

## 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

November 22, 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 Stipulated Expulsion of Pupil Services Case #02-11-12
- 3.2 Stipulated Expulsion of Pupil Services Case #03-11-127
- 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 Public Appointment/Employment (Pursuant to GC §54947)  
Certificated Personnel Services Report No. 8  
Classified Personnel Services Report No. 8

4. **ADJOURNMENT OF CLOSED SESSION**

5. **REGULAR MEETING – 7:00 p.m.**

5.1 Roll Call – Board of Trustees  
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.
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- 9.1 Approval is Recommended for the Minutes of Regular Meeting – November 8, 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. 8
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 8
- 9.6 Approval is Recommended for the Culver City Middle School Cheerleading Team to Attend the Jamz Cheerleading National Competition in Las Vegas, Nevada, February 24, 2012
- 9.7 Approval is Recommended for the Disposal of Surplus Equipment

10. **AWARDS, RECOGNITIONS AND PRESENTATIONS**

10.1 Presentation to the Rotary Club

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 Presentation by Citizens' Oversight Committee
- 12.2 Presentation by Legal Firm Dannis Woliver Kelley Regarding Architect Letter to CCUSD

13. **RECESS (20 Minutes) – Reception for Mr. Gourley and Mr. Zeidman in the Dan Patacchia Room**

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 Third Reading and Approval of Board Bylaw 9320, Meeting Conduct

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

14.1b Appointment of One Member to the Citizens' Oversight Committee

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

**14.2 Education Services Items**

14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #02-11-12

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

14.2b Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #03-11-12

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

**14.3 Business Items**

14.3a Approval is Recommended for Capital Projects

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

**14.4 Personnel Items**

14.4a Second Reading and Approval of Revised Administrative Regulation 4032, Reasonable Accommodation

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

14.4b Approval is Recommended for the 2012/2013 School Year Calendar

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

**15. BOARD BUSINESS**

15.1 Discussion and Direction Regarding Possible Special Board Meeting in December

15.2 Discussion and Direction Regarding the Process and Communication for Future Capital Projects

**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**

December 13 – 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), District Office, 4034 Irving Place  
January 24 – 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](http://www.ccusd.org). Each school office has a suggestion box. We look forward to receiving your comments and suggestions.

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

<b>Meeting:</b>	<u>Regular Meeting</u>	<b>Date:</b>	<u>November 8, 2011</u>
<b>Place:</b>	<u>District Administration Office</u> <u>4034 Irving Place</u> <u>Culver City 90232</u>	<b>Time:</b>	<u>4:30 p.m. – Public Meeting</u> <u>4:31 p.m. – Closed Session</u> <u>4:45 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 4:30 p.m. The Board adjourned to Closed Session at 4:31 p.m. and reconvened the public meeting at 4:45 p.m. with all Board members in attendance. Dr. Luther Henderson led the Pledge of Allegiance.

**Report from Closed Session**

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

**8. Adoption of Agenda**

Mr. Zeidman suggested amending the agenda by pulling item 14.4b and 15.1. It was moved by Ms. Siever and seconded by Mr. Silbiger to adopt the November 8, 2011 agenda as amended. The motion was unanimously approved.

**9. Consent Agenda**

Mr. Zeidman called the Consent Agenda and asked if any member of the audience or the Board wished to withdraw any item. No items were withdrawn. It was moved by Ms. Siever and seconded by Ms. Paspalis to approve Consent Agenda Items 9.1 through 9.8 as presented. The motion was unanimously approved.

- 9.1 Minutes of Regular Meeting – October 25, 2011
- 9.2 Purchase Orders
- 9.3 Acceptance of Gifts – Donations
- 9.4 Certificated Personnel Reports No. 7
- 9.5 Classified Personnel Reports No. 7
- 9.6 CCHS Robotics Team Field Trips to Attend Competitions in San Diego, CA (March 2-4, 2012), and St. Louis, Missouri (April 25-28, 2012)
- 9.7 CCHS Sojourn to the Past Field Trip through Southern States, March 29-April 7, 2012
- 9.8 Acceptance of Enrollment Report

**10. Awards, Recognitions and Presentations**

**10.1 American Citizenship Awards**

Mrs. Jaffe and the Assistant Superintendents read the names and accomplishments of each school's recipients of the American Citizenship Award for the month of February. The recipients were Isabel Berliner from El Marino School; Madison Becker from El Rincon Elementary; Jocelyn Valdes from La Ballona School; Giselle Godoy from Linwood E. Howe School; Keaton Asma from Farragut School; Lillian Gardner from Culver City Middle School; Montana Smith from Culver Park High School; and Michael Rummelsburg from Culver City High School. Board members presented each recipient with a pin and certificate; and thanked the students and their families for attending the meeting.

**10.2 Anti-Bullying Task Force Presentation**

Ms. Carroll began the presentation by informing the Board that the District is one of the few districts that have assembled a task force to address bullying. Jocie Wilson, Assistant Principal, at the middle school recognized those students that have participated in the poster contest at the middle school. Students that participated and were present at the Board meeting took turns describing the posters that they made, and extended an invitation to audience members to view them in the display case outside the Board Room. Hank Linderman, Co-Chair of the task force, shared the three key points of having an Anti-Bullying Task Force. Mr. Linderman also informed the Board that the task force was facing funding issues, and could not proceed to the next phase without funding. Mr. Zeidman stated that when he and Mr. Gourley proposed the task force four years ago they assumed there would be some sort of cost involved. He asked what the Board could do to assist the task force. Mr. Linderman stated that he would do a little more research and provide the Board with additional information regarding costs and programs that could improve the anti-bullying program throughout the District. Ms. Siever stated that those Board members attending the upcoming CSBA Conference can also bring back any information that they find in support of the task force. Ms. Silbiger inquired about what happened with the funding for the Olweus Program. He suggested that the committee develop a plan and bring it back to the Board. The Board can look at the proposal and see what they can do to help.

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

Mrs. Jaffe extended congratulations to 10<sup>th</sup> grade Visual Arts Program student Amy Wong. She announced that visitors from Culver City's sister city, Iksan, South Korea, will be visiting the District and meeting with City and State officials. Mrs. Jaffe will also be meeting with them and providing them with information regarding the District. She announced that applications to fill the vacancy on the Citizens' Advisory Committee are available on the District website. Mrs. Jaffe thanked Sony for their contribution to MOCA, and wished the Board member candidates good luck.

**11.2 Assistant Superintendents' Reports**

Ms. Carroll reported that she has been working closely with the principals on the Single Plans for the school sites, and they will be presented to the Board soon. She has also been working with the new teachers through the BTSA Program. Ms. Carroll stated that it is always exciting working with the new teachers.

**11.3 Student Representatives' Reports**

Kaelyn Gsellman reported on the Halloween Dance and stated that the school made \$238 in profit. She gave an extensive breakdown of the costs that were involved making sure that the dance was a success. She announced the winners of the Costume Contests, and reported the other events that took place to celebrate Halloween. Miss Gsellman also reported on the schools upcoming Thanksgiving events; and she read the suggestions given from the different grades at the middle school for themed weeks. She informed the Board of the suggestions for the 8<sup>th</sup> grade dance location. Miss Gsellman informed the Board that ASB had questions for the Board. She asked if there can be a dedicated page on the website for ASB; and if ASB can get their school pictures. Miss Gsellman reported that Santa Claus will be coming to the middle school.

Jessica Delgado, Student Representative from Culver Park High School, reported on activities in the school which included student council considering ideas for their holiday project. She also spoke about the CVE (Cancer Vocational Education) Program, and explained what the program does.

**11.4 Members of the Audience**

Members of the audience spoke about:

- Jenny Manriquez and Howard Behnken spoke about accountability in public education and they think there should be a comprehensive plan for the capital projects. Ms. Manriquez proposed forming a committee to provide feedback regarding the capital projects, and they would report back to the Board. Mr. Behnken continued with the proposal.
- George Laase thanked the Board for showing the reports on any Board compensation. He requested to have the information brought the Board meetings every quarter.

- Tania Fleischer provided the Board with an update on the Glee Contest voting that closed the day before. She stated that the middle school came in 15<sup>th</sup> in the country, and ranked 8<sup>th</sup> in the State. Culver City Middle School was ranked the number one middle school.
- Jerry Chabola extended an invitation to the girls' volleyball game tonight, and announced that Tiana Wallace will be playing. Miss Wallace is signing a Letter of Intent to Long Beach State University. Mr. Chabola also stated that there was an issue with the 2012-2013 school calendar that is on the agenda and thinks that it should be tabled for further input from staff.

### 11.5 Members of the Board

Board Members spoke about:

- Ms. Paspalis reported that she attended the Education Foundation's Benefactors Breakfast at Akasha and it was a great event honoring all of the companies and corporations that support the District. She wished all of the Board member candidates good luck.
- Mr. Silbiger asked Ms. Carroll if she was bringing all of the site plans to one meeting. She responded yes, and confirmed that she can provide them earlier than a Friday to give the Board ample time to review. Mr. Silbiger stated, in regards to the capital projects, that he feels all of the issues are important to discuss. Ms. Siever suggested people give their suggestions to staff first, and then present them to the Board with staffs input. Mr. Zeidman suggested the December 13<sup>th</sup> meeting. All Board members agreed. Mr. Silbiger stated that he is frustrated that there seems to be word in the community that the Board has allocated funds for the capital projects. There has been no official direction from the Board. After reviewing the past years Minutes, he stated that he could not find anywhere where there was an official allocation for the projects. He confirmed that there have just been discussions.
- Ms. Siever stated that she was curious about field trips. She asked if the schools pay for the field trips or if it comes out of the general fund. Mr. Delawalla stated that their field trips are not a general fund expenditure.
- Mr. Gourley asked if the topic of bidding on the architect was ever agendized. Mrs. Jaffe stated that it will be coming on the next agenda. The Board first had to waive their attorney/client privilege. Mr. Gourley announced that the middle school Mock Trial Team's prosecution argued their case last night at the Downtown court, and defense will argue next week.
- Mr. Zeidman reported that he attended El Rincon's Science Night. He said that the Principal, Mr. Brunson, "rocks!"

### 12. Information Items – None

### 13. Recess

The Board agreed to bypass a recess.

### 14. Action Items

#### 14.1 Superintendent's Items - None

#### 14.2 Education Services Items – None

#### 14.3 Business Items - None

#### 14.4 Personnel Items

#### 14.4a Approval is Recommended for the 2009/2010 and 2010/2011 Agreement Between the Culver City Unified School District (CCUSD) and the Association of Classified Employees (ACE)

It was moved by Ms. Siever and seconded by Ms. Paspalis that the Board approve the 2009/2010 and 2010/2011 Agreement Between the Culver City Unified School District (CCUSD) and the Association of Classified Employees (ACE) as presented. The motion was approved with a vote of 4 – Ayes and 1 – Nay by Mr. Gourley.

15. Board Business

15.1 Discussion Regarding a Letter from the Legal Firm of Dannis Woliver Kelley

This item was pulled from the agenda

Adjournment

There being no further business, it was moved by Ms. Siever, seconded by Ms. Paspalis and unanimously approved to adjourn the meeting. Board President Mr. Gourley adjourned the meeting at 5:45 p.m. in memory of Luella Benson Garcia.

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 29, 2011 through November 11, 2011 is \$321,570.13. Warrants issued for the period October 15, 2011 through November 9, 2011 total \$4,051,429.27. This includes \$1,434,826.00 in commercial warrants, and \$2,616,603.27 in payroll warrants.

**BUDGET NUMBER LEGEND FOR FUNDS**

- 01.0 general fund
- 01.7 tri-city selpa 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 29, 2011 through November 11, 2011 in the amount of \$321,570.13 and warrants for October 15, 2011 through November 9, 2011 in the amount of \$4,051,429.27 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 : 10/29/2011 To 11/11/2011  
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Change	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
11/02/11	57710M	A			ONE STOP ROOTER & PLUMBING	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	1,731.00	1,731.00
						11/02/2011	57710M								ONE STOP ROOTER & PLUMBING
11/02/11	57712M	A			REAL DEAL WASTE OIL SERVICES	CONTRACT SERVICES RENDERED	Maintenance	01.0	81500.0	00000	81100	5890	0005040	95.00	95.00
						11/02/2011	57712M								REAL DEAL WASTE OIL SERVICES
11/02/11	57714M	A			MUSCO SPORTS LIGHTING	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	3,185.00	3,185.00
						11/02/2011	57714M								MUSCO SPORTS LIGHTING
11/02/11	57715M	A			REY-CREST ROOFING &	REPAIRS - OTHER	Maintenance	01.0	81500.0	00000	81100	5630	0005040	1,425.90	1,425.90
						11/02/2011	57715M								REY-CREST ROOFING & WATERPROOFING CO.
11/09/11	57716M	A			SHIFFLER EQUIPMENT SALES, SUPP/EQUIP	MAINTENANCE	Maintenance	01.0	81500.0	00000	81100	4380	0005040	65.00	65.00
						11/09/2011	57716M								SHIFFLER EQUIPMENT SALES, INC.
10/31/11	57992	A			SHIRA SERGANT	CONTRACTED SERVICES	ElMarino Language	01.0	00000.0	16003	10000	5850	2030000	17,600.00	17,600.00
						10/31/2011	57992								SHIRA SERGANT
10/31/11	57993	C			CULVER CITY NEWS	ADVERTISING	Educational Services	01.0	00000.0	00000	21000	5830	0004000	97.50	97.50
						10/31/2011	57993								CULVER CITY NEWS
10/31/11	57994	A			EVALUMETRICS, INC.	TEST/TEST MATERIALS	Educational Services	01.0	00209.0	11100	10000	4312	0004000	900.00	900.00
						10/31/2011	57994								EVALUMETRICS, INC.
10/31/11	57995	C			LACOE	CONFERENCE AND TRAVEL	Special Projects	01.0	40350.0	11100	21000	5220	0004030	435.00	435.00
						10/31/2011	57995								LACOE
10/31/11	57996	C			NATIONAL SCIENCE TEACHERS	MEMBERSHIPS	ElMarino Language	01.0	91400.0	00000	27000	5310	2030000	95.00	95.00
						10/31/2011	57996								NATIONAL SCIENCE TEACHERS ASSOCIATION

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

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Run Date: **11/12/2011**  
 Run Time: **12:58:31AM**  
**WEEKLY**

Report ID: LAPO009C

District: 64444

Purchase Orders/Buyouts To The Board for Ratification From : **10/29/2011 To 11/11/2011**  
 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	
10/31/11	57997	A		10/31/2011	FOLLETT SOFTWARE COMPANY	MAINTENANCE AGREEMENTS 10/31/2011	57997 SIMC	01.0	00000.0	00000	24200	5630	0000000	2,950.00	2,950.00	
								FOLLETT SOFTWARE COMPANY								2,950.00
10/31/11	57998	C		10/31/2011	S.T.A.R. INC.	CONTRACTED SERVICES 10/31/2011	57998 La Ballona Elementary	01.0	60100.0	11100	27000	5810	2060000	34,799.66	34,799.66	
								S.T.A.R. INC.								34,799.66
10/31/11	57999	A		10/31/2011	EVALUMETRICS, INC.	TEST/TEST MATERIALS 10/31/2011	57999 Educational Services	01.0	00209.0	11100	10000	4312	0004000	900.20	900.20	
								EVALUMETRICS, INC.								900.20
10/31/11	58000	C		10/31/2011	BRAD AND YULIA MCAFEE	CONTRACT SERVICES RENDERED 10/31/2011	58000 Special Education	01.0	65000.0	57500	39000	5890	0004040	700.00	700.00	
								BRAD AND YULIA MCAFEE								700.00
10/31/11	58002	A		10/31/2011	KELLY MURTHA	INSTRUCTIONAL SUPPLIES 10/31/2011	58002 Special Education	01.0	33100.0	57700	11100	4310	0004040	38.56	38.56	
								KELLY MURTHA								38.56
10/31/11	58003	A		10/31/2011	CENTER THEATRE GROUP	CONTRACTED SERVICES 10/31/2011	58003 Undistributed ED SVCS	01.0	90127.0	11100	10000	5850	0000000	15,000.00	15,000.00	
								CENTER THEATRE GROUP								15,000.00
11/07/11	58004	A		11/07/2011	SYMPHONIC JAZZ ORCHESTRA	CONTRACTED SERVICES		01.0	91400.0	00000	27000	5850	0004000	4,998.51	4,998.51	
				11/07/2011				01.0	90127.0	11100	10000	5850	0000000	24,765.72	24,765.72	
				11/07/2011				01.0	00000.0	16003	10000	5850	2020000	1,740.32	1,740.32	
				11/07/2011				01.0	00000.0	16003	10000	5850	2040000	1,740.32	1,740.32	
				11/07/2011				01.0	00000.0	16003	10000	5850	2030000	2,612.66	2,612.66	
				11/07/2011				01.0	00000.0	16003	10000	5850	2060000	4,278.83	4,278.83	
				11/07/2011				01.0	00000.0	16003	10000	5850	2050000	3,480.64	3,480.64	
								SYMPHONIC JAZZ ORCHESTRA								43,617.00
11/01/11	58005	A		11/01/2011	COMPASSLEARNING	SOFTWARE		01.0	07395.0	11100	10000	4410	4010000	20,468.75	20,468.75	
								Culver City High School								20,468.75
								COMPASSLEARNING								20,468.75

Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 10/29/2011 To 11/11/2011  
 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	
11/01/11	58006	A		11/01/2011	MATHMEDIA EDUCATIONAL	SOFTWARE	Special Education	01.0	33100.0	50010	27000	4410	0004040	220.54		
						11/01/2011	58006	MATHMEDIA EDUCATIONAL SOFTWARE, INC.								220.54
11/01/11	58007	A	1	11/02/2011	BECKER'S SCHOOL SUPPLIES	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	61051.0	85000	10000	4310	0000002	70.91		
						11/01/2011	58007	BECKER'S SCHOOL SUPPLIES								70.91
11/01/11	58008	A		11/01/2011	TECH CCTV	SECURITY SUPP/EQUIP/SYSTEM	Security	01.0	00000.0	00000	83000	4400	0001050	59.85		
						11/01/2011	58008	TECH CCTV								59.85
11/01/11	58009	A		11/01/2011	HAWTHORNE EDUCATIONAL	INSTRUCTIONAL SUPPLIES	EI Marino Language	01.0	91400.0	11100	10000	4310	2030000	126.16		
						11/01/2011	58009	HAWTHORNE EDUCATIONAL SERVICES, INC.								126.16
11/01/11	58010	A		11/01/2011	APPLE INC.	COMPUTER SUPP/EQUIP	Technology	01.0	00000.0	00000	77000	4410	0005020	690.04		
						11/01/2011	58010	APPLE INC.								690.04
11/01/11	58011	A		11/01/2011	AMAZON.COM	INSTRUCTIONAL SUPPLIES	Special Education	01.0	33100.0	57300	11100	4400	0004040	36.87		
						11/01/2011	58011	AMAZON.COM								36.87
11/01/11	58012	A		11/01/2011	CDW-G	OFFICE SUPPLIES	EI Rincon	01.0	00000.0	11100	10000	4350	2040001	29.54		
						11/01/2011	58012	CDW-G								29.54
11/01/11	58013	A		11/01/2011	NCS PEARSON, INC.	SOFTWARE	EI Marino Language	01.0	73950.0	11100	10000	4410	2030000	35,055.50		
						11/01/2011	58013	NCS PEARSON, INC.								35,055.50
11/02/11	58014	A		11/02/2011	AMAZON.COM	INSTRUCTIONAL SUPPLIES	EI Marino Language	01.0	40350.0	00000	21000	4310	2030000	802.58		
						11/02/2011	58014	AMAZON.COM								802.58
11/02/11	58015	C		11/02/2011	ISITE SOFTWARE	CONTRACTED SERVICES	Undistributed FS	13.0	53100.0	00000	37000	5810	0000000	1,185.00		
						11/02/2011	58015	ISITE SOFTWARE								1,185.00

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Purchase Orders/Buyouts To The Board for Ratification From : 10/29/2011 To 11/11/2011  
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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
11/02/11	58016	A		11/02/2011	INLAND BUILDING CONSTRUCTION CO., INC.	OFFICE SUPPLIES	Special Education	01.0	33100.0	50010	27000	4350	0004040	87.21	87.21
				11/02/2011			58016								
11/02/11	58017	A		11/02/2011	C & A ATHLETICS	ATHLETIC SUPP/EQUIP	Culver City High School	01.0	00000.0	15000	10000	4310	4010000	2,771.61	2,771.61
				11/02/2011			58017								
11/02/11	58018	A		11/02/2011	SCANTRON CORPORATION	INSTRUCTIONAL SUPPLIES	Summer School	01.0	00000.0	00000	27000	4310	0000982	425.55	425.55
				11/02/2011			58018								
11/02/11	58019	A		11/02/2011	THERAPY IN ACTION	CONTRACT SERVICES RENDERED	Special Education	01.0	65000.0	57520	11360	5810	0004040	85.00	85.00
				11/02/2011			58019								
11/02/11	58020	A		11/02/2011	HERITAGE SCHOOLS, INC.	CONTRACT SERVICES RENDERED	Special Education	01.0	33100.0	57500	39000	5890	0004040	606.50	606.50
				11/02/2011			58020								
11/02/11	58021	A		11/02/2011	ETS - CAHSEE SUPPORT CENTER	TEST/TEST MATERIALS	Educational Services	01.0	00209.0	00000	27000	4312	0004000	500.00	500.00
				11/02/2011			58021								
11/02/11	58022	A		11/02/2011	ETS - STAR PRE-ID SERVICES	TEST/TEST MATERIALS	Educational Services	01.0	00209.0	00000	10000	4312	0004000	3,400.00	3,400.00
				11/02/2011			58022								
11/02/11	58023	C		11/02/2011	BEVERLY HILLS USD	CONTRACT SERVICES RENDERED	Special Projects	01.0	07392.0	00000	90000	7211	0004030	68,721.00	68,721.00
				11/02/2011			58023								
11/02/11	58024	A		11/02/2011	GUIDED DISCOVERIES	FIELD TRIPS	Gate Field Trips	01.0	91400.0	11100	10000	5816	3017140	5,968.00	5,968.00
				11/02/2011			58024								
11/03/11	58025	A		11/03/2011	NATIONAL GEOGRAPHIC BEE	INSTRUCTIONAL SUPPLIES	Culver City Middle School	01.0	00000.0	11100	10000	4310	3010001	110.00	110.00
				11/03/2011			58025								

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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	
11/03/11	58026	A		11/03/2011	COMPLETE BUSINESS SYSTEMS	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58100.0	11100	10000	4310	0004030	1,487.69		
				11/03/2011				01.0	58200.0	11100	10000	4310	0004030	1,487.69		
				11/03/2011				COMPLETE BUSINESS SYSTEMS								2,975.38
11/03/11	58027	A		11/03/2011	FAGEN FRIEDMAN & LEGAL SERVICES FULFROST, LLP		Superintendent's Office	01.0	00000.0	00000	71000	5820	0001000	2,194.00		
				11/03/2011				FAGEN FRIEDMAN & FULFROST, LLP								2,194.00
11/03/11	58028	A		11/03/2011	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES	Special Education	01.0	33100.0	57300	11100	4310	0004040	680.22		
				11/03/2011				LAKESHORE LEARNING MATERIALS								680.22
11/07/11	58029	A		11/07/2011	REDWOOD PRESS	OFFICE SUPPLIES	Special Education	01.0	00000.0	00000	31400	4350	0004020	40.27		
				11/07/2011				01.0	33100.0	50010	27000	4350	0004040	61.31		
				11/07/2011				01.0	00000.0	00000	27000	4350	4010001	61.31		
				11/07/2011				01.0	00000.0	00000	73000	4350	0005000	20.13		
				11/07/2011				REDWOOD PRESS								183.02
11/03/11	58030	A		11/03/2011	SERVICE SOLUTIONS GROUP,	REPAIRS - OTHER	Undistributed FS	13.0	53100.0	00000	37000	5630	0000000	213.00		
				11/03/2011				SERVICE SOLUTIONS GROUP, LLC								213.00
11/03/11	58031	A		11/03/2011	SAN DIEGO COUNTY OFFICE OF	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58200.0	11100	10000	4310	0004030	167.80		
				11/03/2011				SAN DIEGO COUNTY OFFICE OF EDUCATION								167.80
11/03/11	58032	A		11/03/2011	CDW-G	COMPUTER SUPP/EQUIP	Culver City High School	01.0	07395.0	11100	10000	4400	4010000	182.70		
				11/03/2011				CDW-G								182.70
11/03/11	58033	A		11/03/2011	CDW-G	AUDIOVISUAL SUPP/EQUIP	Culver City High School	01.0	07395.0	11100	10000	4400	4010000	854.41		
				11/03/2011				CDW-G								854.41
11/03/11	58034	A		11/03/2011	CDW-G	COMPUTER SUPP/EQUIP	Culver City High School	01.0	07395.0	11100	10000	4400	4010000	1,658.18		

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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
11/03/2011	58034				CDW-G										1,658.18
11/03/2011	58035	A		11/03/2011	HIGHSMITH INC.	COMPUTER SUPP/EQUIP	Culver City High School	01.0	07395.0	11100	10000	4400	4010000	1,334.87	
11/03/2011	58035				HIGHSMITH INC.										1,334.87
11/03/2011	58036	A		11/03/2011	CDW-G	COMPUTER SUPP/EQUIP	Culver City High School	01.0	07395.0	00000	27000	4350	4010000	783.93	
11/03/2011	58036				CDW-G										783.93
11/03/2011	58037	A		11/03/2011	NATIONAL STUDENT CLEARINGHOUSE	OFFICE SUPPLIES	Culver City High School	01.0	07395.0	00000	27000	4350	4010000	425.00	
11/03/2011	58037				NATIONAL STUDENT CLEARINGHOUSE										425.00
11/03/2011	58038	A	1	11/09/2011	SCANTRON CORPORATION	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	91.49	
11/03/2011	58038				SCANTRON CORPORATION										91.49
11/03/2011	58039	A		11/03/2011	DELL COMPUTER CORP.	COMPUTER SUPP/EQUIP	Culver City High School	01.0	07395.0	11100	10000	4410	4010000	2,285.48	
11/03/2011	58039				DELL COMPUTER CORP.										2,285.48
11/03/2011	58040	A		11/03/2011	MONTEREY ABALONE CO.	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	1,027.00	
11/03/2011	58040				MONTEREY ABALONE CO.										1,027.00
11/03/2011	58041	A		11/03/2011	SPINITAR	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	1,338.70	
11/03/2011	58041				SPINITAR										1,338.70
11/03/2011	58042	A		11/03/2011	CAMBIUM LEARNING	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	74.21	
11/03/2011	58042				CAMBIUM LEARNING										74.21
11/03/2011	58043	A		11/03/2011	LAKESHORE LEARNING	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	50250.0	85000	10000	4310	0000002	173.01	
11/03/2011	58043				LAKESHORE LEARNING										173.01
11/03/2011	58044	A		11/03/2011	LAKESHORE WLA	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	61051.0	85000	10000	4310	0000002	405.10	
11/03/2011	58044				LAKESHORE WLA										405.10

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Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 10/29/2011 To 11/11/2011  
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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
11/03/11	58045	A	11/03/2011	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Office of Child Development	58044	12.0	90284.0	85000	10000	4310	0000002	329.05	405.10
11/03/2011	58045														
11/03/2011	58046	A	11/03/2011	CONSTRUCTIVE PLAYTHINGS	INSTRUCTIONAL SUPPLIES	Office of Child Development	58046	12.0	50253.0	85000	10000	4310	0000002	207.79	207.79
11/03/2011	58047	A	11/03/2011	CDW-G	COMPUTER SUPP/EQUIP	Technology	58047	01.0	00000.0	00000	77000	4410	0005020	892.03	892.03
11/04/11	58048	A	11/04/2011	XEROX CORPORATION	INSTRUCTIONAL SUPPLIES	Farragut	58048	01.0	00000.0	11100	10000	4310	2050001	135.06	135.06
11/04/2011	58049	A	11/04/2011	L.A. STARS, DEPARTMENT OF	CONFERENCE AND TRAVEL	Culver City High School	58049	01.0	07395.0	11100	10000	5220	4010000	695.00	695.00
11/07/11	58050	A	11/07/2011	GMCPA, ACCOUNTING AND	CONTRACT SERVICES RENDERED	Culver City High School	58050	01.0	90126.0	17000	39000	5850	4010000	2,040.00	2,040.00
11/07/2011	58051	A	11/07/2011	OCCIDENTAL COLLEGE	CONTRACTED SERVICES	Special Projects	58051	01.0	58200.0	00000	21000	5850	0004030	10,000.00	10,000.00
11/07/11	58052	A	11/07/2011	ADAPTIVEMALL.COM, LLC	INSTRUCTIONAL SUPPLIES	Special Education	58052	01.0	33100.0	57300	11100	4310	0004040	328.10	328.10
11/07/2011	58053	A	11/07/2011	SUE REYES	INSTRUCTIONAL SUPPLIES	Special Education	58053	01.0	33100.0	57300	11100	4310	0004040	84.49	84.49
11/07/11	58054	A	11/07/2011	COLONIAL CHESTERFIELD AT	FIELD TRIPS	La Ballona Elementary	58054	01.0	91400.0	11100	10000	5711	2060000	868.00	868.00

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**CULVER CITY UNIFIED SD**

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Run Date: 11/12/2011  
 Run Time: 12:58:31AM  
 WEEKLY

Report ID: LAPO009C  
 District : 64444

Purchase Orders/Buyouts To The Board for Ratification From : 10/29/2011 To 11/11/2011  
 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
11/07/11	58055	A	1	11/09/2011	SCANTRON CORPORATION	OFFICE SUPPLIES	Culver Park High School	01.0	07395.0	32000	10000	4350	5010000	235.96	868.00
11/07/11	58055				SCANTRON CORPORATION									235.96	
11/08/11	58056	A		11/08/2011	LACOE	CONFERENCE AND TRAVEL	Special Projects	01.0	42030.0	00000	21000	5220	0004030	800.00	800.00
11/08/11	58056				LACOE									800.00	
11/07/11	58057	C		11/07/2011	CATHEDRAL HOME FOR CHILDREN	CONTRACT SERVICES RENDERED	Special Education	01.0	33100.0	57500	39000	5890	0004040	254.80	254.80
11/07/11	58057				CATHEDRAL HOME FOR CHILDREN									254.80	
11/09/11	58058	A		11/09/2011	DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	Special Education	01.0	33100.0	57700	11100	4310	0004040	101.33	101.33
11/09/11	58058				DISCOUNT SCHOOL SUPPLY									101.33	
11/08/11	58059	A		11/08/2011	REDWOOD PRESS	OFFICE SUPPLIES	Culver Park High School	01.0	07395.0	32000	10000	4350	5010000	456.76	456.76
11/08/11	58059				REDWOOD PRESS									456.76	
11/09/11	58060	A		11/09/2011	CORINNE LOSKOT CONSULTING, INC.	CONTRACT SERVICES RENDERED	Undistributed BUS SVCS	21.0	00000.0	00000	85000	5810	0000000	840.00	840.00
11/09/11	58060				CORINNE LOSKOT CONSULTING, INC.									840.00	
11/08/11	58061	A		11/08/2011	LACOE	CONFERENCE AND TRAVEL	Culver City High School	01.0	42030.0	00000	21000	5220	4010000	400.00	400.00
11/08/11	58061				LACOE									400.00	
11/08/11	58062	A		11/08/2011	WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	07395.0	11100	10000	4310	4010000	273.79	273.79
11/08/11	58062				WARD'S NATURAL SCIENCE ESTABLISHMENT LLC									273.79	
11/10/11	58063	A		11/10/2011	APPLE INC.	COMPUTER SUPP/EQUIP	Special Projects	01.0	58100.0	11100	10000	4410	0004030	429.56	429.56
11/10/11	58063				APPLE INC.									429.56	
11/10/11	58064	A		11/10/2011	LOS ANGELES TIMES	OFFICE SUPPLIES	Superintendent's Office	01.0	00000.0	00000	71000	4350	0001000	201.60	201.60
11/10/11	58064				LOS ANGELES TIMES									201.60	

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**Board List Purchase Order Report**

**CULVER CITY UNIFIED SD**

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Run Date: **11/12/2011**

Run Time: **12:58:31AM**  
**WEEKLY**

Report ID: LAPO009C

District : 64444

Purchase Orders/Buyouts To The Board for Ratification From : **10/29/2011** To **11/11/2011**  
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
11/10/11	58065	A		11/10/2011	CDW-G	COMPUTER SUPP/EQUIP	Culver City High School	01.0	07395.0	11100	10000	4410	4010000	203.99	203.99
				11/10/2011	CDW-G										203.99
11/10/11	58066	A		11/10/2011	EDLIO	CONTRACTED SERVICES	Office of Child Development	12.0	50253.0	85000	27000	5810	0000002	3,600.00	3,600.00
				11/10/2011	EDLIO										3,600.00
11/10/11	58067	A		11/10/2011	SCHOOL SPECIALTY	INSTRUCTIONAL SUPPLIES	Office of Child Development	12.0	50253.0	85000	10000	4310	0000002	111.32	111.32
				11/10/2011	SCHOOL SPECIALTY										111.32
11/10/11	58068	A		11/10/2011	LIGHTSPEED TECHNOLOGIES,	INSTRUCTIONAL SUPPLIES	Undistributed SELPA	01.7	65000.0	50010	22000	4310	0000000	1,011.15	1,011.15
				11/10/2011	LIGHTSPEED TECHNOLOGIES, INC.										1,011.15
11/10/11	58069	A		11/10/2011	ENHANCED VISION	INSTRUCTIONAL SUPPLIES	Undistributed SELPA	01.7	65000.0	50010	22000	4310	0000000	150.94	150.94
				11/10/2011	ENHANCED VISION										150.94
11/10/11	58071	A		11/10/2011	INTELLI-TECH	COMPUTER SUPP/EQUIP	Undistributed SELPA	01.7	65000.0	50010	22000	4310	0000000	511.52	511.52
				11/10/2011	INTELLI-TECH										511.52
11/10/11	58072	A		11/10/2011	LIGHTSPEED TECHNOLOGIES,	INSTRUCTIONAL SUPPLIES	Undistributed SELPA	01.7	65000.0	50010	22000	4310	0000000	1,225.21	1,225.21
				11/10/2011	LIGHTSPEED TECHNOLOGIES, INC.										1,225.21
11/09/11	58073	A		11/09/2011	CULVER CITY NEWS	ADVERTISING	Undistributed SELPA	01.7	65000.0	50010	22000	5830	0000000	204.75	204.75
				11/09/2011	CULVER CITY NEWS										204.75
11/10/11	58074	A		11/10/2011	FOLLETT EDUCATIONAL	INSTRUCTIONAL SUPPLIES	Culver City Middle School	01.0	07395.0	11100	10000	4310	3010000	317.49	317.49
				11/10/2011	FOLLETT EDUCATIONAL SERVICES										317.49
11/10/11	58075	A		11/10/2011	LIGHTSPEED TECHNOLOGIES,	INSTRUCTIONAL SUPPLIES	Undistributed SELPA	01.7	65000.0	50010	22000	4310	0000000	978.09	978.09

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Board List Purchase Order Report  
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 10/29/2011 To 11/11/2011  
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PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Pj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
11/10/11	58076	A		11/10/2011	QUIA CORPORATION	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58100.0	00000	21000	4310	0004030	106.58	
11/10/2011					QUIA CORPORATION									106.58	
11/10/11	58077	A		11/10/2011	COMPLETE BUSINESS SYSTEMS	OFFICE SUPPLIES	La Ballona	01.0	00000.0	00000	27000	4350	2060001	3,813.84	
11/10/2011					COMPLETE BUSINESS SYSTEMS									3,813.84	
11/10/11	58078	A		11/10/2011	MISSION SAN JUAN CAPISTRANO	FIELD TRIPS	Linwood Howe Elementary	01.0	91400.0	11100	10000	5816	2020000	616.00	
11/10/2011					MISSION SAN JUAN CAPISTRANO									616.00	
11/10/11	58079	A		11/10/2011	PATHWAYS SPEECH & LANGUAGE	CONTRACTED SERVICES	Special Education	01.0	65000.0	57520	11360	5850	0004040	4,620.00	
11/10/2011					PATHWAYS SPEECH & LANGUAGE									4,620.00	
11/10/11	58080	A		11/10/2011	AMTRAK-GROUP SALES DEPARTMENT	FIELD TRIPS	Linwood Howe Elementary	01.0	91400.0	11100	10000	5816	2020000	968.00	
11/10/2011					AMTRAK-GROUP SALES DEPARTMENT									968.00	
11/10/11	58081	A		11/10/2011	WELLS FARGO	CONFERENCE AND TRAVEL	Superintendent's Office	01.0	00000.0	00000	71000	5220	0001000	455.00	
11/10/2011					WELLS FARGO									455.00	
11/03/11	AVPA1127	A		11/03/2011	SONY PICTURE ENTERTAINMENT	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	90127.0	11100	10000	4310	4010000	1,000.00	
11/03/2011					SONY PICTURE ENTERTAINMENT									1,000.00	

Total by District : 64444      321,570.13      321,570.13

End of Report LAPO009C

NONPUBLIC SCHOOLS:  
 APPROVED YTD: \$3,247,725.15

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

**COMMERCIAL WARRANTS**

OCT. 15, 2011 - NOV. 9, 2011	\$	1,434,826.00
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**PAYROLL WARRANTS**

OCT. 15, 2011 - NOV. 9, 2011	\$	2,616,603.27
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TOTAL:	\$	<u>4,051,429.27</u>
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**BOARD REPORT**

11/22/11

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:

<b><u>Location</u></b>	<b><u>Donor/Item(s) Donated</u></b>
Farragut Elementary School	Mr. Fred Frankel 2 Hewlett-Packard Laserjet 4000N Printers for Mrs. Morgan's classroom and Mrs. Harter's classroom
Office of Child Development	Mr. Jorge Castellon 90 fundraising kits, including highlighters, pencils, and pouches
	Mr. Addison Pan 6 reams of paper and 64 batteries
	Ms. Dekya Judkins 24 dry erase markers, 26 pencils, and air freshener
	Mrs. Maria Martinez 12 boxes of facial tissue
	Mrs. Emnet A. Amare 50 compact disks
	Ms. Suzana Oliveira 10 jumbo pencils, 12 dry erase markers, 1 box sponges and 2 ink cartridges
	Rodriguez Contreras Family Junction box for listening center

**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. 8**

Total Fiscal Impact per Funding Source:

FLAP – JIP	\$ 2,327.50
General Fund	\$ 1,000.00
General Fund – Athletics	\$ 9,984.00
General Fund – Panther Partners	\$ 6,930.00
General Fund - School Improvement	\$ 1,400.00
Office of Child Development	\$ 3,830.00
Title III – Immigrant Education	\$ 3,500.00
Title III – Bilingual Education (LEP)	\$10,185.00

**BOARD REPORT**

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

**I. Authorization and Ratification of Employment**

**A. Substitute Teacher – Adult School**

Effective November 23, 2011 at \$28.19 per hour, work as needed on-call  
Funding Source: Adult School

1. Charleston, Marilyn

**B. Substitute Teacher – District Office**

Effective November 23, 2011 at \$125.00 per day, on-call when needed, \$160.00 on 21<sup>st</sup> day  
Funding Source: General Fund

- |                   |                      |
|-------------------|----------------------|
| 1. Blum, Jeremy   | 3. Hwang Hu, Sunny   |
| 2. Iwamoto, Naomi | 4. Leonard, Jennifer |

**C. Home Teacher – District Office**

Effective November 17, 2011 at \$39.13 per hour, not to exceed 5 hours per week, on-call  
Funding Source: General Fund

1. Mejia, Elizabeth

**D. Extra Assignment – La Ballona, English Learner Intervention for Dual Language Program**

Effective November 15, 2011 through June 1, 2012 at \$35.00 per hour, not to exceed 50 hours  
Funding Source: Title III – Immigrant Education  
Total Cost: \$3,500.00

1. Mendez-Tobar, Ana
2. Borcharding, Nan

**E. Extra Assignment – Farragut, After/Before School Intervention with SuccessMaker**

Effective October 27, 2011 through June 22, 2012 at \$35.00 per hour, not to exceed 20 hours  
Funding Source: School Improvement  
Total Cost: \$700.00

- |                       |                           |                           |
|-----------------------|---------------------------|---------------------------|
| 1. Caudill, Kerby     | 9. Harter, Elizabeth      | 17. Noonan, Teresa        |
| 2. Chapin, Sabrina    | 10. Huour, Chanda         | 18. Revel, Dawn           |
| 3. Conner, Jessica    | 11. Jackson, Alicia       | 19. Roberts, Kelley       |
| 4. Deal, Mariah       | 12. Johnson, Robyn        | 20. Schaffer, Doris       |
| 5. DeFelice, Nancy    | 13. Knight, Kristian      | 21. Sibert, Christine     |
| 6. Exkridge, Patricia | 14. Manglinong, Stephanie | 22. Tsubakiyama, Margaret |
| 7. Fredal, Ann Marie  | 15. Marshak, Sharon       | 23. Wilkens, Paige        |
| 8. Halleran, Loren    | 16. Morgan, Nancy         |                           |

**BOARD REPORT**

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

I. Authorization and Ratification of Employment - continued

F. Extra Assignment – Linwood E. Howe, Homework Help Club  
Effective January 10, 2012 through June 22, 2012 at \$35.00 per hour, not to exceed 20 hours  
Funding Source: School Improvement  
Total Cost: \$700.00

1. Beynon, Diane

G. Extra Assignment – El Marino, Collaboration with Nishiyamoto Academy  
Effective October 17, 2011 through May 30, 2012 at \$35.00 per hour, not to exceed stated hours  
Funding Source: FLAP - JIP  
Total Cost: \$2,327.50

- |                       |           |                     |            |
|-----------------------|-----------|---------------------|------------|
| 1. Adachi, Naomi      | 3 hours   | 6. Nagumo, Noriko   | 3.5 hours  |
| 2. Ezaki, Satomi      | 3.5 hours | 7. Nakagawa, Kana   | 7 hours    |
| 3. Horiba, Alice      | 6.5 hours | 8. Omuro, Mitsuko   | 18.5 hours |
| 4. Miyagishima, Junko | 3.5 hours | 9. Sekiguchi, Saori | 17 hours   |
| 5. Mizuta, Naoko      | 4 hours   |                     |            |

H. Extra Assignment – Middle School, After School Science Club  
Effective September 26, 2011 through June 15, 2012 at \$35.00 per hour, not to exceed 1 hour per week per teacher  
Funding Source: General Fund – Panther Partners  
Total Cost: \$3,360.00

- |                       |                              |
|-----------------------|------------------------------|
| 1. Peters, Crystal    | 3. Cotton-Yarbrough, Phyllis |
| 2. Stowers, Katherine |                              |

I. Extra Assignment – Middle School, Math Olympiads/Math Counts  
Effective September 16, 2011 through May 31, 2012 at \$35.00 per hour, not to exceed 1 hour per week per teacher  
Funding Source: General Fund – Panther Partners  
Total Cost: \$3,570.00

- |                       |                    |
|-----------------------|--------------------|
| 1. Choe, Mickey       | 3. Vandever, Emily |
| 2. Takahashi, Tatiana |                    |

J. Extra Assignment – Middle School, Varsity Volleyball Coach  
Effective September 1, 2011 through November 11, 2011 at \$929.00 stipend  
Funding Source: General Fund – Athletics  
Total Cost: \$929.00

1. Siegal, Martin



**BOARD REPORT**

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

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

K. Extra Assignment – High School, ELAC Computer Workshop  
Effective November 10, 2011 at \$35.00 per hour, not to exceed 6 hours per teacher  
Funding Source: Title III – Bilingual Education (LEP)  
Total Cost: \$1,050.00

- |                       |                      |
|-----------------------|----------------------|
| 1. Chapman, Januari   | 4. Novick, Jill      |
| 2. Greenberg, Denise  | 5. Tarvyd, Katherine |
| 3. Kochevar, Jennifer |                      |

L. Extra Assignment – High School, English Learners CAHSEE Preparation & Intervention Tutoring  
Effective November 7, 2011 through June 22, 2012 at \$35.00 per hour, not to exceed  
3 hours per week per teacher  
Funding Source: Title III- Bilingual Education (LEP)  
Total Cost: \$9,135.00

- |                   |                     |
|-------------------|---------------------|
| 1. McGuire, Erika | 3. Ortega, Kimberly |
| 2. Nguyen, Mai    |                     |

M. Extra Assignment – High School, Coaches  
Effective November 15, 2011 through February 11, 2012 at stated stipend  
Funding Source: General Fund – Athletics  
Total Cost: \$9,055.00

- |                       |                    |
|-----------------------|--------------------|
| 1. Chapman, Jonathan  | \$3,332.00 Stipend |
| 2. Kochevar, Jennifer | \$2,745.00 Stipend |
| 3. Sanchez, David     | \$2,978.00 Stipend |

N. Extra Assignment – High School, Videographer  
Correction to dates previously approved on BR #6; 10/25/11  
Effective September 9, 2011 through November 25, 2011 at \$1,000 stipend  
Funding Source: General Fund  
Total Cost: \$1,000.00

1. Pulido, Adan

O. Extra Assignment – Office of Child Development, Coverage for Elementary School Winter  
& Spring Break, Conference Days  
Effective August 31, 2011 through June 22, 2012 at current hourly rate, not to exceed 200 hours  
Funding Source: Office of Child Development  
Total Cost: \$3,830.00

1. Arteta de Jacome, Gabriela 19.15 per hour

**BOARD REPORT**

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

**II. Correction to Status**

- |    |   |  |
|----|---|--|
| 1. | Arteta de Jacome, Gabriela<br>Part-Time Child Development Teacher | Effective August 31,2011<br>From: Temporary Teacher<br>To: Probationary First Year |
|----|---|--|

**III. Resignations**

- |    |  |   |
|----|--|---|
| 1. | Cockburn, Kinuko (retired)<br>Adult School Teacher | Effective December 14, 2011<br>Reason: Personal |
| 2. | Thompson, Jennifer<br>Substitute Teacher           | Effective November 7, 2011<br>Reason: Job Offer |
| 3. | Wilson, Erin<br>Resource Specialist                | Effective December 23, 2011<br>Reason: Moving   |

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

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

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

Total Funding Fiscal Impact:

Booster Club Total:	\$7,045.00
General Fund Total:	\$153,633.74
	\$13.85 per hour, as needed
	\$8.00 per hour, as needed
Panther Partners Total:	\$929.00
School Improvement Total:	\$44.36

BOARD REPORT

9.5 Classified Personnel Services Report No. 8

I. Authorization, Approval & Ratification of Employment

A. Clerical & Fiscal

1. Herrera, Susan  
Secretary II – Bilingual  
Middle School – Extra Assignment –  
Translator – ELAC meetings  
Not to exceed 2 hours  
Funding Source: School Improvement  
Effective November 10, 2011  
Range 22 – \$22.18 per hour  
Total Cost: \$44.36
2. Herrera, Susan  
Secretary II – Bilingual  
District Office – Educational Services –  
Extra Assignment – Not to exceed 60 hours  
Funding Source: General Fund – Ed Services  
Effective November 1, 2011 through  
June 30, 2012  
Range 22 – \$22.18 per hour  
Total Cost: \$1,330.80
3. Campos, Josie  
Clerk Typist III – Bilingual  
District Office – Educational Services –  
Extra Assignment – Not to exceed 60 hours  
Funding Source: General Fund – Ed Services  
Effective November 1, 2011 through  
June 30, 2012  
Range 19 – \$20.60 per hour  
Total Cost: \$1,236.00
4. Demitroff, Genea  
Secretary II – Bilingual  
District Office – Educational Services –  
Extra Assignment – Not to exceed 60 hours  
Funding Source: General Fund – Ed Services  
Effective November 1, 2011 through  
June 30, 2012  
Range 22 – \$22.18 per hour  
Total Cost: \$1,330.80

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 2

I. Authorization, Approval & Ratification of Employment – continued

B. Instructional Assistants

1. Caffery, Michelle  
Instructional Assistant – Special Education IIA  
District Office – Special Education  
6 hours per day, school year  
Funding Source: General Fund – Special Ed  
Effective November 28, 2011  
Range 16 – \$15.18 per hour  
Total Cost: \$17,578.44
2. Delfin-Guppy, Victoria  
Instructional Assistant – Special Education IIA  
District Office – Special Education  
6 hours per day, school year  
Funding Source: General Fund – Special Ed  
Effective November 28, 2011  
Range 16 – \$15.18 per hour  
Total Cost: \$17,578.44
3. Liggett, Courtney  
Instructional Assistant – Special Education IIA  
District Office – Special Education  
6 hours per day, school year  
Funding Source: General Fund – Special Ed  
Effective November 28, 2011  
Range 16 – \$15.18 per hour  
Total Cost: \$17,578.44
4. Jauregui, Xavier  
Instructional Assistant – Special Education  
High School  
3.9 hours per day, school year  
Funding Source: General Fund – Special Ed  
Effective November 28, 2011  
Range 14 – \$14.61 per hour  
Total Cost: \$16,918.38
5. Reuben, Ronald  
Substitute Instructional Assistant  
Adult School  
Funding Source: General Fund – Adult School  
Effective November 28, 2011  
Hourly, as needed – \$13.85 per hour

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 3

I. Authorization, Approval & Ratification of Employment – continued

C. Maintenance

1. Andrews, Erik  
Maintenance Worker  
Maintenance, Operations & Transportation  
8 hours per day, 12 months per year  
Funding Source: General Fund  
Effective November 28, 2011  
Range 24 – \$3,221.00 per month  
Total Cost: \$38,652.00

D. Coaches

1. Greenbaum, Zeke  
Temporary Lacrosse Coach  
Middle School  
Funding Source: Panther Partners  
Effective October 24, 2011 through  
January 23, 2012  
Stipend of \$929.00
2. Dordoni, Nestor  
Temporary Girls' Water Polo Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$2,745.00
3. Dordoni Jr., Nestor  
Temporary Girls' Assistant Water Polo Coach  
High School  
Funding Source: Booster Club  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$2,300.00
4. Mair, Scott  
Temporary Girls' Soccer Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$2,978.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 4

I. Authorization, Approval & Ratification of Employment – continued

D. Coaches – continued

5. Cyevich, Elizabeth  
Temporary Girls' Assistant Soccer Coach  
High School  
Funding Source: Booster Club  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$2,000.00
6. Boisdeau, Rick  
Temporary Boys' Soccer Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$2,745.00
7. Espeleta, Louis  
Temporary Boys' Assistant Soccer Coach  
High School  
Funding Source: Booster Club  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$2,745.00
8. Anderson, Julian  
Temporary Girls' Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$3,332.00
9. Batella, Kerlia  
Temporary Girls' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$3,013.00
10. Eskridge, Adam  
Temporary Boys' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$3,013.00

BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 5

I. Authorization, Approval & Ratification of Employment – continued

D. Coaches – continued

11. Goodwin, Gary Temporary Boys' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$3,013.00
12. Huezo, Derrick Temporary Boys' Assistant Basketball Coach  
High School  
Funding Source: General Fund – Athletics  
Effective November 15, 2011 through  
February 11, 2012  
Stipend of \$3,013.00

E. Student Helpers

1. Banuelos III, Rafael Student Helper – Workability  
Location outside of district  
Funding Source: General – Special Education  
Effective November 10, 2011  
Hourly, as needed – \$8.00 per hour
2. Carney, Kendall Student Helper – Workability  
Location outside of district  
Funding Source: General – Special Education  
Effective November 7, 2011  
Hourly, as needed – \$8.00 per hour
3. Estevez, Edeyanira Student Helper – Workability  
Location outside of district  
Funding Source: General – Special Education  
Effective November 9, 2011  
Hourly, as needed – \$8.00 per hour
4. Navar, Abel Student Helper – Workability  
Location outside of district  
Funding Source: General – Special Education  
Effective November 9, 2011  
Hourly, as needed – \$8.00 per hour



BOARD REPORT

9.5 Classified Personnel Services Report No. 8 – Page 6

I. Authorization, Approval & Ratification of Employment – continued

E. Student Helpers – continued

5. Nuñez, Marlice  
Student Helper – Workability  
Location outside of district  
Funding Source: General – Special Education  
Effective November 8, 2011  
Hourly, as needed – \$8.00 per hour

II. Authorization, Approval & Ratification of Change of Assignments

1. Baghaei, Dory  
Promotion via Classified Interviews:  
From: Substitute Instructional Assistant  
To: Instructional Assistant –  
Special Education IIA  
El Rincon  
6 hours per day, school year  
Funding Source: General Fund – Special Ed  
Effective November 28, 2011  
Range 16 – \$15.18 per hour  
Total Cost: \$17,578.44

III. Authorization, Approval & Ratification of Resignations

1. Ramirez, Ana Luz  
Food Service Assistant  
Food Services – High School  
3.5 hours per day, school year  
Personal  
Effective November 15, 2011  
Range 6 – \$12.51 per hour
2. Valencia, Benjamin  
School Custodian  
Maintenance – Farragut  
8 hours per day, 12 months per year  
Retirement  
Effective December 31, 2011  
Range 16 – \$3060.00 per month

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

Moved by:

Seconded by:

Vote:

## BOARD REPORT

11/22/11

9.6

9.6 **Approval is Recommended for the Culver City Middle School Cheerleading Team to Attend the Jamz Cheerleading National Competition in Las Vegas, Nevada, February 24, 2012**

Board Policy 6153, Instruction-School Sponsored Trips, specifies that “all trips involving out-of-state or overnight travel shall require the prior approval of the Board.”

Culver City Middle School requests permission for approximately 30 student members of the Cheerleading Team to participate in the Jamz Cheerleading National Competition in Las Vegas, Nevada. Students will miss one day of school on Friday, February 24, 2012. Students will be chaperoned by Coach Amber Masek and parent volunteers. Students will travel by car with their families. Costs are covered by fundraising and parent contributions.

RECOMMENDED MOTION: That the Board approve the Culver City Middle School Cheerleading Team to Attend the Jamz Cheerleading National Competition in Las Vegas, Nevada, February 24, 2012.

Moved by:

Seconded by:

Vote:

**9.7 Disposal of Surplus Property**

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

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

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

**Moved by:**

**Seconded by:**

**Vote:**

# SURPLUS PROPERTY

Tag#	Equipment	Manufacturer
000010	Copy machine	Toshiba
000215	Computer	Dell
000218	Computer	Dell
000281	Computer	Dell
000302	Computer	Dell
000337	Computer	Dell
000350	Computer	Dell
000354	Computer	Dell
000357	Computer	Dell
000364	Computer	Dell
000370	Computer	Dell
000373	Computer	Dell
000380	Computer	Dell
000391	Computer	Dell
000394	Computer	Dell
000399	Computer	Dell
000419	Computer	Dell
000429	Computer	Dell
000432	Computer	Dell
000440	Computer	Dell
000585	iMac computer	Apple
000589	eMac computer	Apple
001213	Computer	Dell
001216	Computer	Dell
001217	Computer	Dell
001221	Computer	Dell
001222	Computer	Dell
001228	Computer	Dell
001231	Computer	Dell
001232	Computer	Dell
001237	Computer	Dell
001261	Computer	Dell
001273	Computer	Dell
001414	Computer	Dell
001415	Computer	Dell
001416	Computer	Dell
001428	Computer	Dell
001430	Computer	Dell
001567	Copy machine	Toshiba
001818	Computer	Dell
001894	Computer	Dell
002428	eMac computer	Apple
002429	eMac computer	Apple
002430	eMac computer	Apple
002431	eMac computer	Apple
002432	eMac computer	Apple
002433	eMac computer	Apple
002434	eMac computer	Apple
002435	eMac computer	Apple



## BOARD REPORT

11/22/11

10.1

### 10.1 Presentation to the Rotary Club

The Rotary Club of Culver City has been a strong supporter of district programs for many years. Through the Dictionary Project, the Rotary Club donates a dictionary to every 3<sup>rd</sup> grade student in the District every year. This year's Dictionary Project was coordinated by Joel Forman, Rotarian. The Board will present a certificate of appreciation to Ann Murakami, Rotary President.

11/22/11  
12.1

## BOARD REPORT

### 12.1 Presentation by Citizens' Oversight Committee

Members of the Citizens' Oversight Committee will provide Board Members with an update on the auditing of the Measure EE Parcel Tax expenditures.

11/22/11  
12.2

## BOARD REPORT

**12.2 Presentation by Legal Firm Dannis Woliver Kelley Regarding Architect Letter to CCUSD**

Samuel Santana, Esq. from the Legal Firm of Dannis Woliver Kelly will be available to respond to questions from the Board regarding issuing a request for qualifications for contracted services.



**BOARD REPORT**

**11/22/11  
14.1a**

**14.1a Third 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. ~~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.~~

c. ~~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.4<sup>th</sup> 1275**
- Rubin v. City of Burbank, (2002) 101 Cal.App. 4<sup>th</sup> 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**

**14.1b Appointment of One Member of the Citizens' Oversight Committee**

The Board previously approved the formation of a Citizens' Oversight Committee to oversee funds generated by the community approved Measure EE Parcel Tax.

One member has now resigned and the Board will need to appoint a new member from the applicants.

The applicants being considered are:

Michael Arena  
David Cappoli  
John Hackman  
Myreon Hodur  
George Laase  
Linda Rosenberg

**RECOMMENDED MOTION**

That the Board appoint a new member to serve on the Citizens' Oversight Committee to oversee revenue generated from the Measure EE Parcel Tax.

Moved by:

Seconded by:

Vote:

## BOARD REPORT

11/22/11  
14.2a

### **14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #02-11-12**

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 #02-11-12, a 10th grade student at Culver City High School, be expelled from the Culver City Unified School District and be referred to a Community Day School. The student will be expelled under the terms and conditions of a stipulated expulsion that will remain in effect until November 22, 2012.

RECOMMENDED MOTION: That the Board approve the stipulated expulsion of Case # 02-11-12 until November 22, 2012 and that the student be referred to a Community Day School.

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

**11/22/11  
14.2b**

**14.2b Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #03-11-12**

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 #03-11-12, a 10th grade student at Culver City High School, be expelled from the Culver City Unified School District and be referred to a Community Day School. The student will be expelled under the terms and conditions of a stipulated expulsion that will remain in effect until November 22, 2012.

RECOMMENDED MOTION: That the Board approve the stipulated expulsion of Case # 03-11-12 through November 22, 2012 and that the student be referred to a Community Day School.

Moved by:

Seconded by:

Vote:

**BOARD REPORT**

**11/22/11**

**14.3a**

**14.3a Capital Projects**

Presentations and updates on the projects appearing in the attached list were given to the Board of Education on January 11, January 25, March 8, July 12 and September 27, 2011. The Board has discussed and given direction regarding project priorities and the amount of funds to be expended on each project.

**RECOMMENDED MOTION:** That the Board of Education approve the Capital Projects as presented in the attached list.

**Moved by:**

**Seconded by:**

**Vote:**



# CCUSD – Capital Projects

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

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

**Deficit without State and AQMD funding:**

**\$ (4,007,977)**

**BOARD REPORT**

**14.4a Second Reading and Approval 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.

RECOMMENDED MOTION: That the Board of Education approve the Revised Administrative Regulation 4032, Reasonable Accommodation as presented.

Moved by:

Seconded by:

Vote:

**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 is qualified 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 is applying for.**
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 1630.2**15, 1630.2**)

1. **Satisfies the requisite skill, experience, education, and other job-related requirements of the employment position he/she holds or is qualified to apply for.**
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 is qualified to apply for.**

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 inquiry 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.~~

**Undue Hardship Determination**

**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 29

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.4<sup>th</sup> 455**

Colmenares v. Braemar Country Club, Inc., 2003 Cal.LEXIS 1131 **29 Cal.4<sup>th</sup> 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

11/22/11

14.4b

**BOARD REPORT**

**14.4b Approval is Recommended for the 2012/2013 School Year Calendar**

Submitted herewith is the proposed 2012/2013 School Year Calendar. The original draft of the proposed calendar was developed by the Calendar Committee, which was comprised of representatives from the Culver City Federation of Teachers (CCFT), the Association of Classified Employees (ACE) and the Management Association of Culver City Schools (MACCS). This final draft is now presented for Board consideration and adoption with the following understanding:

- The calendar for 2012/2013 is a tentative calendar that is subject to negotiations.
- This proposed calendar is primarily a mechanism to facilitate the upcoming school year registration process.
- The proposed calendar, including teacher work days, is subject to change via the negotiation process.
- The staff development days on the proposed calendar are subject to negotiations.

RECOMMENDED MOTION:            That the proposed 2012/2013 School Year Calendar be approved as presented.

Moved by:

Seconded by:

Vote:

+ = End of quarter/semester  
 ( ) = Begin/end of school  
 X = Local Holiday  
 \* = Legal Holiday  
 ^ = New Teacher Orientation  
 [ ] = Non-pupil Days

## Culver City Unified School District 2012/2013 School Year Calendar

89 = Days Taught Semester 1  
 91 = Days Taught Semester 2  
 180 = Instructional Days  
 184 = Veteran Teacher Days  
 185 = New Teacher Days

	First Week					Second Week					Third Week					Fourth Week					Days Taught	Legal Holiday	Local Holiday
	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri			
First School Month	Aug 20	21	22	23	24	27	28	29	30	31	Sept 3	(4)	5	6	7	10	11	12	13	14	9	1	0
Second School Month	17	18	19	20	21	24	25	26	27	28	Oct 1	2	3	4	5	8	9	10	11	12	20	0	0
Third School Month	15	16	17	18	19	22	23	24	25	26	Nov 29	30	31	1	2	5	6	7	8	9	20	0	0
Fourth School Month	* 12	13	14	15	16	X 20	21	22	23	X 24	Dec 26	27	28	29	30	3	4	5	6	7	16	2	2
Fifth School Month	10	11	12	13	14	17	18	19	20	21	X 24	25	26	27	28	X 31	1	2	3	4	10	2	8
Sixth School Month	7	8	9	10	11	14	15	16	17	18	* 21	22	23	24	25	[28]	29	30	31	1	18	1	0
Seventh School Month	4	5	6	7	8	11	12	13	14	15	* 18	19	20	21	22	25	26	27	28	1	18	2	0
Eighth School Month	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	X 25	26	27	28	29	15	0	5
Ninth School Month	Apr X 1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	15	0	5
Tenth School Month	29	30	1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	20	0	0
Eleventh School Month	* 27	28	29	30	31	June 3	4	5	6	7	10	11	12	13	14	17	18	19	20	(21)	19	1	0
<b>Totals</b>																					<b>180</b>	<b>9</b>	<b>20</b>

*Legal Holiday Per Education Code Section 37229	Date in 2012-2013	Day of Week	X Local Holiday Per Education Code Section 37220.(13) & Recesses	Elementary Trimesters & Elementary Parent Conference Minimum Days		Adult School Program Schedules		Other
				Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	
Independence Day	July 4	Wednesday	Local Days	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	New Teacher Orientation
Labor Day	Sep. 3	Monday	November 21, 2012 November 23, 2012	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	Teacher Work Day (Non-Pupil Day)
Veteran's Day (Observed)	Nov. 12	Monday	Local Recess	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	Non Pupil Day - January 28, 2013
Thanksgiving	Nov. 22	Thursday	Winter Recess Dec. 24, 2012 - Jan 4, 2013 Spring Recess March 25 - April 5, 2013	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	Instruction Begins September 4, 2012
Christmas Day	Dec. 25	Tuesday	Classified Employee Holidays	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	School Ends June 21, 2013
New Year's Day Observed	Jan. 1	Tuesday	November 21, 2012	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	Summer School Remediation
Dr. King Day	Jan. 21	Monday	November 23, 2012	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	Grades 9 <sup>th</sup> -12 <sup>th</sup> Extended Year:
Lincoln's Day Observed	Feb. 15	Monday	December 24, 2012 December 26, 2012 (Admin Day)	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	
Washington's Day Observed	Feb. 18	Monday	December 31, 2012	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	
Memorial Day	May 27	Monday	Office of Child Development is closed legal & classified holidays.	Elementary Trimesters	Elementary Parent Conference Minimum Days	ADA-Dates	Fee Based Trimesters	Adopted by the Board:

**BOARD REPORT**

**15.1 Discussion and Direction Regarding Possible Special Board Meeting in December**

At the request of Board member, Mr. Silbiger, there will need to be another Board Meeting in December to discuss additional matters. Board members will discuss a possible date for a Special Meeting and give direction to staff.

**BOARD REPORT**

**15.2 Discussion and Direction Regarding the Process and Communication for Future Capital Projects**

Board members will discuss and provide the Superintendent with direction on how they would like to proceed with future capital projects.

## RECOMMENDATIONS TO THE BOARD OF EDUCATION CAPITAL PROJECTS

1. The Board of Education will prioritize future capital projects based on criteria such as, but not limited to, ADA compliance, health and safety, educational goals, use of venue by students, staff, and community, ongoing and potential revenue source.
2. Prior to releasing a Request for Qualifications (RFQ), a draft will be made available to the general public 7-10 days for review and comment, prior to submission. An RFQ for an architect will be issued for future capital projects. RFQs will be reviewed by CCUSD staff and the Board of Education. The architect that has the best qualifications for each capital project, has experience working on school district capital projects and has had experience working with the Division of the State Architect (DSA), will be selected by the Board of Education as agendized at a Board of Education meeting.
3. CCUSD staff will consult with the general public, as needed, and will then recommend consultant(s) for each capital project to the Board of Education. The consultant(s) will make recommendations regarding the capital project(s) which will be agendized and available to the public before a Board meeting.
4. Once an initial plan is in place, a meeting will be held with the general public who will have the opportunity to provide input prior to a plan being finalized.
5. As each project proceeds, meetings with the architect or consultant will be held with the general public to update them and to receive input.
6. Only authorized Culver City Unified School District employees may contact architects, consultants, vendors, and any other persons working on the capital project(s).
7. The Board of Education will agendize budget proposals regarding capital projects.
8. As the project(s) proceed, the Board of Education will revisit and agendize the budget(s) for each capital project to determine if monies should be re-allocated.
9. The Board of Education will be updated regularly on the progress of the capital project(s).
10. Information regarding the capital project(s) will continue to be posted on the CCUSD website.
11. The general public is invited to comment on all agendized Board of Education items.