.

13. Laws and Venue: This MOU contains the complete and final understanding of the Parties' rights, duties and obligations with respect to the transaction discussed in this MOU and supersedes all prior MOUs, contracts, understandings and commitments whether oral or written with respect to the subject matter of this MOU. This MOU shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this MOU, the action shall be brought in a state or federal court with jurisdiction over agencies in Los Angeles County, State of California, and damages may flow from any failure to provide mental health services as provided in this MOU. The Parties agree that this MOU may be enforced by writ of mandate.

14. Third Party Rights: Nothing in this MOU shall be construed to confer any rights or benefits to anyone other than the Parties hereto nor shall any of the provisions be construed as an admission by

either the District or the County of a duty or obligations to anyone other than the Parties hereto. This document shall not be an exhibit to any proceeding other than between the Parties hereto.

15. Severability/Waiver: The unenforceability, invalidity or illegality of any provision(s) of this MOU shall not render the other provisions unenforceable, invalid, or illegal. No waiver of any provision of this MOU shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

16. Term: The term of this Agreement shall commence on July 1, 2011, and shall continue from month to month until terminated by either party, however in no event shall this MOU extend beyond June 30, 2012. At that time it is expected that District shall be capable of and shall provide the educationally-related services provided by County under this MOU. This MOU may be extended by the Parties' mutual written consent.

17. Termination: This MOU may be terminated at any time upon the mutual agreement of the Parties or by either party upon 20 business days' advanced written notice to the other party. Unless otherwise prohibited by law, should any AB 100 funds or other allocation of funds to which the District is entitled remain with the County at the time of termination of the MOU, such funds shall be transferred to the District within sixty (60) calendar days after reconciliation in accordance with paragraph 8 above.

18. Dispute Resolution: County and District agree that, upon the mutual consent of the Parties, the following process will be used to address disputes pertaining to the implementation of the MOU. It is understood that these dispute resolution procedure shall not preclude or otherwise interfere with the right to bring an action as conferred in paragraphs 12 and 13 and does not pertain to special education due process hearing complaints.

County and District shall name a mutually agreed upon neutral party (hereinafter "Outside Party") to assist in resolving disputes using a process of facilitated communication through non-binding mediation between County and District. The Parties will use the following process:

- A written notice of the request for dispute resolution, including a description of the concerns to be addressed, shall be forwarded by the aggrieved party initiating the dispute to the non-initiating party;
- If the issue is not resolved within ten (10) business days of the date of the written notice of the request for dispute resolution, the aggrieved agency initiating the dispute shall request that the Outside Party be contacted to schedule a meeting between the agencies;
- No later than thirty (30) calendar days from the date Outside Party is contacted, a resolution plan between the Parties will be developed with the assistance of the Outside Party. The signatories of this MOU or their designees shall be responsible for assuring the agreements included in the resolution plan are implemented;
- Each party shall bear its own costs related to the use of this dispute resolution process except that those costs related to retention of the Outside Party shall be shared equally between the District and County.

19. Indemnification:

To the fullest extent permitted by law, District shall defend, indemnify, and hold harmless County, its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all losses, liabilities, claims, suits, and actions of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, that arise out of or result from the exclusive negligent, wrongful or willful acts or omissions of the District, its employees, agents, subcontractors, independent contractors, consultants, or other representatives; and, in the event any action or proceeding in any forum is brought against the County for any such acts or omissions of the District, District shall defend the same at District's expense, including retaining counsel.

To the fullest extent permitted by law, County shall defend, indemnify, and hold harmless District, its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all losses, liabilities, claims, suits, and actions of any kind, nature, and description, including, but not limited to, attorneys' fees and costs, that arise out of or result from the exclusive negligent, wrongful or willful acts or omissions of the County, its employees, agents, subcontractors, independent contractors, consultants, or other representatives; and, in the event any action or proceeding in any forum is brought against the District for any such acts or omissions of the County, County shall defend the same at County's expense, including retaining counsel acceptable to District.

20. Force Majeure: Neither party shall be deemed to be in default of the terms of this MOU if either party is prevented from performing the terms of this MOU by causes beyond its control, including without being limited to: acts of God; any laws and/or regulations of State or Federal government; or any catastrophe resulting from flood, fire, explosion, or other causes beyond the control of the defaulting party. If any of the stated contingencies occur, the party delayed by force majeure shall immediately give the other Parties written notice of the cause for delay. The party delayed by force majeure shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the party delayed shall immediately give the other party written notice thereof and shall resume performance of the terms of this MOU. Neither party shall be liable for any excess costs if the failure to perform the MOU arises from any of the contingencies listed above.

21. Notices: All notices provided for by this MOU shall be in writing. Notices shall be mailed, electronically delivered or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices related to this MOU shall be mailed to District and shall be addressed to:

Attn: Patricia W. Jaffe
Culver City Unified School District
4034 Irving Place
Culver City, CA 90232

All notices related to this MOU shall be mailed to County and shall be addressed to:

Paul L. McIver
Los Angeles County Department of Mental Health
600 S. Commonwealth Avenue
Los Angeles, CA 90005
Telephone: (213) 739-2334
Fax: (213) 738-6521

22. Representation on Authority of Parties/Signatories: Each person signing this MOU represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this MOU. Each party represents and warrants to the other that the execution and delivery of the MOU and the performance of such party's obligations hereunder have been duly authorized and that the MOU is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

23. Incorporation of Recitals: The Parties understand and agree that the recitals set forth above are terms of this MOU and are incorporated herein by this reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the dates of their signatures.

Culver City Unified School DISTRICT

By: Patricia W. Jaffe (Date)
Title: Superintendent

COUNTY OF LOS ANGELES

By: Marvin J. Southard, DSW (Date)
Director, Department of Mental Health

BOARD REPORT

9/27/11

14.2a

14.2a Approval is Recommended to Expunge the Expulsion Records of Pupil Services Case #05-09

The Superintendent is recommending to the Board of Education that the Expulsion Records of Case #05-09 be expunged.

Each student is required to complete his/her rehabilitation plan. Plans specify details for attendance, academic progress, counseling and appropriate behavior. This student met or exceeded the conditions for re-entry to attend public school. The plan further stipulates that if the pupil meets the conditions of the probationary period, the expulsion is to be expunged from the pupil's records at parent request. The parent has requested that the expulsion be expunged.

RECOMMENDED MOTION:

That the Board approve Expunging
the Expulsion Records of Pupil Services
Case #05-09.

Moved by:

Seconded by:

Vote:

BOARD REPORT

9/27/11

14.2b

14.2b Approval is Recommended to Expunge the Expulsion Records of Pupil Services Case #03-08

The Superintendent is recommending to the Board of Education that the Expulsion Records of Case #03-08 be expunged.

Each student is required to complete his/her rehabilitation plan. Plans specify details for attendance, academic progress, counseling and appropriate behavior. This student met or exceeded the conditions for re-entry to attend public school. The plan further stipulates that if the pupil meets the conditions of the probationary period, the expulsion is to be expunged from the pupil's records at parent request. The parent has requested that the expulsion be expunged.

RECOMMENDED MOTION:

That the Board approve Expunging
the Expulsion Records of Pupil Services
Case #03-08.

Moved by:

Seconded by:

Vote:

BOARD REPORT

**9/27/11
14.3a**

14.3a Rejection of Claim

The District has received a claim for damages (File No. 1710.071) for alleged injuries and damages. Our ASCIP attorney has reviewed the claim and it is recommended that the claim be rejected.

RECOMMENDED MOTION: That the Board of Education authorize the Assistant Superintendent of Business Services to reject the claim for damages related to File No. 1710.071.

Moved by:

Seconded by:

Vote:

BOARD REPORT

**9/27/11
14.3b**

14.3b Budget Transfer

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.

By approving this action item, the Governing Board of Culver City Unified School District authorizes the specific transfer as follows:

The maximum amount budgeted to be transferred between the General Fund 01.0 and the Special Education Pass-Through Fund 10.0 within Culver City Unified School District for 2011-12 is \$12,594,693. This amount has been appropriated in the 2011-2012 Adopted Budget.

Recommended Motion: That the Board of Education approves the budget transfer from Fund 01 to Fund 10 as outlined above.

Moved by: **Seconded by:**

Vote:

BOARD REPORT

14.4a Approval is Recommended for the Memorandum of Agreements Between Culver City Unified School District and the Culver City Federation of Teachers (CCFT), Association of Classified Employees (ACE), and the Management Association of Culver City Schools (MACCS) Regarding the 2011/2012 School Year Calendar and the Restoration of Two Furlough Days.

The Culver City Federation of Teachers (CCFT), Association of Classified Employees (ACE) and Management Association of Culver City Schools (MACCS) entered into a Memorandum of Agreement to amend the 2011/2012 school year calendar and to restore two furlough days.

RECOMMENDED MOTION: That the Board approve the Memorandum of Agreements Between Culver City Federation of Teachers (CCFT), Association of Classified Employees (ACE), Management Association of Culver City Schools (MACCS) and the Culver City Unified School District (District).

Moved by:

Seconded by:

Vote:

Memorandum of Agreement

September 14, 2011

This Memorandum of Agreement regarding the 2011-2012 school year calendar is entered into by the Culver City Federation of Teachers (CCFT) and the Culver City Unified School District (District) on the 14th day of September, 2011.

Culver City Unified School District will restore two of the negotiated six furlough days for the 2011-2012 school year. The amended calendar will reflect the remaining four furlough days which are as follows:

K-12 and Adult School Furlough Days:

- October 10, 2011 (Monday)
- January 30, 2012 (Monday)
- May 25, 2012 (Friday)
- June 21, 2012 (Thursday)

Office of Child Development Furlough Days:

- September 1, 2011 (Thursday)
- September 2, 2011 (Friday)
- January 30, 2012 (Monday)
- May 25, 2012 (Friday)



FOR CCFT

9/15/11

DATE



FOR DISTRICT

9/15/11

DATE

Memorandum of Agreement

September 14, 2011

This Memorandum of Agreement regarding the 2011-2012 school year calendar is entered into by the Management Association of Culver City Schools (MACCS) and the Culver City Unified School District (District) on the 14th day of September, 2011.

Culver City Unified School District will restore two of the negotiated six furlough days for the 2011-2012 school year. The amended calendar will reflect the remaining four furlough days which are as follows:

K-12 and Adult School Furlough Days:

- October 10, 2011 (Monday)
- January 30, 2012 (Monday)
- May 25, 2012 (Friday)
- June 21, 2012 (Thursday)

Office of Child Development Furlough Days:

- September 1, 2011 (Thursday)
- September 2, 2011 (Friday)
- January 30, 2012 (Monday)
- May 25, 2012 (Friday)

Aileen Stephens
FOR MACCS
09/14/11
DATE

Angie Beckhart
FOR DISTRICT
9/14/2011
DATE

Memorandum of Agreement

September 14, 2011

This Memorandum of Agreement regarding the 2011-2012 school year calendar is entered into by the Association of Classified Employees (ACE) and the Culver City Unified School District (District) on the 14th day of September, 2011.

Culver City Unified School District will restore two of the negotiated six furlough days for the 2011-2012 school year. The amended calendar will reflect the remaining four furlough days which are as follows:

K-12 and Adult School Furlough Days:

- October 10, 2011 (Monday)
- January 30, 2012 (Monday)
- May 25, 2012 (Friday)
- June 21, 2012 (Thursday)

Office of Child Development Furlough Days:

- September 1, 2011 (Thursday)
- September 2, 2011 (Friday)
- January 30, 2012 (Monday)
- May 25, 2012 (Friday)



FOR ACE

9/15/11
DATE



FOR DISTRICT

9/15/11
DATE

Board Report

14.4b Approval is Recommended for the Amended 2011/2012 School Year Calendar to Include Restoration of Two Furlough Days

Culver City Federation of Teachers (CCFT), Association of Classified Employees (ACE) and Management Association of Culver City Schools (MACCS) entered into a negotiated agreement with Culver City Unified School District to revise the 2011/2012 School Year Calendar to reflect the restoration of two furlough days. The amended calendar will reflect the remaining four furlough days which are as follows:

K-12 and Adult School Furlough Days

- October 10, 2011 (Monday)
- ~~November 14, 2011 (Monday)~~
- January 30, 2012 (Monday)
- May 25, 2012 (Friday)
- June 21, 2012 (Thursday)
- ~~June 22, 2012 (Friday)~~

Office of Child Development Furlough Days

- September 1, 2011 (Thursday)
- September 2, 2011 (Friday)
- January 30, 2012 (Monday)
- May 25, 2012 (Friday)
- ~~Two (2) flexible days (to minimize impact on Fee Based Programs)~~

RECOMMENDED MOTION: That the Board of Education approve the Revision of the 2011/2012 School Year Calendar to Include the Restoration of Two Furlough Days.

Moved by:

Seconded by:

Vote:

87 = Days Taught Semester 1
 88 = Days Taught Semester 2
 177 = Instructional Days
 180 = Veteran Teacher Days
 181 = New Teacher Days

Culver City Unified School District 2011/2012 School Year Calendar

REVISED 9/27/11

+ = End of semester
 () = Beginning of school
 f = Furlough Day (OCD)
 X = Local Holiday
 * = Legal Holiday
 | = New Teacher Orientation
 | = Teacher Work Day

	First Week					Second Week					Third Week					Fourth Week					Days Taught	Legal Holiday	Local Holiday
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri			
First School Month	22	23	24	25	26	29	30	[31]	[1]	[2]	5	(6)	7	8	9	12	13	14	15	16	9	1	0
Second School Month	19	20	21	22	23	26	27	28	29	30	3	4	5	6	7	10	11	12	13	14	19	0	0
Third School Month	17	18	19	20	21	24	25	26	27	28	31	1	2	3	4	7	8	9	10	11	19	1	0
Fourth School Month	14	15	16	17	18	21	22	23	24	25	28	29	30	1	2	5	6	7	8	9	17	1	2
Fifth School Month	12	13	14	15	16	19	20	21	22	23	* 26	X 27	X 28	X 29	X 30	2	3	4	5	6	10	2	8
Sixth School Month	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	F 30	31	1	2	3	18	1	0
Seventh School Month	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	1	2	18	2	0
Eighth School Month	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	15	0	5
Ninth School Month	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	15	0	5
Tenth School Month	30	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	19	0	0
Eleventh School Month	* 28	29	30	31	1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	18	1	0
Totals																					177	9	20

Legal Holiday Per Education Code Section 37220	Date in 2011-2012	Day of Week 2011-2012	X Local Holiday Per Education Code Section 37220.1(3) & Receseses	Elementary Trimesters & Elementary Parent Conference Minimum Days	Adult School Program Schedule	Other
Independence Day	July 4	Monday		Elementary Trimesters	September 12, 2011 - June 23, 2012	New Teacher Orientation
Labor Day	Sep. 5	Monday		Elementary Parent Conference Minimum Days	September 12, 2011 - June 23, 2012	Teacher Work Day (Non-Pupil Day)
Veteran's Day	Nov. 11	Friday		Elementary Parent Conference Minimum Days	September 12, 2011 - June 23, 2012	August 31, 2011, September 1 and 2, 2011
Thanksgiving	Nov. 24	Thursday		Elementary Parent Conference Minimum Days	September 12, 2011 - June 23, 2012	Instruction Begins
Christmas Day Observed	Dec. 26	Monday		Elementary Parent Conference Minimum Days	September 12, 2011 - June 23, 2012	September 6, 2011
New Year's Day Observed	Jan. 2	Monday		Elementary Parent Conference Minimum Days	September 12, 2011 - June 23, 2012	June 22, 2012
Dr. King Day	Jan. 16	Monday		Elementary Parent Conference Minimum Days	September 12, 2011 - June 23, 2012	Summer School Remediation
Lincoln's Day Observed	Feb. 17	Friday		Elementary Parent Conference Minimum Days	September 12, 2011 - June 23, 2012	Grades 9 th - 12 th : June 26-August 3, 2012 Extended Year: Pre K-12: June 27-July 27, 2012
Washington's Day Observed	Feb. 20	Monday		Elementary Parent Conference Minimum Days	September 12, 2011 - June 23, 2012	
Memorial Day	May 28	Monday		Elementary Parent Conference Minimum Days	September 12, 2011 - June 23, 2012	

Office of Child Development is closed legal & classified holidays.

October 17, 18, 2011
 May 3, 4, 2012
 Parent Conference Dates
 December 12-13, 15-16, 19-20, 2011

K-12 & Adult Schools: 10/1/11, 7/30/12, 5/25/12, 8/22/12
 Office of Child Dev: 9/7/11, 9/21/11, 7/30/12, 5/25/12

Revised to include Furlough Days: 6/28/11
 Adopted by the Board: 2/22/11

9/27/11
14.4c

BOARD REPORT

14.4c Second Reading and Approval for New Board Policy 4033, Lactation Accommodation

It is recommended practice that the Board of Education review Board Policies/Administrative Regulations that are significant to the operation of the District on a regular basis. District Administration recommends review of New Board Policy 4033, Lactation Accommodation to reflect federal and state law.

RECOMMENDED MOTION: That the Board of Education approves New Board Policy, 4033, Lactation Accommodation..

**Lactation Accommodation
Personnel**

BP 4033 (New)

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)

The district shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child. (Labor Code 1030)

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

CIVIL CODE

43.3 Right of mothers to breastfeed in any public or private location

GOVERNMENT CODE

12940 Discriminatory employment practices

12945 Discrimination based on pregnancy, childbirth, or related medical conditions

LABOR CODE

1030-1033 Lactation accommodation

CODE OF REGULATIONS, TITLE 2

7291.2-7291.16 Sex discrimination; pregnancy and related medical conditions

UNITED STATES CODE, TITLE 29

207 Fair Labor Standards Act; lactation accommodation

FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS

Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC

Precedential Decision 09-03P, 2009

Management Resources:

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Rest Periods/Lactation Accommodation, Frequently Asked Questions

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Minimum Requirements of the California Lactation Accommodation Law

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Lactation Support Program Toolkit

FEDERAL REGISTER

Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244,
pages 80073-80079

OFFICE OF THE SURGEON GENERAL PUBLICATIONS

The Surgeon General's Call to Action to Support Breastfeeding, 2011

HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS

The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly
Worksite, Toolkit, 2008

U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS

Fact Sheet #3: Break Time for Nursing Mothers under the FLSA, rev. December 2010

WEB SITES

California Department of Industrial Relations, Division of Labor and Standards

Enforcement: <http://www.dir.ca.gov/dlse>

California Department of Public Health: <http://www.cdph.ca.gov>

California Women, Infants and Children: <http://www.wicworks.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Health Resources and Services Administration: <http://www.hrsa.gov>

Office of the Surgeon General: <http://www.surgeongeneral.gov>

U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:

<http://www.dol.gov/whd/nursingmothers>

BOARD REPORT

15.1 Discussion and Direction to the Superintendent Regarding Rescheduling the November 8, 2011 Regular Board Meeting

The Board will discuss a change of date for the November 8, 2011 Regular Board Meeting due to the scheduled date falling on the same day as November elections. Once a decision is made they will give the Superintendent direction on rescheduling the meeting and bringing it back for approval.

BOARD REPORT

15.2 Discussion and Direction to the Superintendent Regarding a Possible Oil Tax Resolution

The Board will discuss their views on possibly supporting an Oil Tax Resolution at the encouragement of community member Mr. Robert Zirgulis, and provide the Superintendent with direction on this matter.

Mr. Zirgulis has been approaching the Board for their support citing that the an oil tax could provide the District with substantial funding.

BOARD REPORT

15.3 Discussion and Direction to the Superintendent Regarding Administrative Regulation 1330 (E), Facilities

At the request of Board member Mr. Silbiger this item is being brought to the Board to discuss the facility rental fees. Members of the PTA have contacted Board members to request an additional free-use for a fundraiser be added to our Administrative Regulation.

The Board will review the Administrative Regulation and provide the Superintendent with direction.

**CULVER CITY UNIFIED SCHOOL DISTRICT
APPLICATION FOR THE USE OF SCHOOL PROPERTY**

Request is hereby made by the undersigned for the use of the school facilities described below:

SCHOOL _____
Cafetorium _____
Room Number _____
Other _____
Robert Frost Auditorium _____

(District Use Only)	
Facility Rental Fee _____	
Custodial Overtime: Yes ___ No ___	
Security Necessary: Yes ___ No ___	
Proof of Insurance: Yes ___ No ___	

DATE(S) _____ HOURS _____ to _____

NATURE OF ACTIVITY: _____

NUMBER OF PERSONS: _____

CHAIRS/TABLES: Yes ___ No ___
How Arranged _____

AUDIO/VISUAL EQUIPMENT NEEDED: _____

KITCHEN: Yes ___ No ___ (If yes, complete kitchen requisition form)

IS THIS A FEE BASED PERMIT? _____ IF SO, HOW MUCH? _____

Applicant hereby agrees to hold the Culver City Unified School District, its Governing Board, the individual members thereof, and all district officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of school property.

The applicant agrees to furnish such liability or other insurance for the protection of the public and the District as the District may require. No permit shall be issued without proof of such insurance. The applicant hereby agrees to reimburse the school district for any damage to school property occasioned by or growing out of the use herein requested. Applicant hereby agrees to conform to the rules and regulations of the Board of Education governing the use of school buildings as printed on the reverse side of this form.

Applicant hereby agrees that school property will not be used for the commission of any act which is prohibited by law, or the commission of any crime including, but not limited to, the crime specified in sections 11400 and 11401 of the California Penal Code. (Calif. Supr. Ct. ruling: A.C.L.U. vs. L.A. Board of Ed., L.A. 326948).

NAME OF ORGANIZATION _____ DATE _____

NON-PROFIT ORGANIZATION? Yes ___ No ___ FAX # _____

APPLICANT'S NAME _____ (Please print) E-MAIL # _____

SIGNATURE OF APPLICANT _____ TITLE _____

ADDRESS _____ PHONE _____

APPROVED BY BUSINESS OFFICE: _____ DATE _____

REMARKS: _____

CULVER CITY UNIFIED SCHOOL DISTRICT

RULES AND REGULATIONS FOR RENTAL/USE OF SCHOOL FACILITIES

1. Any use of school facilities shall comply with all applicable State and local laws and regulations. Organizations shall ensure that all activities held, equipment used and food or other items of personal property used or distributed; shall comply with applicable State and local fire, health, and safety laws and regulations. Any use contrary to law shall be grounds for denial of further use. Parking of vehicles shall comply with all District and City regulations.
2. Any use by any individual, society, group or organization for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or the State by force, violence, or other unlawful means shall not be permitted or suffered. Any individual, society, group or organization which commits any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government by force, violence, or other unlawful means while using school property is guilty of a misdemeanor. (Education Code Section 40040 et.seq.)
3. Organizations shall hold the Culver City Unified School District, its Board of Education, the individual members thereof, and all District employees free and harmless for any loss, damage, liability, cost or expense that may arise during, or resulting from, such use of occupancy of school facilities.

The District will, except when legally prohibited, require organizations to name the District as an additional insured for bodily injured, liability, and property damage in the following amounts: one million dollars for each occurrence and one million dollars in the aggregate.
4. All meetings shall close by 10:00 p.m., with facilities vacated by 10:15 p.m. or 10:30 p.m., if a clean-up period is required.
5. There shall be no obscene language, quarreling, fighting, gambling, or use of intoxicants, hallucinatory drugs or narcotics in or about the school facilities. There shall be no smoking in or about school facilities. Violations shall be sufficient cause for denying further use.
6. All organizations using school facilities shall have adult supervision. There shall be no less than one supervisor for each 20 minors. District may require more supervision if deemed necessary.
7. Any breakage, damage or loss of District property, beyond reasonable wear and tear, or any facilities left littered or unsanitary requiring special clean-up or repair shall be paid for by the applicant or organization using the facilities.
8. School furniture or apparatus may not be removed or displaced by any group without permission from and under the supervision of the District employee in charge.
9. Facilities shall not be opened earlier than called for on the application and the user party must have with them a permit or copy during the use period.
10. The collection and payment of all Federal, State or other taxes is the responsibility of the organization using the facilities.
11. The District reserves the right to charge direct cost rates to any and all user groups.
12. Groups that rent facilities at least once per week for a minimum of 15 weeks may receive a 10% discount by paying in full before usage.
13. The individual who signs the permit is responsible to provide and review with all users in their group a copy of the rules and regulations for using school facilities. Failure to do so could result in the revocation of permit.

**CULVER CITY UNIFIED SCHOOL DISTRICT
Facility Use Rates**

Community Relations

E 1330 (d)

Use of Facilities

PTA, Booster Clubs, Culver City Police and Fire Groups, A.L.L., Culver City Education Foundation, Friends of the Culver City Youth Health Center, Academy of Visual & Performing Arts

The above organizations shall receive free use of facilities to conduct meetings Monday through Friday during the regular school year. Facility use by these organizations on weekends, holidays and summer months shall be assessed a \$41.25 per hour charge to off-set the cost of custodial, maintenance and security of the facilities with the exception of one major fundraising event per year, per site, to be charged \$8.25 per hour.

Girl and Boy Scout Troops, A.L.L.

The above organizations shall receive forty (40) free hours of use Monday through Friday during the regular school year. All additional use shall be at \$8.25 per hour. Facility use by these organizations on weekends, holidays and summer months shall be assessed a \$41.25 per hour charge to off-set the cost of custodial, maintenance and security of the facilities.

At the discretion of the Superintendent or designee, the District may offer reduced direct cost rates to other non-profit groups.

CULVER CITY UNIFIED SCHOOL DISTRICT
Facility Use Rates

Facility	Direct Cost Rate	Fair Rental Value Use Rate	Time Period	Comments
Cafetorium/Cafeteria				
				Includes folding chairs and/or tables
El Marino (Cap: 356)	248	600	4 Hrs	
El Rincon (Cap: 356)	248	600	4 Hrs	
Farragut (Cap: 449)	248	600	4 Hrs	
La Ballona (Cap: 403)	248	600	4 Hrs	
Lin Howe (Cap: 499)	248	600	4 Hrs	
Add'l Hour(s)	66	128	Hourly	
CCHS/CCMS (Cap: 1000)	330	600	4 Hrs	
Add'l Hour(s)	66	143	Hourly	
Classrooms				
Monday thru Friday	66	90	Hourly	Three (3) hour minimum
Breaks, holidays or weekends	99	120	Hourly	Three (3) hour minimum
Helms Field & Balkman Track				
Includes bleacher seating	330	825	4 Hrs	Seats 3000. Rate does not include any athletic equipment, lights, locker room/shower facilities, or public address
Add'l Hour(s)	66	150	Hourly	
Lights	41	75	Hourly	
Shower Facilities	165	225	Per Use	Does not include towel service
P.A. System	165	150	Flat Rate	
Robert Frost Auditorium				
Cleaning/Security Deposit	375	375		Seats 1,319. Four (4) hour minimum Non-refundable if smoking or eating occurs in auditorium.
Performance	495	1200	4 Hrs	Rate includes auditorium proper, stage, basic house lights, stagecraft shop area, two dressing rooms, public address system, and custodial service for four (4) hours.
Add'l Hour(s)	116	300	Hourly	
Theatre Technician	74	68	Hourly	Required for technical lighting
Conference/Workshop	454	1050	4 Hrs	Rate includes auditorium proper, stage in front of main drape, public address system, normal house lighting, and custodial service for four (4) hours.
Add'l Hour(s)	99	270	Hourly	
Rehearsals	83	225	Hourly	Stage lights, public address system and dressing rooms are not included
Additional Staff				
Security or Custodian	66	75	Hourly	
Commercial Film Shoot				
		7500		

**CULVER CITY UNIFIED SCHOOL DISTRICT
Facility Use Rates**

Facility	Group Members Residing within CCUSD	Group Members Residing outside CCUSD	Fair Rental Value Use Rate	Time Period	Comments
Fields					Three (3) hour minimum. Includes practice field lights, if available. No athletic equipment included
Youth Groups					
Mon thru Fri	17	33	150	Hourly	After school until 9:30pm
Sat thru Sun	25	33	225	Hourly	8:00am until 9:30pm
Adult Groups					
Mon thru Fri	33	50	188	Hourly	After school until 9:30pm
Sat thru Sun	50	83	225	Hourly	8:00am until 9:30pm
Gyms					No athletic equipment or locker room use included
Youth Groups					
Mon thru Fri	17	25	188	Hourly	After school until 9:30pm
Sat thru Sun	25	33	225	Hourly	8:00am until 9:30pm
Adult Groups					
Mon thru Fri	33	66	225	Hourly	After school until 9:30pm
Sat thru Sun	50	83	300	Hourly	8:00am until 9:30pm

Tennis Courts	
Individual Users	\$20.00 Annually
Tennis Instructors	\$100.00 Annually
Organized Groups	\$10.00 per hour per court