

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
9770 Culver Boulevard, Culver City, CA 90232**

October 25, 2011

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

PRESENTATIONS AND PUBLIC COMMENTS

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

1. CALL TO ORDER

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

Roll Call – Board of Trustees

Scott Zeidman, Esq., President

Karlo Silbiger, Vice President

Katherine Paspalis, Esq., Clerk

Patricia Siever, Professor, Member

Steven Gourley, Member

2. PUBLIC COMMENT ON CLOSED SESSION ITEMS

3. RECESS TO CLOSED SESSION

3.1 Public Employee Performance Evaluation (Pursuant to GC §54957)
Title: Superintendent

3.2 Stipulated Expulsion of Pupil Services Case #01-11-12

3.3 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)

- 3.4 Anticipated Litigation (Significant exposure to litigation pursuant to subdivision (b) of GC §54956.9)
(1 Potential Case)
- 3.5 Existing Litigation (Pursuant to subdivision (a) of GC §54956.9)
(File Number: 1710.071)
- 3.6 Public Appointment/Employment (Pursuant to GC §54947)
Certificated Personnel Services Report No. 6
Classified Personnel Services Report No. 6

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 Regular Meeting – October 11, 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. 6
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 6

10. AWARDS, RECOGNITIONS AND PRESENTATIONS

- 10.1 Red Ribbon Week
- 10.2 Student Assessment Results Presentation

11. PUBLIC RECOGNITION

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

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

12. INFORMATION ITEMS

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

- 12.1 First Reading of Revised Administrative Regulation 4032, Reasonable Accommodation
- 12.2 First Reading of Exhibit 1330(d) - Community Relations, Use of Facilities

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 Second Reading and Adoption of Revised Board Bylaw 9323, Meeting Conduct

Motion by _____ Seconded by _____ Vote _____

14.1b Second Reading and Adoption of Revised Board Policy/Administrative Regulation 1312.1, Community Relations – Complaints Concerning District Employees; and Exhibit 1312.1, Community Relations

Motion by _____ Seconded by _____ Vote _____

14.1c Appointment of Community Budget Advisory Committee Members

Motion by _____ Seconded by _____ Vote _____

14.1d Approval of Waiver of Attorney/Client Privilege Regarding a Letter from the Legal Firm of Dannis Woliver Kelley

Motion by _____ Seconded by _____ Vote _____

14.2 Education Services Items

14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #01-11-12

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

14.4a Approval is Recommended for Resolution #6-2011/2012, Catastrophic Leave for Classified Employee (Instructional Assistant – Bilingual)

Motion by _____ Seconded by _____ Vote _____

15. BOARD BUSINESS

15.1 Discussion and Direction Regarding the Prioritization of Measure EE Parcel Tax Funds

15.2 Discussion Regarding the Roles/Limits of Authority of Advisory Committees

16. ADJOURNMENT

Motion by _____ Seconded by _____ Vote _____

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

FUTURE MEETINGS

November 8 – 4:45 p.m. – Regular Public Meeting, (4:30 p.m. Closed Session), District Office, 4034 Irving Place
November 22 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), City Hall (Chambers), 9770 Culver Blvd.

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

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

Meeting:	<u>Regular Meeting</u>	Date:	<u>October 11, 2011</u>
Place:	<u>District Administration Office</u>	Time:	<u>6:00 p.m. – Public Meeting</u>
	<u>4034 Irving Place</u>		<u>6:01 p.m. – Closed Session</u>
	<u>Culver City 90232</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, 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 7:04 p.m. with all Board members in attendance. A student by the name of Elijah led the Pledge of Allegiance.

Report from Closed Session

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

7. Public Hearing

7.1 Williams Textbook Sufficiency

Mr. Zeidman opened the Public Hearing at 7:06 p.m. With no comments from audience members Mr. Zeidman closed the Public Hearing at 7:07 p.m.

8. Adoption of Agenda

Mr. Zeidman asked for a motion to pull item 14.3a. It was moved by Mr. Gourley and seconded by Ms. Paspalis to adopt the agenda of October 11, 2011 with the omission of item 14.3a. The motion was unanimously approved.

9. Consent Agenda

Mr. Zeidman called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. George Laase requested that item 9.2 be withdrawn. Ms. Siever requested that items 9.1 and 9.2 be withdrawn.

It was moved by Mr. Silbiger and seconded by Mr. Gourley to approve Consent Agenda Items 9.3 – 9.7 as presented. The motion was unanimously approved.

- 9.3 Acceptance of Gifts – Donations
- 9.4 Certificated Personnel Reports No. 5
- 9.5 Classified Personnel Reports No. 5
- 9.6 Enrollment Report
- 9.7 Disposal of Surplus Equipment

9.1 Approval is Recommended for the Minutes of Special Meeting – September 20, 2011; Minutes of Regular Meeting – September 27, 2011

Ms. Siever requested that this item be withdrawn to clarify information on page 19 in item 9.2 where it states she inquired about “a consultant.” She would like it stated that she was inquiring if the charges were for “special education consultants.”

9.2 Approval is Recommended for Purchase Orders

Mr. Laase withdrew this item to inquire about which site purchase order number 57209M belonged to. Mr. Delawalla stated it was for the cafeteria at La Ballona. Ms. Siever commented that 69% of what the District spent was for special education. Mr. Delawalla explained that some of the Purchase Orders were open for the year. Ms. Siever inquired if the transition in funding from AB3632 to AB113 will affect the District's funds, and asked how many of the special education students require mental health services. Mr. Delawalla will follow up. Ms. Paspalis asked what projects the architects were being paid for. Mr. Delawalla responded that those Purchase Orders were for the elevators.

10. Awards, Recognitions and Presentations - None

11. Public Recognition

11.1 Superintendent's Report

Mrs. Jaffe reported on her meeting with representatives from El Marino and Karen Bass' office regarding the petition that parents wrote on the future loss of FLAP Grant funding. Parents had been contacting Congresswoman Bass' office and her representatives attended the meeting. Mrs. Jaffe extended thanks to all who participated. Mrs. Jaffe stated that the United States Secretary of Education Arnie Duncan was holding a Town Hall at El Rancho Unified School District and there was to be a visit by representatives from his office to the middle school since it was designated as a Schools to Watch. Mrs. Jaffe reported on her attendance at the Teacher of the Year Awards event and stated it was outstanding. She also thanked Ms. Siever and Amy Anderson, Principal at Linwood Howe, for their attendance. Mrs. Jaffe also participated in Linwood Howe's Walk to School Day and it was a great turn-out despite the rain. She also attended the Culver Park graduation for eight students that completed a dog training program and she explained a little about the program. Mrs. Jaffe thanked the security staff for keeping the students safe. She announced that applications for the Community Budget Advisory Committee and the Environmental Sustainability Committee were being accepted. Mrs. Jaffe had announced that a community meeting was being set for October 18th to discuss capital improvements to Robert Frost, but someone stated that that was the evening the League of Women Voters was having a Board of Education candidate forum. The community meeting will be rescheduled.

11.2 Assistant Superintendents' Reports

Ms. Carroll reported that a teacher training was held at the Music Center for the Arts Integration Program, and that they were learning some very useful strategies. She also spoke about common core standards that have been adopted by the State of California. The Educational Services Department is focused on training teachers for the common core standards.

Mr. Delawalla reported on the District's e-mail server that went down over the weekend. He stated that the part should be in this week and hopefully the e-mail would be back up and running by the end of the week. He also provided an update on the drinking fountains at the high school. The District is in compliance with the number of fountains and the number of working fountains.

11.3 Student Representatives' Reports

Middle School Student Representative

There is no representative appointed at this time.

Culver Park Student Representative

There is no representative appointed at this time.

Culver City High School Student Representative/Student Board Member

Eliud Evan, Student Board Member, was not present.

11.4 Members of the Audience

Members of the audience spoke about:

- Student Alina Parvez spoke about the lack of wheelchair access at the high school football games. She stated that she is not the only one in a wheelchair that attends the games.
- Mike Whatley spoke about solar power for the District and provided the Board with information on the solar application process. He also clarified information that he provided at the last meeting. He suggested to the Board that the District starts the application now.
- Justin Decker spoke about the neighborhood impacts of the capital improvements to the sports complex. He hopes that there will be more transparency in the decision making process. He stated that the neighborhood has three categories of concerns which are safety; finances; and the neighborhood impact. He said that there would be an increase of kids drinking and smoking after the games; trash getting left; and little to no parking when events take place. He stated that aesthetic impacts and thefts are also a concern.
- Mark Hobbs spoke about the safety and financial issues regarding the capital improvements to the sports complex. He stated that there is a lot of reckless driving now so what would happen if the sports complex expands. He questioned parking, bleachers, and possible speed bumps. He inquired if a cost analysis was done, and if it was, is it available.
- Bruce Albert stated that he lives by the high school and is concerned about the sports complex. He is opposed to the idea. He feels that it will pose a problem on Huron. He stated that the people that use the complex will probably not use the parking. The neighborhood was not built for a "sports center." He stated that the upkeep will fall on the surrounding neighborhood and he does not want to draw people from outside the District.
- Sarah Dry would like to adopt some recommendations for projects.
- (??) Vogan stated it would be beneficial if the Board could lay out criteria and expenses for capital improvements prior to any money being spent.
- Ken Browning stated that his motivation is to hope the schools are ready for his daughter. He stated that changing to solar power will pay for teachers' salaries in the future. The solar incentives have to expire at some point. He provided his suggestions on the projects.
- Howard Behnken stated that the capital improvement project for Robert Frost has been a creative budget. He feels there needs to be a series of meetings with the community before going further.
- Brett Weiss stated that many of the community members just found out about the capital improvement projects. He stated that the money that will be used is for all of the students. He is a parent at El Marino. Parents want to see the transparency.
- Robert Zirgulis stated that the discussion regarding capital improvement has been going on for years. He would like to know why Chevron is not doing the projects. They previously gave a presentation which included the currently discussed capital improvements and he recalled that they also included the natatorium in their presentation.
- David Mielke congratulated the Board for deciding to spend the capital improvement funds. He has been hearing concerns throughout the community and it is fracturing the community. Mr. Mielke thinks CBAC will help when the committee is re-established. He encouraged the Board not to rush into anything.
- Andy Glickman stated that there is no doubt that a new sports complex is needed. He stated that the community would like an explanation on how an architect was chosen without an RFP.
- Janet Chabola decided to give a history on the years that the capital improvement funding has been discussed. She named projects that had been discussed at length, recommendations from CBAC, and decisions that were previously made by the different Boards.
- Jerry Chabola provided additional history to the capital improvement funds discussions over the years. He spoke about all of the items that currently make up the sports complex now and how they were all mainly donated, or the funds were raised to purchase them.

11.5 Members of the Board

Members of the Board spoke about:

- Mr. Silbiger thanked Mrs. Jaffe for the presentation on special education and on the Brown Act for the Board. He stated that he would like to have a follow-up with Jo-Anne Cooper possible on learning centers in the District. Mr. Silbiger was glad to have a lot of audience members in attendance and he extended an invitation for possible applicants to the Community Budget Advisory Committee and to the

Environmental Sustainability Committee. He thanked residents of the Harter neighborhood for attending and inviting him to the meeting that was held last night. Mr. Silbiger would like to discuss public notification and the bidding process. Ms. Siever and Mr. Zeidman agreed.

- Ms. Siever stated that she is also interested in how the District notifies the community. Mr. Delawalla confirmed that nothing is being added to the athletic complex. The only work being done is improvements, but not additions. Ms. Siever asked how the items are budgeted and are there itemized costs. She extended congratulations to the journalism students for the work that they are doing in The Centaur publication.
- Ms. Paspalis reported on her attendance at the high school Back to School Night. She stated it was a great evening. In regards to the capital projects, Ms. Paspalis stated that she lives near the stadium so she is aware about the litter, etc., but she is very enthusiastic about the renovation of the sports complex. She stated that she has known about the funding amounts and pictures of the improvements for months. Ms. Paspalis stated that, regarding Mr. Weiss' comments, the things he discussed were maintenance and not capital improvements.
- Mr. Gourley made additional clarification on the difference between maintenance and capital improvements. He would ask that people get involved as the meetings take place. He understands the issues with parking and lighting. Mr. Gourley stated that he has played on the fields and they do need improvements. In response to Mr. Zirgulis' comments regarding Chevron, "the strings were too long and the money was too tight." He stated that Chevron was never involved with the natatorium. Mr. Gourley interpreted what Mr. Chabola was trying to get across during his comments was that the District has been working on borrowed time with improvements to the athletic complex. Further, he stated that the donation of time, money, and goods that the District has received for the athletic complex will not happen now with these economic times. Mr. Gourley wants to see the letter from the architect on the next agenda. All Board members agreed.
- Ms. Paspalis thanked the Rotary Club for their donation of dictionaries.
- Mr. Zeidman stated that the Board will have some sense of solar; Robert Frost with air conditioning and new seats; and a field that is level and with new bleachers. He confirmed that the District is not building a "sports complex." The District is redoing the field. Mr. Zeidman stated that some of the items he would like to see presented before the next election is a presentation from the Anti-Bullying Committee before Mr. Gourley leaves; an update on the changes made regarding parking around the Elenda corridor; and an update on an issue he heard about regarding the opposing team sitting on our side at the games.

13. Recess

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

12. Information Items

12.1 First Reading of Revised Administrative Regulation 6154, Instruction – Homework/makeup Work

Casey Chabola stated that he did not see anything in the Administration Regulation about summer homework. He would like to know where it would be. David Mielke made a correction to Mr. Gourley's comments on Redevelopment funds. He stated that he thinks only 25% is restricted. Mr. Mielke stated that the PTA did a presentation on Race to Nowhere. He pointed out the Administrative Regulation has nothing on homework for the 12th grade. Ultimately he thinks it's the responsibility of the teacher. Ms. Siever stated that she understood Mr. Chabola's statement regarding the summer homework. She would also like to keep consistency in using the words "shall" and "will" instead of using them both throughout the Administrative Regulation. Mr. Silbiger supports reducing 180 minutes to 120 minutes, and he agrees with Mr. Mielke. Further discussion ensued. The Administrative Regulation will return to a future meeting.

12.2 First Reading of Revised Board Bylaw 9323, Meeting Conduct

George Laase inquired about clarification on item six. Robert Zirgulis asked for clarification on item seven. Ms. Siever had questions about the paragraph discussing abstentions, and felt that the paragraph was incorrect and could possibly have ramifications. Mr. Gourley felt that the paragraph was clear and went on to explain to Ms. Siever the meaning of the paragraph, abstentions, and conflict of interest. Mr. Zeidman called a recess due to the conversation between Ms. Siever and Mr. Gourley had turned into an inappropriate exchange. The Board

recessed at 9:10 p.m. and reconvened at 9:13 p.m. It was agreed that the Bylaw will return to the next meeting and still be open for comments and suggestions.

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

The Board Policy, Administrative Regulation, and Exhibit were presented to the Board. There were no revisions made. The information will be brought to the next meeting for approval.

14. Action Items

14.1 Superintendent's Items

14.1a Approval is Recommended for the Waiver of Board Bylaw 9320, Meetings and Schedule of Proposed Meeting Dates (Revised)

It was moved by Ms. Paspalis and seconded by Ms. Siever that the Board approve the revised Meetings and Schedule of Proposed Meeting Dates as presented. The motion was unanimously approved.

14.2 Education Services Items

14.2a Approval is Recommended for Resolution #5 Regarding Sufficiency of Instructional Materials

It was moved by Ms. Paspalis and seconded by Ms. Siever that the Board approve Resolution #5 Regarding Sufficiency of Instructional Materials as presented. The motion was unanimously approved.

14.2b Approval is Recommended for the Certification for Instructional Materials Funding Realignment Program (IMFRP)

It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve the Certification for Instructional Materials Funding Realignment Program (IMFRP) as presented. The motion was unanimously approved.

14.2c Approval is Recommended for Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials

It was moved by Ms. Paspalis and seconded by Ms. Siever that the Board approve the Instructional Materials Funding Realignment Program (IMFRP) Certification of Provision of Standards-Aligned Instructional Materials as presented. The motion was unanimously approved.

14.2d Approval is Recommended for the Williams/Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Uniform Complaints

It was moved by Mr. Silbiger and seconded by Ms. Siever that the Board approve the Williams/Valenzuela/CAHSEE Lawsuit Settlement Quarterly Report on Uniform Complaints as presented. The motion was approved with a vote of 4 – Ayes and 1 – Nay by Mr. Gourley.

14.3 Business Items

14.3b Approval is Recommended for the Submission of the California Solar Initiative Incentive Application

It was moved by Ms. Paspalis and seconded by Ms. Siever that the Board approve the Submission of the California Solar Initiative Incentive Application as presented. Mr. Zirgulis recommended approving the application. Mr. Silbiger stated that at the District there is a series of capital funds. There were people who showed up at the last meeting who spoke on solar and stated that it would not save much, and that corporations are not purchasing the solar panels. He stated that time is of the essence in getting the application filed. Mr. Silbiger thanked Ms. Paspalis for bringing the topic back up a couple of weeks ago. He asked for support on getting the application done and having staff bring it to the Environmental Sustainability Committee on October 20th for review. All Board members agreed. The Board thanked Todd Johnson for his help. George Laase asked

what if the District submits the application and then finds out that the roofs cannot hold the solar panels. He just wanted t make sure that the roofs get checked. The motion was unanimously approved.

15. Board Business

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

Robert Zirgulis spoke and gave the reasons why he is in support of the Resolution and felt that Culver City should lead the way in implementing an oil tax. He stated that it will bring more money to fund education. Mr. Zeidman stated that he find it ironic that a candidate at a forum he attended spoke about endorsements not having any meaning, and yet the candidate listed people who endorsed an oil tax. Mr. Zeidman stated that he cannot vote yes on this issue with no information. Mr. Gourley stated that he would have liked to see one document on what the Resolution or oil tax is supposed to do. He is not in favor of a Resolution. Ms. Siever also said that there was not enough information at this time to make a decision so she cannot support it. Dr. Luther Henderson stated that this is a prime example of not having enough information and when a Board would abstain from a vote.

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

Mr. Silbiger stated that he has received requests for the school organizations such as PTA to receive a second free use of school facilities. Ms. Paspalis is curious about the actual fees being charged. The Board gave Mrs. Jaffe direction to bring back the information for review.

Adjournment

There being no further business, it was moved by Ms. Siever, seconded by Mr. Gourley and unanimously approved to adjourn the meeting. Board President Mr. Zeidman adjourned the meeting at 9:35 p.m.

Approved: _____
Board President

Superintendent

On: _____
Date

Secretary

9.2 PURCHASE ORDERS AND WARRANTS

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

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

Purchase order grand total from October 1, 2011 through October 14, 2011 is \$126,375.19. Warrants issued for the period September 15, 2011 through October 14, 2011 total \$5,431,340.77. This includes \$1,724,468.00 in commercial warrants, and \$3,706,872.77 in payroll warrants.

BUDGET NUMBER LEGEND FOR FUNDS

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

RECOMMENDED MOTION: That purchase orders from October 1, 2011 through October 14, 2011 in the amount of \$126,375.19 and warrants for September 15, 2011 through October 14, 2011 in the amount of \$5,431,340.77 be ratified by the Board of Education.

Moved by:

Seconded by:

Vote:

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 10/1/2011 To 10/14/2011
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/12/11	57616	A		10/12/2011	REGENCY HIGH SCHOOL	NONPUBLIC SCHOOLS SERVICE	Special Education	01.0	65000.0	57500	11800	5880	0004040	25,706.30	25,706.30
				10/12/2011			57616			REGENCY HIGH SCHOOL					
10/05/11	57705M	A		10/05/2011	BARRETT ROBINSON PRODUCTS	REPAIRS - OTHER	Maintenance	14.0	62050.0	00000	81100	5630	0005040	14,829.91	14,829.91
				10/05/2011			57705M			BARRETT ROBINSON PRODUCTS					14,829.91
10/12/11	57708M	A		10/12/2011	COX PAINT CENTER	MAINTENANCE SUPP/EQUIP	Culver City High School	01.0	00000.0	16001	27000	4350	4010000	500.00	500.00
				10/12/2011			57708M			COX PAINT CENTER					500.00
10/05/11	57860	A		10/05/2011	CDW-G	COMPUTER SUPP/EQUIP	Culver City Middle School	01.0	07395.0	00000	27000	4350	3010000	1,429.50	1,429.50
				10/05/2011			57860			CDW-G					1,429.50
10/03/11	57870	A		10/03/2011	QUIA CORPORATION	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58100.0	00000	21000	4310	0004030	106.58	106.58
				10/03/2011			57870			QUIA CORPORATION					106.58
10/04/11	57881	A		10/04/2011	OFFICE DEPOT	OFFICE SUPPLIES	Undistributed SIMC	01.0	63000.0	11100	10000	4310	0000000	681.88	681.88
				10/04/2011			57881			OFFICE DEPOT					681.88
10/04/11	57882	A		10/04/2011	CRS ADVANCE TECHNOLOGY	CONFERENCE AND TRAVEL	Human Resources	01.0	00000.0	00000	74000	5220	0003000	199.00	199.00
				10/04/2011			57882			CRS ADVANCE TECHNOLOGY					199.00
10/05/11	57883	A		10/05/2011	CFP STUDIO	INSTRUCTIONAL SUPPLIES	Culver Park High School	01.0	07395.0	32000	10000	4310	5010000	228.00	228.00
				10/05/2011			57883			CFP STUDIO					228.00
10/04/11	57884	A		10/04/2011	BRIDGETTE MITCHELL	CONTRACTED SERVICES	Ei Rincon Elementary	01.0	56400.0	00000	21000	5850	2040000	10,320.00	10,320.00
				10/04/2011			57884			BRIDGETTE MITCHELL					10,320.00
10/11/11	57885	A	1	10/12/2011	CULVER CITY TROPHY CO, INC	OFFICE SUPPLIES	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	14.68	14.68
				10/11/2011			57885			CULVER CITY TROPHY CO, INC					14.68

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 10/1/2011 To 10/14/2011
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/04/11	57886	C		10/04/2011	ACCREDITING COMMISSION FOR	MEMBERSHIPS	Culver Park High School	01.0	07395.0	32000	27000	5310	5010000	756.00	756.00
				10/04/2011	57886	ACCREDITING COMMISSION FOR SCHOOLS, WASC									
10/04/11	57887	A		10/04/2011	HERFF JONES, INC.	GRADUATION SUPPLIES	Culver Park High School	01.0	07395.0	32000	10000	4310	5010000	11.89	11.89
				10/04/2011	57887	HERFF JONES, INC.									
10/04/11	57888	A		10/04/2011	NIMCO	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	65200.0	57700	21000	4320	4010000	59.06	59.06
				10/04/2011	57888	NIMCO									
10/05/11	57889	C		10/05/2011	THERAPY IN ACTION	CONTRACT SERVICES RENDERED	Special Education	01.0	65000.0	57520	11360	5810	0004040	535.00	535.00
				10/05/2011	57889	THERAPY IN ACTION									
10/05/11	57890	C		10/05/2011	PATTY PRATT	CONTRACT SERVICES RENDERED	Special Education	01.0	33100.0	57500	39000	5890	0004040	547.03	547.03
				10/05/2011	57890	PATTY PRATT									
10/05/11	57891	A		10/05/2011	NCS PEARSON, INC.	INSTRUCTIONAL SUPPLIES	Educational Services	01.0	07140.0	11100	10000	4310	0004000	6,672.32	6,672.32
				10/05/2011	57891	NCS PEARSON, INC.									
10/05/11	57892	C		10/05/2011	PROVO CANYON SCHOOL	CONTRACT SERVICES RENDERED	Special Education	01.0	33100.0	57500	39000	5890	0004040	497.92	497.92
				10/05/2011	57892	PROVO CANYON SCHOOL									
10/05/11	57893	A		10/05/2011	SAMY'S CAMERA	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	00000.0	16001	10000	4310	4010000	1,500.00	1,500.00
				10/05/2011	57893	SAMY'S CAMERA									
10/05/11	57894	A		10/05/2011	RIVERSIDE PUBLISHING CO.	TEST/TEST MATERIALS	Special Education	01.0	65000.0	50010	31600	4312	0004040	331.41	331.41
				10/05/2011	57894	RIVERSIDE PUBLISHING CO.									
10/05/11	57895	A		10/05/2011	INTUIT INC	OFFICE SUPPLIES	Culver City High School	01.0	65200.0	57700	21000	4350	4010000	206.04	206.04
				10/05/2011	57895	INTUIT INC									

Board List Purchase Order Report
CULVER CITY UNIFIED SD

Page No. **3**

Run Date: **10/15/2011**
 Run Time: **03:16:26AM**
WEEKLY

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

Purchase Orders/Buyouts To The Board for Ratification From : **10/1/2011 To 10/14/2011**
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/05/11	57896	A		10/05/2011	SOPRIS WEST	INSTRUCTIONAL SUPPLIES 10/05/2011	Resource Specialists 57896	01.0	56400.0	50010	11360	4310	0004026	523.45	523.45
10/05/11	57897	A		10/05/2011	SRA/MCGRAW-HILL	BOOKS 10/05/2011	Undistributed SIMC 57897	01.0	07156.0	11100	10000	4110	0000000	774.87	774.87
10/05/11	57898	A		10/05/2011	FOLLETT EDUCATIONAL	BOOKS 10/05/2011	Undistributed SIMC 57898	01.0	07156.0	11100	10000	4110	0000000	2,120.93	2,120.93
10/05/11	57899	A		10/05/2011	RENAISSANCE LEARNING, INC.	INSTRUCTIONAL SUPPLIES 10/05/2011	Adult School 57899	11.0	06390.0	41100	10000	4310	0000010	55.69	55.69
10/06/11	57900	A		10/06/2011	CTB/MCGRAW-HILL	OFFICE SUPPLIES 10/06/2011	Educational Services 57900	01.0	70910.0	00000	21000	4350	0004000	989.36	989.36
10/07/11	57901	A		10/07/2011	LEARNING SEED	INSTRUCTIONAL SUPPLIES 10/07/2011	Undistributed ROP 57901	01.0	96352.0	71100	10000	4310	0000000	900.88	900.88
10/07/11	57902	A		10/07/2011	READ NATURALLY	INSTRUCTIONAL SUPPLIES 10/07/2011	Resource Specialists 57902	01.0	56400.0	50010	11360	4310	0004026	3,055.83	3,055.83
10/11/11	57904	C		10/11/2011	SCHOOL SERVICES OF CALIFORNIA, INC.	CONFERENCE AND TRAVEL 10/11/2011	Superintendent's Office 57904	01.0	00000.0	00000	71000	5220	0001000	175.00	175.00
10/05/11	57905	A		10/05/2011	EFFICIENT INNOVATIONS	REPAIRS - OFFICE EQUIPMENT 10/05/2011	Technology 57905	01.0	00000.0	00000	77000	5630	0005020	110.00	110.00
10/06/11	57906	A		10/06/2011	LAURA SUNWOO	CONTRACT SERVICES RENDERED 10/06/2011	Special Education 57906	01.0	65000.0	50010	11900	5850	0004040	350.00	350.00

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

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/06/11	57907	A		10/06/2011	LASERCARE	COMPUTER SUPP/EQUIP 10/06/2011	Educational Services 57907	01.0	00000.0	00000	21000	4350	0004000	247.70	247.70
10/06/11	57908	A		10/06/2011	WILLIAM V. MACGILL & CO.	NURSING SUPP/EQUIP 10/06/2011	Pupil Services 57908	01.0	00000.0	00000	31400	4350	0004020	86.95	86.95
10/06/11	57909	A		10/06/2011	HENRY SCHEIN, INC.	NURSING SUPP/EQUIP 10/06/2011	Human Resources 57909	01.0	00000.0	00000	74000	5860	0003000	108.70	108.70
10/06/11	57910	A		10/06/2011	CDW-G	COMPUTER SUPP/EQUIP 10/06/2011	Special Education 57910	01.0	65000.0	50010	27000	4410	0004040	429.51	429.51
10/06/11	57911	A		10/06/2011	POSITIVE PROMOTIONS	INSTRUCTIONAL SUPPLIES 10/06/2011	La Ballona Elementary 57911	01.0	07395.0	11100	10000	4310	2060000	235.65	235.65
10/06/11	57912	A		10/06/2011	AMERICAN OFFICE PRODUCTS INC.	OFFICE SUPPLIES 10/06/2011	Special Education 57912	01.0	33100.0	50010	27000	4350	0004040	107.45	107.45
10/06/11	57913	C		10/06/2011	KELLY MURTHA	INSTRUCTIONAL SUPPLIES 10/06/2011	Special Education 57913	01.0	33100.0	57300	11100	4400	0004040	21.74	21.74
10/06/11	57914	C		10/06/2011	ROBERT PATTERSON, Psy.D.	CONTRACT SERVICES RENDERED 10/06/2011	Special Education 57914	01.0	65000.0	57700	31500	5890	0004040	3,450.00	3,450.00
10/07/11	57915	A		10/07/2011	APPLE SHIRT SCREEN PRINTING	INSTRUCTIONAL SUPPLIES 10/07/2011	EJ Rincon Elementary 57915	01.0	91400.0	00000	00000	4310	2040000	134.29	134.29
10/07/11	57916	A		10/07/2011	CDW-G	COMPUTER SUPP/EQUIP 10/07/2011	EJ Rincon Elementary 57916	01.0	90141.0	11100	10000	4410	2040000	658.14	658.14

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

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

Page No. **5**

Run Date: **10/15/2011**

Run Time: **03:16:26AM**
WEEKLY

Report ID: LAPO009C

District: 64444

Purchase Orders/Buyouts To The Board for Ratification From : 10/1/2011 To 10/14/2011
Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

Change

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/07/11	57917	A		10/07/2011	RENAISSANCE LEARNING, INC.	INSTRUCTIONAL SUPPLIES 10/07/2011	Culver City Middle School 57917	01.0	07395.0	11100	10000	4310	3010000	2,426.36	2,426.36
10/11/11	57918	A		10/11/2011	LOYOLA MARYMOUNT	CONFERENCE AND TRAVEL 10/11/2011	Special Projects	01.0	58200.0	00000	21000	5220	0004030	2,450.00	2,450.00
10/11/11	57919	A		10/11/2011	SANTA MONICA PIER AQUARIUM	FIELD TRIPS 10/11/2011	El Marino Language	01.0	00000.0	16003	10000	5816	2030000	300.00	300.00
10/11/11	57920	A		10/11/2011	PARADIGM SERVICES, INC	CONTRACTED SERVICES 10/11/2011	Special Education	01.0	00217.0	00000	72000	5880	0004040	15,000.00	15,000.00
10/11/11	57921	A		10/11/2011	LAGUNA CLAY CO.	INSTRUCTIONAL SUPPLIES 10/11/2011	Culver City High School	01.0	00000.0	16001	10000	4310	4010000	2,000.00	2,000.00
10/11/11	57922	A		10/11/2011	AMERICAN/FOOTHILL PUBLISHING CO.	INSTRUCTIONAL SUPPLIES 10/11/2011	Undistributed SUP'T OFF	01.0	90146.0	00000	00000	4310	0000000	1,705.00	1,705.00
10/11/11	57923	A		10/11/2011	FAGEN FRIEDMAN & FULLFROST, LLP	LEGAL SERVICES 10/11/2011	Superintendent's Office	01.0	00000.0	00000	71000	5820	0001000	775.00	775.00
10/11/11	57924	A		10/11/2011	CDW-G	COMPUTER SUPP/EQUIP 10/11/2011	Culver City High School	01.0	07395.0	11100	10000	4400	4010000	855.86	855.86
10/11/11	57925	A	1	10/12/2011	APPERSON EDUCATION	INSTRUCTIONAL SUPPLIES 10/11/2011	Culver City Middle School	01.0	00000.0	11100	10000	4310	3010001	795.63	795.63
10/11/11	57926	A		10/11/2011	WELLS FARGO	OFFICE SUPPLIES 10/11/2011	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	19.98	19.98

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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
10/11/11	57927	A		10/11/2011	ADVANCED MULTIMEDIA	COMPUTER SUPP/EQUIP 10/11/2011	OT and APE 57927	01.0	56400.0	00000	39000	4400	0004025	302.19	302.19
10/11/11	57928	A		10/11/2011	APPLE INC.	COMPUTER SUPP/EQUIP 10/11/2011	OT and APE 57928	01.0	56400.0	00000	39000	4400	0004025	1,097.32	1,097.32
10/11/11	57929	A		10/11/2011	CDW-G	INSTRUCTIONAL SUPPLIES 10/11/2011	La Ballona Elementary 57929	01.0	30100.0	11100	10000	4310	2060000	159.97	159.97
10/11/11	57930	A		10/11/2011	PACPARTS, INC.	INSTRUCTIONAL SUPPLIES 10/11/2011	Culver City High School 57930	01.0	07395.0	11100	10000	4310	4010000	344.28	344.28
10/11/11	57931	A		10/11/2011	DEL SOL BOOKS	INSTRUCTIONAL SUPPLIES 10/11/2011	Special Projects 57931	01.0	58200.0	11100	10000	4310	0004030	174.40	174.40
10/11/11	57932	A		10/11/2011	CDW-G	COMPUTER SUPP/EQUIP 10/11/2011	Adult School 57932	11.0	06390.0	41100	27000	4410	0000010	165.54	165.54
10/11/11	57933	A		10/11/2011	NATIONAL SCHOOL BOARDS	MEMBERSHIPS 10/11/2011	Superintendent's Office 57933	01.0	00000.0	00000	71000	5310	0001000	4,525.00	4,525.00
10/11/11	57934	C		10/11/2011	ACSA	MEMBERSHIPS 10/11/2011	Human Resources 57934	01.0	00000.0	00000	74000	5310	0003000	952.34	952.34
10/12/11	57935	A		10/12/2011	CDW-G	COMPUTER SUPP/EQUIP 10/12/2011	Technology 57935	01.0	00000.0	00000	77000	4410	0005020	388.71	388.71
10/12/11	57936	A		10/12/2011	AMAZON.COM	INSTRUCTIONAL SUPPLIES 10/12/2011	Adult School 57936	11.0	90137.0	41100	10000	4310	0000010	304.35	304.35

Board List Purchase Order Report
CULVER CITY UNIFIED SD

Page No. 7

Run Date: 10/15/2011
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 WEEKLY

Report ID: LAPO009C
 District: 64444

Purchase Orders/Buyouts To The Board for Ratification From : 10/1/2011 To 10/14/2011
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
10/12/11	57937	A		10/12/2011	PEARSON EDUCATION INC.	CONTRACTED SERVICES 10/12/2011	Educational Services 57937	01.0	40350.0	00000	21000	5850	0004000	1,800.00	1,800.00
10/12/11	57938	A		10/12/2011	ACI COMMUNICATIONS, INC.	CONTRACT SERVICES, RENDERED 10/12/2011	Culver City Middle School 57938	01.0	07395.0	00000	27000	5810	3010000	200.00	200.00
10/13/11	57940	A		10/13/2011	CDW-G	COMPUTER SUPP/EQUIP 10/13/2011	Special Projects	01.0	58100.0	11100	10000	4410	0004030	1,142.42	1,142.42
10/13/11		A		10/13/2011	CDW-G	COMPUTER SUPP/EQUIP 10/13/2011	Special Projects	01.0	58200.0	11100	10000	4410	0004030	1,142.40	2,284.82
10/13/11		A	1	10/14/2011	CCS PRESENTATION SYSTEMS, INC.	AUDIOVISUAL SUPP/EQUIP 10/13/2011	Linwood Howe Elementary 57941	01.0	91400.0	00000	27000	4410	2020000	7,630.58	7,630.58
10/12/11	58100	A		10/12/2011	DELL COMPUTER CORP.	OFFICE SUPPLIES 10/12/2011	Technology	01.0	00000.0	00000	77000	4350	0005020	49.20	49.20

Total by District : 64444 126,375.19 126,375.19

End of Report LAPO009C

NONPUBLIC SCHOOLS:
 THIS PERIOD: \$25,706.34
 INCREASES: \$18,193.41
 GRAND TOTAL YTD: \$3,135,481.15

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

COMMERCIAL WARRANTS

SEPT. 15, 2011 - OCT. 14, 2011	\$	1,724,468.00
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PAYROLL WARRANTS

SEPT. 15, 2011 - OCT. 14, 2011	\$	3,706,872.77
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TOTAL:	\$	<u>5,431,340.77</u>
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BOARD REPORT

10/25/11

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>
Office of Child Development	Irma Ventura Snacks and classroom health supplies.
	Lucero Lagunes Snacks and classroom health supplies.
	Rosalia Salvador Classroom health supplies.
	Addison Pan 21 reams of paper, 48 pens, 120 pencils, 12 binders, 5 book covers, 24 boxes of facial tissues, 100 batteries, battery recharger, 4 staplers, blue sticks, tape and hangers.
Farragut Elementary School	Fred Frankel and Susan Ettner 1 HP Printer and ink cartridges.
El Rincon Elementary School	Kimberly Albertson 18 children's videos.
	Mr. and Mrs. Eric Bratton 10 cases of copy paper and 1 DVD/VCR player.
	Sojourn Gospel Church Plants and planting supplies for Growing Great program.
Culver City High School	Fold-A-Goal, c/o David Hauptman 12 cases of spray paint for athletic field area.

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. 6

Total Fiscal Impact per Funding Source :

General Fund	\$ 5,772.50
General Funds - Arts and Music	\$ 840.00
General Fund - Basic Program	\$11,680.00
General Fund – Coaching	\$ 7,432.00
General Fund – District Stipend	\$ 8,424.00
General Fund - PTSA	\$ 900.00
General Fund - School Improvement	\$37,310.00
Special Education	\$ 70.00
Child Development	\$ 3,500.00
Title III – Bilingual Education	\$ 1,260.00

BOARD REPORT

9.4 Certificated Personnel Services Report No. 6

I. Authorization and Ratification of Employment

A. Administrator on Special Assignment- District Office

Effective October 18, 2011 through June 22, 2012 at daily per diem rate of \$477.25,
not to exceed 10 days

Funding Source: General Fund

Total Cost: \$4,772.50

1. La Briola, Rosalind

B. Substitute Teacher – District Office

Effective October 26, 2011 at \$125.00 daily rate, on-call when needed, \$160.00 on 21st day

Funding Source: General Fund

1. Gomez, Mayra

C. Substitute Teacher – Adult School

Effective October 26, 2011 at \$28.19 per hour, on-call when needed

Funding Source: Adult School

1. Reuben, Ronald

D. Extra Assignment - La Ballona, Dual Leadership Team

Effective September 15, 2011 through June 22, 2012 at \$35.00 per hour, not to exceed 6 hours
per teacher

Funding Source: Title III – Bilingual Education

Total Cost: \$1,260.00

- | | |
|---------------------|------------------------|
| 1. Arzate, Carolina | 4. Mendez-Tobar, Annie |
| 2. Borcharding, Nan | 5. Orozco, Joanna |
| 3. Gomez, Sandra | 6. Rosales, Susan |

E. Extra Assignment – Linwood E. Howe, Before School Successmaker

Effective November 1, 2011 through June 22, 2012 at \$35.00 per hour, not to exceed stated hours

Funding Source: School Improvement

Total Cost: \$7,000.00

- | | | | |
|---------------------|----------|-----------------------|----------|
| 1. Beebe, Stephanie | 50 hours | 4. Gualtieri, Natalie | 50 hours |
| 2. Cowen, Kate | 50 hours | 5. Mont, Allison | 25 hours |
| 3. De Rojas, Laura | 25 hours | | |

BOARD REPORT

9.4 Certificated Personnel Services Report No. 6 - Page 2

I. Authorization and Ratification of Employment - continued

F. Extra Assignment – Middle School, Saturday School Teachers
Effective October 8, 2011 through June 16, 2012 at \$35.00 per hour, not to exceed 2 hours per week
Funding Source: School Improvement
Total Cost: \$2,240.00

1. Morris, Ruth (Substitute, on-call)
2. Scott, Gloria

G. Extra Assignment – Middle School, Binder Buddies Coordinator
Effective September 26, 2011 through January 27, 2012 at \$35.00 per hour, not to exceed 1 hour per week
Funding Source: School Improvement
Total Cost: \$560.00

1. Morris, Donna

H. Extra Assignment – Middle School, CIMI GATE Camp Chaperones
Effective October 14, 2011 through October 16, 2011 at \$300.00 stipend per teacher
Funding Source: PTSA
Total Cost: \$900.00

1. Adamucci, Anthony
2. Takahashi, Tatiana
3. Young, Erica

I. Extra Assignment – Middle School, Arts Integration Partnership
Effective October 26, 2011 through June 17, 2012 at \$35.00 per hour, not to exceed 6 hours per teacher
Funding Source: General Funds – Arts & Music
Total Cost: \$840.00

1. Fairfield, Kristin
2. Green-Bratton, Cathi
3. Grime, Daniel
4. Morris, Ruth

J. Extra Assignment – Middle School, Coaches
Effective September 6, 2011 through November 4, 2011 at \$929.00 stipend per teacher
Funding Source: General Fund – Coaching
Total Cost: \$1,858.00

1. Sablan, Angelo
2. Thornton, Scott
- 6th Grade Girls' Volleyball
- Cross Country

BOARD REPORT

9.4 Certificated Personnel Services Report No. 6 – Page 3

I. Authorization and Ratification of Employment - continued

**K. Extra Assignment – Middle School, Department Chairs
Effective August 31, 2011 through June 22, 2012 at stated stipend paid in equal installments
Funding Source: Basic Program
Total Cost: \$11,680.00**

1.	Allen, Arlis	Special Education Co-Department Chair	\$ 600.00
2.	Fretham, Kari	ELD Department Chair	\$ 600.00
3.	Fretham, Kari	Language Arts Department Chair	\$1,680.00
4.	Kelner, Robert	Social Science Department Chair	\$1,640.00
5.	McVay, Leslie	Special Education Co-Department Chair	\$ 600.00
6.	Peters, Crystal	Science Department Chair	\$1,680.00
7.	Teetzel, Todd	Elective Department Chair	\$1,680.00
8.	Vermillion, Jason	Physical Education Department Chair	\$1,240.00
9.	Wilcox, Kelley	Mathematics Department Chair	\$1,960.00

**L. Extra Assignment – Middle School, Coaches
Effective November 14, 2011 through February 17, 2012 at \$929.00 stipend per teacher
Funding Source: General Fund – Coaching
Total Cost: \$3,716.00**

1.	Garcia, Richard	Girls' JV Basketball
2.	Guthrie, Donald	Girls' Varsity Basketball
3.	Siegal, Martin	Boys' Varsity Basketball
4.	TBA	Boys' JV Basketball

**M. Extra Assignment - Middle School, Coaches
Effective February 20, 2012 through May 11, 2012 at \$929.00 stipend per teacher
Funding Source: General Fund – Coaching
Total Cost: \$1,858.00**

1.	Garcia, Richard	JV Softball
2.	Ross, David	Varsity Softball

**N. Extra Assignment – Middle School, Tutor Students in Math
Effective September 26, 2011 through June 15, 2012 at \$35.00 per hour, not to exceed
2 hours per week
Funding Source: School Improvement
Total Cost: \$2,380.00**

1.	Fairfield, Kristen
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BOARD REPORT

9.4 Certificated Personnel Services Report No. 6 – Page 4

I. Authorization and Ratification of Employment – continued

O. Extra Assignment – Middle School, AAC Training for Special Needs Student
Effective June 30, 2011 at \$35.00 per hour, not to exceed 2 hours
Funding Source: Special Education
Total Cost: \$70.00

1. Hernandez, Valerie

P. Extra Assignment – High School, Peer Tutoring Before & After School
Effective October 3, 2011 through June 20, 2012 at \$35.00 per hour at stated hours
Funding Source: School Improvement
Total Cost: \$32,130.00

- | | | | | | |
|----|-----------------|------------------|----|--------------|------------------|
| 1. | Dien, Jerod | 5 hours per week | 4. | Nolan, Kelly | 5 hours per week |
| 2. | Fontijn, Mariah | 5 hours per week | 5. | Ta, Jenny | 7 hours per week |
| 3. | Mullen, Leona | 5 hours per week | | | |

Q. Extra Assignment – High School, Videographer
Effective September 9, 2011 through June 30, 2012 at \$1,000 stipend
Funding Source: General Fund
Total Cost: \$1,000.00

1. Pulido, Adan

R. Extra Assignment – Office of Child Development, Staff Development
Effective September 10, 2011 through June 30, 2012 at \$35.00 per hour, not to exceed 50 hours per teacher
Funding Source: Office of Child Development
Total Cost: \$3,500.00

1. Deb, Anjali
2. Smith, Susan

S. Extra Assignment – High School, AVPA
Effective August 31, 2011 through June 22, 2012 at stated stipend
Funding Source: General Fund – District Stipend
Total Cost: \$8,424.00

- | | | | |
|----|--------------------|---------------------------|------------|
| 1. | Butler, Alexis | Creative Director - Film | \$1000.00 |
| 2. | Hatanaka, Kristine | Creative Director – Art | \$1000.00 |
| 3. | Hatanaka, Kristine | Co-Director - AVPA | \$2,712.00 |
| 4. | Spano, Anthony | Co-Director - AVPA | \$2,712.00 |
| 5. | Spano, Anthony | Creative Director – Music | \$1,000.00 |

BOARD REPORT

9.4 Certificated Personnel Services Report No. 6 – Page 5

I. Authorization and Ratification of Employment – continued

T. Extra Assignment – Special Education

Effective August 19, 2011 through August 23, 2011 at per diem rate of pay

Funding Source: Special Education

Total Cost:

1. Sussman, Mariah \$268.53 per day

II. Change in Title

1. Cooper, Joanne

From: Assistant Director – Special Education

To: Director – Special Education

Effective October 26, 2011

Fiscal Impact: None

III. Change in Location

1. Spinelli, Marion

From: 100% Linwood E. Howe

To: 60% Linwood E. Howe & 40% Farragut

Effective September 15, 2011

IV. Leaves

1. Wurzel, George

Part-Time Personal Leave of Absence Without Pay

From: 100% Assignment

To: 80% Assignment

Effective August 31, 2011 through June 22, 2012

2. Zarrinpar, Andrea

Part-Time Personal Leave of Absence Without Pay

From: 100% Assignment

To: 60% Assignment

Effective August 31, 2011 through June 22, 2012

RECOMMENDED MOTION: That approval be granted for Certificated Personnel Services Report No. 6

Moved by:

Seconded by:

Vote:

BOARD REPORT

9.5 Financial Impact for Classified Personnel Services Report No. 6

Total Funding Fiscal Impact:

Adult School Total:	\$93.45
Booster Club Total:	\$9,359.75
Child Development Total:	\$6,326.60 \$12.78 per hour, as needed
Food Services Total:	\$14,111.80
General Fund Total:	\$99,753.00 \$14.14 per hour, as needed \$13.85 per hour, as needed \$9.25 per hour, as needed
School Improvement Total:	\$2,400.04
Sony Donations Total:	\$6,119.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 6

I. Authorization, Approval & Ratification of Employment

A. Management

1. Kearney, Sean
Director – Fiscal Services
District Office – Business Services
8 hours per day, 12 months per year
Funding Source: General Fund
Effective November 1, 2011
Classified Management – \$7,608 per month
Total Cost: \$91,296.00

B. Child Development

1. Padilla, Jose
Instructional Assistant – Child Development
Child Development – Extra Assignment –
Parent Conferences, Winter & Spring Breaks,
Curriculum Development Training,
& El Marino KIK
Not to exceed 400 hours
Funding Source: Child Development
Effective August 31, 2011 through
June 22, 2012
Range 11 – \$15.64 per hour
Total Cost: \$6,256.00
2. Boudreaux, Michelle
Substitute Instructional Assistant –
Child Development
Child Development
Funding Source: Child Development
Effective August 31, 2011
Hourly, as needed – \$12.78 per hour
3. Yap, Lorna
Instructional Assistant – Special Education IIA
Child Development – Extra Assignment –
Staff Development
Not to exceed 4 hours
Funding Source: Child Development
Effective September 10, 2011
Range 16 – \$17.65 per hour
Total Cost: \$70.60

BOARD REPORT

9.5 Classified Personnel Services Report No. 6 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

C. Clerical & Fiscal

1. Thelemaque, Marcia
Substitute Instructional Assistant
District Office
Funding Source: General Fund
Effective October 26, 2011
Hourly, as needed – \$14.14 per hour

D. Food Services

1. Sanchez, Kathy
Substitute Clerk Typist
Food Services – Extra Assignment –
National School Lunch Verification
Not to exceed 20 hours per week
Funding Source: Food Services
Effective October 17, 2011 through
June 30, 2012
Hourly, as needed – \$19.07 per hour
Total Cost: \$14,111.80

E. Instructional Assistants

1. Castañeda, Margarita
Instructional Assistant – Bilingual
Middle School – Extra Assignment-Translation
Not to exceed 22 hours
Funding Source: School Improvement
Effective September 22, 2011 through
June 22, 2012
Range 16 – \$17.65 per hour
Total Cost: \$388.30
2. Dordoni, Alicia
Instructional Assistant – Bilingual
Middle School – Extra Assignment-Translation
Not to exceed 114 hours
Funding Source: School Improvement
Effective September 6, 2011 through
June 22, 2012
Range 16 – \$17.65 per hour
Total Cost: \$2,012.10

BOARD REPORT

9.5 Classified Personnel Services Report No. 6 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

E. Instructional Assistants – continued

3. Gibbs, Shauna
Instructional Assistant – Adult School
Adult School – Extra Assignment – CAHSEE
Not to exceed 5 hours
Funding Source: Adult School – 231:GED
Effective October 5, 2011
Range 17 – \$18.69 per hour
Total Cost: \$93.45
4. Thelemaque, Marcia
Substitute Instructional Assistant
District Office
Funding Source: General Fund
Effective October 26, 2011
Hourly, as needed – \$13.85 per hour
5. McGuire, Viveca
Short-Term Instructional Assistant
Linwood Howe
3.9 hours per day, school year
Funding Source: Linwood Howe Booster Club
Effective October 26, 2011 through
May 22, 2012
Range 12 – \$13.28 per hour
Total Cost: \$6,784.75

F. Coaches

1. Tillman, Melody
Temporary Conditioning Coach –
Boys' Lacrosse
High School
Funding Source: Booster Club
Effective September 30, 2011 through
December 23, 2011
Stipend of \$2,000.00
2. Wilson, Aki
Temporary Football Uniform Launderer
High School
Funding Source: Booster Club
Effective September 9, 2011 through
December 1, 2011
Stipend of \$575.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 6 – Page 4

I. Authorization, Approval & Ratification of Employment – continued

G. Noon Duty Supervisors

1. Victor, Rosa
Temporary Noon Duty Supervisor
Farragut
Funding Source: General Fund
Effective October 26, 2011 through
June 22, 2012
Hourly, as needed – \$9.25 per hour

H. Stipend Assignments

1. Carson, Julie
Temporary Creative Director – Dance
High School – AVPA
Funding Source: Sony Donations
Effective August 31, 2011 through
June 22, 2012
Stipend of \$1,119.00
2. Carson, Julie
Temporary Dance Teacher
High School – AVPA
Funding Source: General Fund – AVPA
Effective August 31, 2011 through
June 22, 2012
Stipend of \$1,881.00
3. Lujan, Justin
Temporary Creative Director – Theater
High School – AVPA
Funding Source: Sony Donations
Effective August 31, 2011 through
June 22, 2012
Stipend of \$5,000.00
4. Lujan, Justin
Temporary Director – Drama Production
High School – AVPA – Fall Drama Production
Funding Source: General Fund – AVPA
Effective September 6, 2011 through
December 1, 2011
Stipend of \$3,072.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 6 – Page 5

II. Authorization, Approval & Ratification of Change of Assignment

1. Plascencia, Carlos

Working Out of Classification:
From: Maintenance Worker
To: Maintenance Plumber
Maintenance, Operations & Transportation
8 hours per day, 12 months per year
Funding Source: General Fund
Effective August 18, 2011
Range 35 – \$4,023 per month
Total Increase: \$3,504.00

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 6

Moved by:

Seconded by:

Vote:

BOARD REPORT

10/25/11

10.1

10.1 Red Ribbon Week

The California PTA adopted the Red Ribbon Campaign in 1986 to raise awareness of alcohol, tobacco, drug and violence prevention. Red Ribbon Week was recognized nationally in 1988 with President Ronald and First Lady Nancy Reagan serving as Honorary Chairs. It is now the largest, most visible prevention awareness campaign observed annually in the United States.

The Culver City Unified School District acknowledges October 22-29, 2011 as Red Ribbon Week.

BOARD REPORT

10/25/11

10.2

10.2 Student Assessment Results Presentation

Eileen Carroll, Assistant Superintendent for Educational Services, will present an overview of STAR assessments. This presentation will include information on how Culver City Unified School District performed in relationship to the state and federal mandated targets.

10/25/11
12.1

BOARD REPORT

12.1 First Reading of Revised Administrative Regulation 4032, Reasonable 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 Revised Administrative Regulation 4032, Reasonable Accommodation pursuant to the federal Americans with Disabilities Act (ADA), the state's Fair Employment and Housing Act (FEHA) and to reflect recommendations contained in the Equal Employment Opportunity Commission's (EEOC) Enforcement Guidance.

All Personnel
REASONABLE ACCOMMODATION

AR 4032

Except when undue hardship would result to the district, the Superintendent or designee shall provide reasonable accommodation:

1. **In the job application process, to any qualified job applicant with a disability**
2. **To enable any qualified employee with a disability to perform the essential functions of the position he/she holds or desires to hold or to enjoy equal benefits or other terms, conditions, and privileges of employment as other similarly situated employees without disabilities**

The district designates the position specified in BP 4030 – Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.

(cf. 4030-Nondiscrimination in Employment)

(cf. 4031-Complaints Concerning Discrimination in Employment)

Disability, with respect to an individual, is defined as any of the following: (Government Code 12926;29 CFR 1630.2)

1. A physical or mental impairment that limits one or more of the major life activities
2. A record of such an impairment
3. Being regarded as having such an impairment

Limits shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics or reasonable accommodations, unless the mitigating measure itself limits a major life activity. (Government Code 12926)

Essential functions are the fundamental job duties of the position the individual with a disability holds or desires. The term does not include the marginal functions of the position. (**Government Code 12926**;29 CFR 1630.2)

(cf. 4119.3/4219.3/4319.3—Duties of Personnel)

~~Reasonable accommodations that an employer may need to provide in connection with modifications to the work environment or adjustments in how and when a job is performed that enable an individual with a disability to enjoy equal employment opportunities include, but are not limited to means:~~ (**Government Code 12926**;29 CFR 1630.2)

All Personnel
REASONABLE ACCOMMODATION

AR 4032 (b)

1. ~~Making existing facilities accessible and usable~~ **For a qualified job applicant with a disability, providing modifications or adjustments to the job application process thereby enabling him/her to be considered for the position he/she desires**
2. ~~Restructuring the job duties~~ **For a qualified employee with a disability, providing modifications or adjustments to the work environment, or to the manner or circumstances under which the position the employee holds or desires is customarily performed, thereby enabling him/her to perform the essential functions of that position or to enjoy equal benefits and privileges of employment as are enjoyed by the district's other similarly situated employees without disabilities**
3. ~~Offering part-time or modified work schedules~~
4. ~~Acquiring or modifying equipment or devices~~
5. ~~Changing tests, training materials or policies~~
6. ~~Providing qualified readers or interpreters.~~
7. ~~Reassigning the employee to a vacant position~~

Qualified individual with a disability means an individual ~~a job applicant or employee~~ with a disability who: ~~satisfies the requisite skill, experience, education and other job-related requirements of the employment position and who, with or without reasonable accommodation, can perform the essential functions of such position.~~ (29 CFR 1630.215, **1630.2**)

1. **Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or desires**
2. **Can perform the essential functions of the position with or without reasonable accommodation**
3. **Would not post a significant risk of substantial harm, which cannot be eliminated or reduced by reasonable accommodation, to himself/herself or others in the job he/she holds or desires**

Undue hardship is a determination based on an individualized assessment of current circumstances that shows that **the provision of** a specific reasonable accommodation would cause significant difficulty or expense **to the district**. A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

All Personnel
REASONABLE ACCOMMODATION

AR 4032 (c)

1. ~~The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding~~
2. ~~The overall financial resources of the facility making the reasonable accommodation, the number of persons employed at this facility, the effect on expenses and resources of the facility, or the impact on the operations of the facility~~
3. ~~The overall financial resources, size, number of employees, and the number, type and location of facilities of the district~~
4. ~~The type of operation of the district, including the structure and functions of the workforce, the geographic separateness, and the administrative or fiscal relationship of the facility involved in making the accommodation~~
5. ~~The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's ability to conduct business.~~

Requests for Reasonable Accommodation

~~The district designates the position specified in BP 4030—Nondiscrimination in Employment as the coordinator of its efforts to comply with the Americans with Disabilities Act (ADA) and to investigate any and all related complaints.~~

~~(cf. 4030—Nondiscrimination in Employment)~~

~~(cf. 4031—Complaints Concerning Discrimination in Employment)~~

When requesting reasonable accommodation, ~~the~~ **an employee or employee's his/her** representative shall inform the employee's supervisor that he/she needs a change at work for a reason related to a medical condition. ~~or documented disability.~~ **The supervisor shall inform the coordinator of the employee's request as soon as practicable.**

When requesting reasonable accommodation ~~during~~ **for** the hiring process, a job applicant shall inform the coordinator that he/she will need a reasonable accommodation ~~for~~ **during** the process.

~~Employees' requests for reasonable accommodation may first be considered informally by the site administrator. The site administrator shall consult with the coordinator before any decision as to accommodation is made.~~

All Personnel
REASONABLE ACCOMMODATION

AR 4032 (d)

When the disability and/or the need for accommodation is not obvious, the coordinator may ask the employee to supply reasonable documentation about his/her disability. In requesting this documentation, the coordinator shall specify the types of information that are being sought about the employee's condition, the employee's functional limitations and the need for reasonable accommodation. The employee may be asked to sign a limited release allowing the district to submit a list of specific questions to ~~the~~ his/her health care or vocational professional.

If the documentation submitted by the employee does not ~~specify~~ indicate the existence of a qualifying disability ~~and~~ or explain the need for reasonable accommodation, the coordinator shall request additional documentation that specifies the missing information. If the employee does not submit such additional documentation in a timely manner, the coordinator ~~district~~ may require the employee him/her to submit to an examination by a health care professional selected and paid for by the district.

The district may make a medical or psychological inquiring of a job applicant or require him/her to submit to a medical or psychological examination after he/she has been given a conditional offer of employment but before the commencement of his/her job duties, provided the inquiry or examination is job-related, consistent with business necessity, and required for all incoming employees in the same job classification. (Government Code 12940)

The coordinator shall not request any job applicant's or employee's genetic information except as authorized by law. (42 USC 2000ff-1, 2000ff-5)

(cf. 4161.8/4261.8/4361.8 – Family Care and Medical Leave)

In accordance with law, the coordinator shall take steps to ensure the confidentiality of information related to medical conditions or history. As applicable, he/she shall notify the supervisor or manager of any reasonable accommodation granted to the qualified individual and may notify first aid and safety personnel when the disability of the qualified individual may require emergency treatment. (42 USC 12112)

(cf. 4112.6/4212.6/4312.6 – Personnel Records)

Granting Reasonable Accommodation

Upon receiving a request to ~~reasonably~~ of reasonable accommodate accommodation from a qualified employee-individual with a disability, the coordinator shall:

1. Determine the essential functions of the job involved.
2. Engage in an informal, interactive process with the employee-individual to review the request for accommodation, identify the precise limitations resulting from the disability, identify potential ~~means for providing~~ accommodations, and assess their effectiveness.

All Personnel
REASONABLE ACCOMMODATION

AR 4032 (e)

3. Develop a plan for reasonable accommodation which ~~is effective and allows the employee~~ **will enable the individual** to perform the essential functions of the job or ~~to gain equal access to a benefit or privilege of employment and does not without impose~~ **imposing** undue hardship on the district.

~~To qualify for a job, an individual shall not pose a significant risk of substantial harm to himself/herself or others in the workplace which cannot be eliminated or reduced by reasonable accommodation. (29 CFR 1630.2)~~

~~The determination of whether an individual poses a significant risk of substantial harm to himself/herself or others shall be made on a case-by-case basis and shall be based on objective, factual evidence, taking into consideration the duration of the risks, the nature and severity of the potential harm, the likelihood that the potential harm will occur and the imminence of potential harm. (29 CFR 1630.2)~~

~~The coordinator may confer with the site administrator, the district medical advisor and/or other district staff before making a final decision as to the accommodation.~~

A determination of undue hardship should be based on several factors, including: (29 CFR 1630.2)

- a. **The nature and net cost of the accommodation needed, taking into consideration the availability of tax credits and deductions and/or outside funding.**
- b. **The overall financial resources of the facility making the accommodation, the number of persons employed at this facility, and the effect on expenses and resources of the facility.**
- c. **The overall financial resources, number of employees, and the number, type, and location of facilities of the district.**
- d. **The type of operation of the district, including the composition, structure, and functions of the workforce and the geographic separateness and administrative or fiscal relationship of the facility making the accommodation to other district facilities.**
- e. **The impact of the accommodation on the operation of the facility, including the impact on the ability of other employees to perform their duties and the impact on the facility's to conduct business.**

The coordinator may confer with the site administrator, any medical advisor chosen by the district, and/or other district staff before making a final decision as to the accommodation.

All Personnel
REASONABLE ACCOMMODATION

AR 4032 (f)

Reasonable Accommodation Committee

The coordinator may appoint a ~~Reasonable Accommodation~~ committee to review or assist in the development of appropriate plans to reasonably accommodate ~~an employee or qualified job applicant~~ **individuals** who ~~has requested an~~ **modifications or** adjustments in **their** work duties or environment because of known physical or mental disabilities.

~~The membership of this committee may change on a case by case basis.~~ **Committee members shall be selected on the basis of their knowledge of the specific functions and duties required in the position, the physical work environment, available accommodations, and other relevant issues.** The committee may include: a district administrator, site administrator, medical advisor or rehabilitation specialist, and as necessary, a certificated and/or classified employee. Membership may change on a case-by case basis.

~~Committee members shall be selected on the basis of their knowledge of the relevant issues, including:~~

- ~~1. — The specific functions and duties required in the position~~
- ~~2. — The physical work environment~~
- ~~3. — Available accommodations~~

At the coordinator's discretion, the employee or applicant requesting accommodation may participate in ~~or be excluded from~~ **the** committee's meetings. If the employee or applicant is excluded from **the** committee's meetings, the coordinator shall communicate with him/her so that he/she has the opportunity to interact and contribute to planning the reasonable accommodation.

~~The coordinator shall take steps to ensure the confidentiality of information related to medical conditions.~~

Appeal Process

~~If the employee or applicant is not satisfied with the decision of the coordinator, he/she~~ **Any qualified individual with a disability who is not satisfied with the decision of the coordinator** may appeal in writing to the Superintendent or designee. This appeal shall be made within 10 working days of receiving the decision and shall include:

1. A clear, concise statement of the reasons for the appeal
2. A statement of the specific remedy sought

All Personnel
REASONABLE ACCOMMODATION

AR 4032 (g)

The Superintendent or designee shall consult with the coordinator and review the appeal, together with any available supporting documents. The Superintendent or designee shall give the ~~employee or applicant~~ **individual** his/her decision within 15 working days of receiving the appeal.

Any further appeal for reasonable accommodation shall be considered a complaint concerning discrimination in employment and may be taken to the Governing Board in accordance with the district's procedure for such complaints.

Legal Reference:

CIVIL CODE

51 Unruh Civil Rights Act

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act

UNITED STATES CODE, TITLE 29

701-794e Vocational Rehabilitation Act,

UNITED STATES CODE, TITLE 42

2000ff-1-2000ff-11 Genetic Information Nondiscrimination Act of 2008

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 298

35.101-35.190 Americans with Disabilities Act, especially:

35.107 Designation of employee

36.101-36.608 Nondiscrimination on the basis of disability by public facilities

CODE OF FEDERAL REGULATIONS, TITLE 29

1630.2 ~~Direct threat~~ **Definitions**

COURT DECISIONS

A.M. v. Albertsons, LLC, (2009) Cal.App.4th 455

Colmenares v. Braemar Country Club, Inc., 2003 Cal.LEXIS 1131-29 Cal.4th 1019

Chevron USA v. Echazabal, (2002) 536 U.S. 73, 122 S.Ct. 2045

US Airways, Inc. v. Barnett, (2002) 535 U.S., 122 S.Ct. 1516

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION **PUBLICATIONS**

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

WEB SITES

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

(7/99, 3/01, 3/03) 7/10

Regulation

reviewed: October 21, 1997

Regulation

revised: December 16, 2003

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

12.2 First Reading of Exhibit 1330 (d) – Community Relations, Use of Facilities

The Governing Board recognizes that district facilities are a community resource whose primary purpose is to be used for school programs and activities. Under the Civic Center Act, the district charges organizations who utilize district facilities either the direct cost or the fair rental value.

The attached document reflects the current rates charged to specific school-related groups, as well as the local police and fire departments and the local Girl and Boy Scout troops.

All PTA and booster clubs receive free use of facilities to conduct meetings Monday through Friday and are charged \$8.25 per hour for one fundraising event per year. All other weekend, holiday and summer use is assessed a \$41.25 per hour charge.

For comparison purposes, the District's published direct rate cost for weekend use of a field or gym is \$25 per hour, a classroom is \$99 per hour, an elementary cafeteria is \$62 per hour and the hourly custodial fee is \$66.

**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.

BOARD REPORT

**10/25/11
14.1a**

14.1a Second Reading and Approval of Revised Board Bylaw 9323, Meetings and Notices

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 Bylaw 9323, Meetings and Notices to reflect new language as recommended by the California School Boards Association and District council.

RECOMMENDED MOTION: That the Governing Board of Culver City Unified School District approves the Revised Board Bylaw 9323, Meetings and Notices as presented.

Moved by:

Seconded by:

Vote:

MEETING CONDUCT

BB 9323

I. Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws-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)

- A. The Board president shall ~~conduct Board~~ be responsible for conducting the Board's meetings in accordance with ~~Board bylaws~~ the Board's Bylaws and procedures ~~that enable~~ for the purpose of enabling the Board to efficiently consider ~~issues~~ matters on the agenda and carry out the will of the ~~majority~~ Board.

(cf. 9121 – President)

- B. The Board ~~believe~~ believes 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 present at the meeting. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. 9320 – Meetings and Notices)

II. Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board, or as otherwise required by law, or permitted by the Board's Bylaws with respect to purely procedural matters.

(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. (Recommendation - this rule, while lawful, is inconsistent with case law in California, and other states, which generally provide that in the event of a tie vote, an abstention counts with the affirmative of the proposition. The cases say that if an elected official wants to prevent a matter from passing, he or she must do so by voting "no." This policy is sound and encourages responsible governance. Whether to retain or change the current language is a matter for the Board's discretion.)

III. 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 subject matter 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.

A. 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. ~~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).~~

2. Members of the public who wish to address an item or items appearing on the Board's agenda for action will generally be permitted to address the Board at the time the agenda item is before the Board for consideration, subject to the time limitations set forth in this Bylaw. With respect to items agendized for discussion purposes only, the Board President shall determine the appropriate time to hear from members of the public.

a. An item agendized for action, is before the Board for consideration when there has been a motion and a second for the approval of the item. *(NB: This proposal assumes that before the Board begins the consideration of an agenda item, there is a motion and a second before discussion or deliberations begins. Not all boards proceed in this rather formal manner, but sometimes it is important to provide in a formal and predictable manner.)*

b. The Board President may determine at what point in the Board's deliberations with respect to an item agendized for action members of the public will be heard by the Board.

c. Members of the public, who have requested to be heard on an agenda item, must be allowed to address the Board before any vote relating to the item is taken, including any

motions that would delay the Board's consideration of the item.

d. Before an item appearing on the agenda may be disposed of for lack of a motion, or for lack of a second, members of the public who have requested to be heard on the item will be provided with the opportunity to address the Board on the item.

e. If the item has been removed from the agenda at the request of the Superintendent, or designee, but it is anticipated that the item will be returned to the agenda at a later date, the Board President may request that members of the public hold their comments until the item is returned for consideration at a subsequent meeting.

3. If a member of the public desires to be heard on one item appearing on the agenda, he or she will be allowed up to three minutes to address that item. This time may be extended in increments of thirty seconds by the Board President, absent objection by any other member of the Board. If the extension of time is objected to, then the matter shall be immediately submitted to a vote by the raising of hands. If less than all members of the Board are present at the meeting, a simple majority of the quorum is sufficient to authorize the extension of a speaker's time. If the extension of time is not approved by a majority of Board members present, then the three minute limitation specified above shall apply.

4. The Board President may determine that in order to efficiently handle matters on the Board's agenda, members of the public who desire to be heard on an item or items appearing on the agenda, may be required to make their comments near the beginning of the public agenda portion of the meeting, absent objection by any other Board member. If there is an objection, the Board will immediately vote by hand to determine whether to change the point in the agenda at which members of the public will be heard with respect to agenda items. If less than all members of the Board are present at the meeting, a simple majority of the quorum is sufficient to determine whether the point in the agenda at which members of the public will be heard may be changed as proposed by the Board President. (Education Code 35145.5, Government Code 54954.3)

5. If a member of the public desires to be heard on more than one item appearing on the agenda, he or she will be allowed up to a

total of ten minutes to address all desired agenda items at the time they are before the Board for action or discussion, with a maximum of up to three minutes per agenda item. As set forth below, this time may be shortened. Either the Board's parliamentarian or the Secretary to the Board shall be responsible for tracking the amount of time remaining for any given speaker

a. The total amount of time that will be allocated for public speakers on any one agenda item will be up to twenty minutes. As set forth below, this time may be shortened, or extended. Either the Board's parliamentarian or the Secretary to the Board shall be responsible for tracking the total amount of time remaining on any agenda item, and subsequent speakers may have their time shortened as a result of the expiration of amount of time allocated for speakers to address the agenda item.

b. With respect to public speakers addressing multiple agenda items, the time allocated to a speaker on any item may be extended in increments of thirty seconds by the Board President, absent objection by any other member of the Board. If the extension of time is objected to, then the question of whether to extend the speaker's time shall be immediately submitted to a vote by the raising of hands. If less than all members of the Board are present at the meeting, a simple majority of the quorum is sufficient to authorize the extension of a speaker's time. If the Board does not approve the extension of time, the three minute and ten minute limitations shall apply.

c. If the number of requests by members of the public to address multiple agenda items is determined by the Board President to be sufficiently large that the Board may not be able to address all items on the agenda within the time limits established for Board meetings in this Bylaw, the total time allocated to individual speakers seeking to address multiple agenda items, as set forth above, may be shortened by the Board President, absent objection by any other member of the Board.

d. If any member of the Board objects to either the shortening of the total amount of time allocated per speaker, or to the specific amount of time allocated to the agenda item, then

the matter shall be immediately submitted to a vote by the raising of hands. If less than all members of the Board are present at the

meeting, a simple majority of the quorum is sufficient to authorize the shortening of the total time allocated to each speaker as proposed by the Board President, or to establish specific time limits per speaker or per agenda item as proposed by the Board President.

B. Public Speakers Addressing the Board on Issues Not on the Agenda

1. Members of the public may address the Board with respect to matters not appearing on the agenda, so long as the matter is within the subject matter jurisdiction of the Board. The Board 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)
2. 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)
3. If a member of the public desires to be heard on a matter not appearing on the agenda, he or she will be allowed up to three minutes to address the Board. This time may be extended in increments of thirty seconds by the Board President, absent objection by any other member of the Board. If the extension of time is objected to, then the matter shall be immediately submitted to a vote by the raising of hands. If less than all members of the Board are present at the meeting, a simple majority of the quorum is sufficient to authorize the extension of a speaker's time. If a majority of members present do not vote to extend the speaker's time, the three minute limitation shall apply.
4. The total amount of time that will be allocated for public speakers to address matters not appearing on the agenda, but that are within the Board's subject matter jurisdiction, will be a maximum of twenty minutes. As set forth above with respect to speakers addressing agenda topics, this time may be shortened, or extended in the same manner provided above for public speakers addressing agenda items. Either the Board's parliamentarian or the Secretary

to the Board shall be responsible for tracking the total amount of time remaining for non-agenda speakers, and subsequent speakers may have their time shortened as a result of the expiration of amount of time allocated for speakers to address non-agenda items.

5. The Board's agenda will provide a time for members of the public who have not addressed the Board on non-agenda items within the last sixty days to address the Board at a time near the beginning of the Board meeting's public session. Members of the public who have addressed the Board on non-agenda items, shall address the Board following the Board Business portion of the agenda, subject to the time limitations and procedures specified above.

C. Members of the public who wish to address the Board will address the Board from the podium, unless other arrangements have been made in advance of the meeting through the Superintendent's office. Members of the public who address the Board without being recognized to do so by the President are out of order.

D. When a member of the public's time to speak has expired, and not been extended, he or she shall leave the podium immediately.

E. Members of the public who continue to speak after their time to do so has expired, or without having been recognized by the Board President are out of order.

1. If a member of the public either refuses to leave the podium or persists in engaging in conduct (as opposed to the content of their speech) which is disruptive of the Board's meeting, the Board President shall warn the member of the public that he or she is out of order and disrupting the meeting.

2. If, after warning the disruptive member or members of the public, the Board President may take such action as may be necessary to restore order to the meeting. In such event, the Board President may call for a voice vote to immediately call a recess of the meeting. If after returning from the recess, the disruption persists, the Board President may take such further action as he or she deems necessary to restore order to the meeting. Individuals whose conduct willfully disrupts a meeting of the Board are subject to arrest and removal pursuant to Penal Code Section 403 and Education Code Section 32210.

3. As may be appropriate, the Board President may, after warning disruptive members of the public in attendance at the meeting, ask for a voice vote of the Board directing that the meeting room be cleared pursuant to Government Code Section 54957.9.

a. In this event, 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)

b. The Board may permit members of the public present who did not participate in the disruption to return to the meeting, after the room has been cleared.

~~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)~~

IV. The Board 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)~~

A. 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)

B. 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.

~~C.~~ 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)

~~D.~~ Whenever a member of the public ~~initiates~~ makes specific complaints or charges against an employee while addressing the Board, 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~~ preference 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. However, the presentation of such complaints or charges to the Board by a recognized speaker shall not alone be grounds for declaring the speaker out of order. All speakers are subject to the requirements and conditions of this Bylaw.

(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)~~

IV. 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:

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

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:

MANAGEMENT RESOURCES:

CSBA PUBLICATIONS

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

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

**10/25/11
14.1b**

14.1b Second Reading and Approval 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 Regulation, Administration, Superintendent Responsibilities and Duties to reflect new mandated language as specified by the California School Boards Association.

RECOMMENDED MOTION: That the Board approves the revised Board Policy/Administrative Regulation 1312.1, Community Relations – Complaints Concerning District Employees; and Exhibit 1312.1, Community Relations as presented.

Moved by:

Seconded by:

Vote:

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 t~~ **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

14.1c Appointment of Community Budget Advisory Committee

The Board previously approved the reformation of the Community Budget Advisory Committee (CBAC). The applications were received and processed. The Board will appoint the new members.

The following is a list of the CBAC administrative members and bargaining unit members who are appointed:

1. Debbie Hamme – President of ACE (Association of Classified Employees)
2. David Mielke – President of CCFT (Culver City Federation of Teachers)
3. Audrey Stephens – Director of Office of Child Development (Representing the Elementary level)
4. Jon Pearson – Principal at Culver City Middle School
5. Dylan Farris – Principal at Culver City High School

The following is a list of community applicants:

1. Jessica Beagles-Roos
2. Alan Elmont
3. Jonathan Graff
4. James T. Harris
5. Elissa Huang
6. Anne Diga Jacobsen
7. Scott Kecken
8. Linda Rosenberg
9. Vivek Tauh

RECOMMENDED MOTION

That the Board approve to appoint five community members to serve on the re-established Community Budget Advisory Committee.

Moved by:

Seconded by:

Vote:

BOARD REPORT

10/25/11

14.1d

14.1d Approval of Waiver of Attorney/Client Privilege Regarding a Letter from the Legal Firm of Dannis Woliver Kelley

The District received a letter from Dannis Woliver Kelley regarding the procurement of architectural services, and the letter is protected by attorney-client privilege.

The Board requested to have the privileged document agendaized for a Board meeting. The Board must now take action to approve or deny waiving the attorney-client privilege in order to bring the document to a future Board meeting.

RECOMMENDED MOTION: That the Board approve the letter from Samuel R. Santana, Esq. of Dannis Woliver Kelley to Ali Delawalla dated September 30, 2011 previously transmitted to the Board confidentially and subject to attorney-client privilege be reviewed and discussed in Open Session at the next scheduled regular Board meeting.

Moved by:

Seconded by:

Vote:

BOARD REPORT

10/25/11
14.2a

14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #01-11-12

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

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

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

District Administration recommends that Case #01-11-12, a 12th grade student at Culver City High School, be expelled from the Culver City Unified School District and be referred to a County Community Day School. The student will be expelled under the terms and conditions of a stipulated expulsion that will remain in effect through June 2012.

RECOMMENDED MOTION: That the Board approve the stipulated expulsion of Case # 01-11-12 through June 2012 and that the student be referred to a County Community Day School.

Moved by:

Seconded by:

Vote:

BOARD REPORT

**10/25/11
14.3a**

14.3a Rejection of Claim

The District has received Claim #11-96597-DP for alleged injuries and damages sustained in an accident on September 15, 2011. CorVel Corporation, the District's claim examiners, 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 Claim #11-96597-DP.

Moved by:

Seconded by:

Vote:

BOARD REPORT

10/25/11

14.3b

14.3b Budget Revision to the General Fund

In accordance with Education Code 42127, all budget revisions to major object codes are to be approved by the governing board of the district.

The attached budget revision adjusts the General Fund by increasing the 2011-12 expenditures by \$43,731 based upon the ending balance of the school sites' budget as of June 30, 2011.

Recommended Motion: That the Board of Education approve the budget revision to the General Fund as outlined in the attached Budget Revision Summary sheet dated October 25, 2011.

Moved by:

Seconded by:

Vote:

Submit to Business Advisory Services - EC Annex

Budget Adjustment Summary
K-12/ROPs/JPAs

District (Unit) Number 64444	GL Journal ID Number R1200-0001	Fund Number 01.0
Fund Name General	Unrestricted / Restricted (Circle One) Unrestricted	

Date of Summary 25-Oct-11	Name of School District Culver City
------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8011-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799			
5. Interfund Transfers In	8910-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		125,895.00
5. Services and Other Operating Expenditures	5000-5999		
6. Capital Outlay	6000-6999		
7. Other Outgo	7100-7299		
8. Direct Support/Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7610-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Financing Uses			\$ 125,895.00

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ (125,895.00)
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NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.

DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Budget Adjustments Increase/(Decrease)
1. Reserved Amounts			
a. Revolving Cash Fund	9711		\$
b. Stores	9712		
c. Prepaid Expenses	9713		
d. General Reserve	9730		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
Total Reserved Amounts			\$

	Object Code	Resource Code	Budget Adjustments Increase/(Decrease)
2. Designated Amounts			
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
b. For Other:	9780		
b. For Other:	9780		
Total Designated Amounts			\$

	Account Code	
3. Unappropriated/Undesignated Amount NOTE: The sum of Lines D1, 2, and 3 must equal C on Page 1.	9790	(125,895.00)

E. Narrative Explanation for this Revision - Must be Completed.

First interim budget adjustment

F. School District Certification - Must be Completed

Name of School District's Contact Person Alt DelaValle		Telephone Number of Contact Person 310 842 4220 x 4226
Date of Board Approval 25-Oct-11	Signature of the Secretary of the Board	Date Signed (Month/Day/Year)

Submit one (1) certified original and two (2) copies of this summary to:

Division of Business Advisory Services, EC Annex
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Darlene P Robles, PHD
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY BY:	Date Signed (Month/Day/Year)
---	------------------------------

Submit to Business Advisory Services - EC Annex

**Budget Adjustment Summary
K-12/ROPs/JPA's**

District (Unit) Number 64444	GL Journal ID Number R1200-0002	Fund Number 01.0
Fund Name General	Unrestricted / Restricted (Circle One) Restricted	

Date of Summary 25-Oct-11	Name of School District Culver City
------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. Revenue Limit	8011-8099			\$
2. Federal	8100-8299			
3. State	8300-8599			
4. Local	8600-8799			(36,915.00)
5. Interfund Transfers In	8910-8929			
6. Other Financing Sources	8930-8979			
7. Contributions to Restricted Programs	8980-8999			
8. Total Revenues/Other Financing Sources				\$ (36,915.00)

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		
2. Classified Personnel Salaries	2000-2999		
3. Employee Benefits	3000-3999		
4. Books and Supplies	4000-4999		(16,548.00)
5. Services and Other Operating Expenditures	5000-5999		(28,701.00)
6. Capital Outlay	6000-6999		
7. Other Outgo	7100-7299		
8. Direct Support/Indirect Costs	7300-7399		
9. Other Debt Services	7400-7499		
10. Interfund Transfers Out	7610-7629		
11. Other Financing Uses	7630-7699		
12. Total Expenditures, Transfers and Other Financing Uses			\$ (45,249.00)

C. Subtotal A8 - B12 (will increase/decrease Ending Fund Balance)	\$ 82,164.00
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NOTE: If C is zero, go to narrative section on reverse side of form. Narrative and certification sections must be completed.

DISTRIBUTION: Original to Business Advisory Services; Copy to School Financial Services - Accounting Section; Copy returned to district upon approval.

D. Components of Ending Fund Balance	Object Code	Resource Code	Budget Adjustments Increase/(Decrease)
1. Reserved Amounts			
a. Revolving Cash Fund	9711		\$
b. Stores	9712		
c. Prepaid Expenses	9713		
d. General Reserve	9730		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
e. Restricted Balances (i.e. statutory only)	9740		
Total Reserved Amounts			\$

	Object Code	Resource Code	Budget Adjustments Increase/(Decrease)
2. Designated Amounts			
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
a. For Economic Uncertainties	9770		
b. For Other:	9780		
b. For Other:	9780		
Total Designated Amounts			\$

	Account Code		
3. Unappropriated/Undesignated Amount NOTE: The sum of Lines D1, 2, and 3 must equal C on Page 1.	9790		82,164.00

E. Narrative Explanation for this Revision - Must be Completed.

First interim budget adjustment

F. School District Certification - Must be Completed

Name of School District's Contact Person Ali Delawalla		Telephone Number of Contact Person 310 842 4220 x 4226
Date of Board Approval 25-Oct-11	Signature of the Secretary of the Board	Date Signed (Month/Day/Year)

Submit one (1) certified original and two (2) copies of this summary to:

Division of Business Advisory Services, EC Annex
Los Angeles County Office of Education
9300 Imperial Highway
Downey, CA 90242-2890

Approved:

Darline P Robles, PHD
Los Angeles County
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY BY:	Date Signed (Month/Day/Year)
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BOARD REPORT**14.4a Approval is Recommended for Resolution #6-2011/2012, Catastrophic Leave for Classified Employee (Instructional Assistant – Bilingual)**

Culver City Unified School District Catastrophic Leave procedures allow, by resolution of the Governing Board, a classified employee who is suffering from a catastrophic illness or injury and meets the Catastrophic Leave requirements to request that the District establish a bank of donated sick leave days for them. Patricia Gomez, Instructional Assistant – Bilingual at Farragut Elementary School, has requested such a leave.

RECOMMENDED MOTION: It is recommended that the Board approve Resolution #6-2011/2012 for a Catastrophic Leave for a Classified Employee be approved as presented.

Moved:

Seconded by:

Vote:

BOARD REPORT

15.1 Discussion and Direction Regarding the Prioritization of Measure EE Parcel Tax Funds

The Board previously requested to have this item agendaized. The Board will review the expenditures that have been funded thus far with the parcel tax funds, and give direction of any changes.

BOARD REPORT

15.2 Discussion Regarding the Roles/Limits of Authority of Advisory Committees

Board Policy/Administrative Regulation 1220 establishes Citizen Advisory Committees. The Governing Board recognizes that Citizen Advisory Committees enable the Board to better understand interests and concerns of the community. The Board shall establish Citizen Advisory Committees as the need arises or as required by law. The purposes of any such committees shall be clearly defined and aligned to the district's vision and goals.

This discussion is to establish the proper understanding of the roles and limits of authority for these Advisory Committees.