

BOARD MEETING NOTICE AND AGENDA

CULVER CITY UNIFIED SCHOOL DISTRICT Regular Meeting of the Board of Education to "Conduct the District's Business in Public" CLOSED SESSION – 5:45 p.m. OPEN SESSION – 7:00 p.m.

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

March 13, 2012

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

PRESENTATIONS AND PUBLIC COMMENTS

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

1. CALL TO ORDER

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

Roll Call – Board of Trustees

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

2. PUBLIC COMMENT ON CLOSED SESSION ITEMS

3. RECESS TO CLOSED SESSION

- 3.1 Public Employment (Pursuant to GC §54957)
Title: Superintendent Search
- 3.2 Public Employee Performance Evaluation (Pursuant to GC §54957)
Title: Assistant Superintendent of Human Resources - Contract
- 3.3 Stipulated Expulsion of Pupil Services Case #08-11-12

- 3.4 Conference with Labor Negotiator (Pursuant to GC §54957.6)
Agency Designated Representatives: Leslie Lockhart, Director of Human Resources; Ajay Mohindra, Consultant, Business Services; and Patricia Jaffe, Superintendent
Employee Organizations: Culver City Federation of Teachers (CCFT); Association of Classified Employees (ACE); Management Association of Culver City Schools (MAACS)
- 3.5 Public Appointment/Employment (Pursuant to GC §54947)
Certificated Personnel Services Report No. 13
Classified Personnel Services Report No. 13

4. **ADJOURNMENT OF CLOSED SESSION**

5. **REGULAR MEETING – 7:00 p.m.**

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

5.2 Flag Salute

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

7. **PUBLIC HEARING - None**

8. **ADOPTION OF AGENDA**

Recommendation is made that the agenda be adopted as submitted.
Motion by _____ Seconded by _____
Vote _____

9. **CONSENT AGENDA**

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

- 9.1 Approval is Recommended for the Minutes of Special Meeting – January 10, 2012
- 9.2 Approval is Recommended for Purchase Orders
- 9.3 Approval is Recommended for Acceptance of Gifts - Donations
- 9.4 Approval is Recommended for the Certificated Personnel Reports No. 13
- 9.5 Approval is Recommended for the Classified Personnel Reports No. 13

- 9.6 Approval is Recommended for CCHS Teacher Rachel Snyder to Attend the College Board Readings in Kansas City, Missouri, June 1-9, 2012
- 9.7 Acceptance of the Enrollment Report

10. AWARDS, RECOGNITIONS AND PRESENTATIONS

- 10.1 CCMS Drafting Students Presentation
- 10.2 Art Education Month Proclamation
- 10.3 AVPA Recognition/Visual Arts
- 10.4 Spotlight on Education – Culver City High School
- 10.5 Check Presentation to Culver City Education Foundation

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 of the Second Interim Report for 2011-2012
- 12.2 Information Regarding Solar Capital Project

13. RECESS (10 Minutes)

14. ACTION ITEMS

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

14.1 Superintendent's Items

14.1a Approval is Recommended to Submit the Official CSBA 2012 Delegate Assembly Ballot

Motion by _____ Seconded by _____ Vote _____

14.2 Education Services Items

14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #08-11-12

Motion by _____ Seconded by _____ Vote _____

14.2b Second Reading and Adoption of Revised Administrative Regulation/Board Policy 5131.7, Students – Weapons and Dangerous Instruments

Motion by _____ Seconded by _____ Vote _____

14.2c Second Reading and Adoption of Revised Administrative Regulation and New Board Policy 5141.31, Students – Immunizations

Motion by _____ Seconded by _____ Vote _____

14.2d Approval is Recommended for Full-Day Kindergarten at El Marino Language School Beginning in the 2012-2013 School Year

Motion by _____ Seconded by _____ Vote _____

14.3 Business Items

14.3a Approval is Recommended for the Certification of the Second Interim Report for 2011-2012

Motion by _____ Seconded by _____ Vote _____

14.3b Approval is Recommended for the Certification of Signatures

Motion by _____ Seconded by _____ Vote _____

14.3c Approval of Contract between Culver City Unified School District and Clyde Murley

Motion by _____ Seconded by _____ Vote _____

14.3d Approval of Contract between Culver Unified School District and Corinne Loskot Consulting, Inc.

Motion by _____ Seconded by _____ Vote _____

14.4 Personnel Items - None

15. BOARD BUSINESS

15.1 Board Policy 1240 in Relationship to Board Bylaw 9310

15.2 Board Goals and Objectives Update

16. ADJOURNMENT

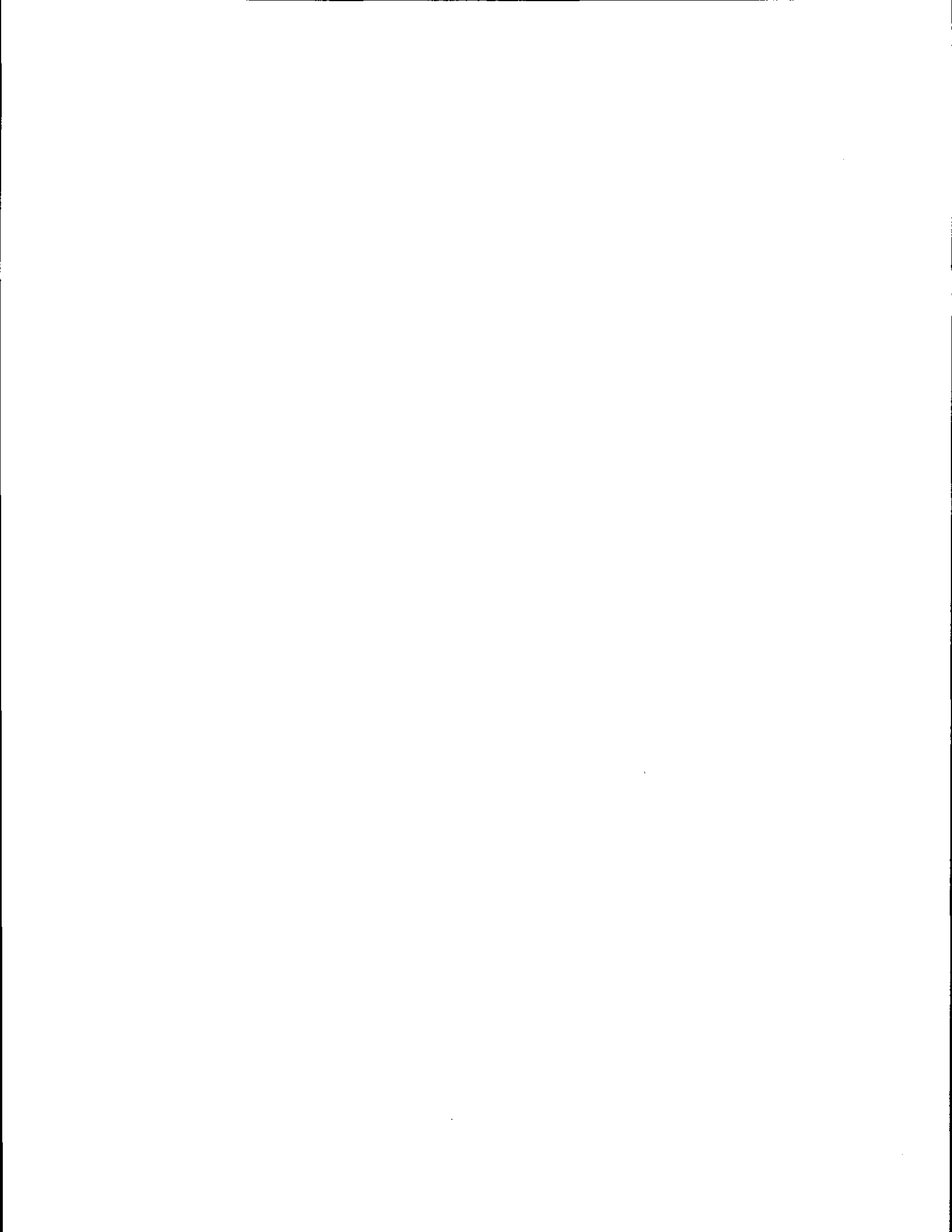
Motion by _____ Seconded by _____ Vote _____

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

March 27 - 7:00 p.m. – Regular Public Meeting, (6:00 p.m. Closed Session), City Hall (Chambers), 9770 Culver Blvd.
April 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. Each school office has a suggestion box. We look forward to receiving your comments and suggestions.



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

Meeting:	<u>Special Meeting</u>	Date:	<u>January 10, 2012</u>
Place:	<u>District Administration Office</u> <u>4034 Irving Place</u> <u>Culver City 90232</u>	Time:	<u>5:45 p.m. – Public Meeting</u> <u>5:46 p.m. – Closed Session</u> <u>6:15 p.m. – Public Meeting</u>

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

Staff Members Present
Patricia W. Jaffe, Superintendent
Ali Delawalla
Eileen Carroll

Call to Order

Board President Mr. Silbiger called the meeting of the Culver City Unified School District Board of Education to order at 5:45 p.m. with all Board members in attendance. The Board adjourned to Closed Session at 5:46 p.m. and reconvened the public meeting at 6:15 p.m. with all Board members in attendance.

6. Report from Closed Session

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

7. Adoption of Agenda

It was moved by Ms. Paspalis and seconded by Ms. Siever that the Board adopt the January 10, 2012 agenda as presented. The motion was unanimously approved.

8. Consent Agenda

8.1 Approval is Recommended for Culver City High School AVPA Students to Participate in the California Educational Theatre Association Competition January 13-15, 2012 in Anaheim, CA

It was moved by Ms. Paspalis and seconded by Ms. Chardiet that the Board approve the Culver City High School AVPA Students to Participate in the California Educational Theatre Association Competition January 13-15, 2012 in Anaheim, CA as presented. The motion was unanimously approved.

9. Board Governance

The Superintendent and staff conducted a workshop for the Board to further discuss Board Governance. Information included building successful Board/School District/Community relationships through better communication.

Adjournment

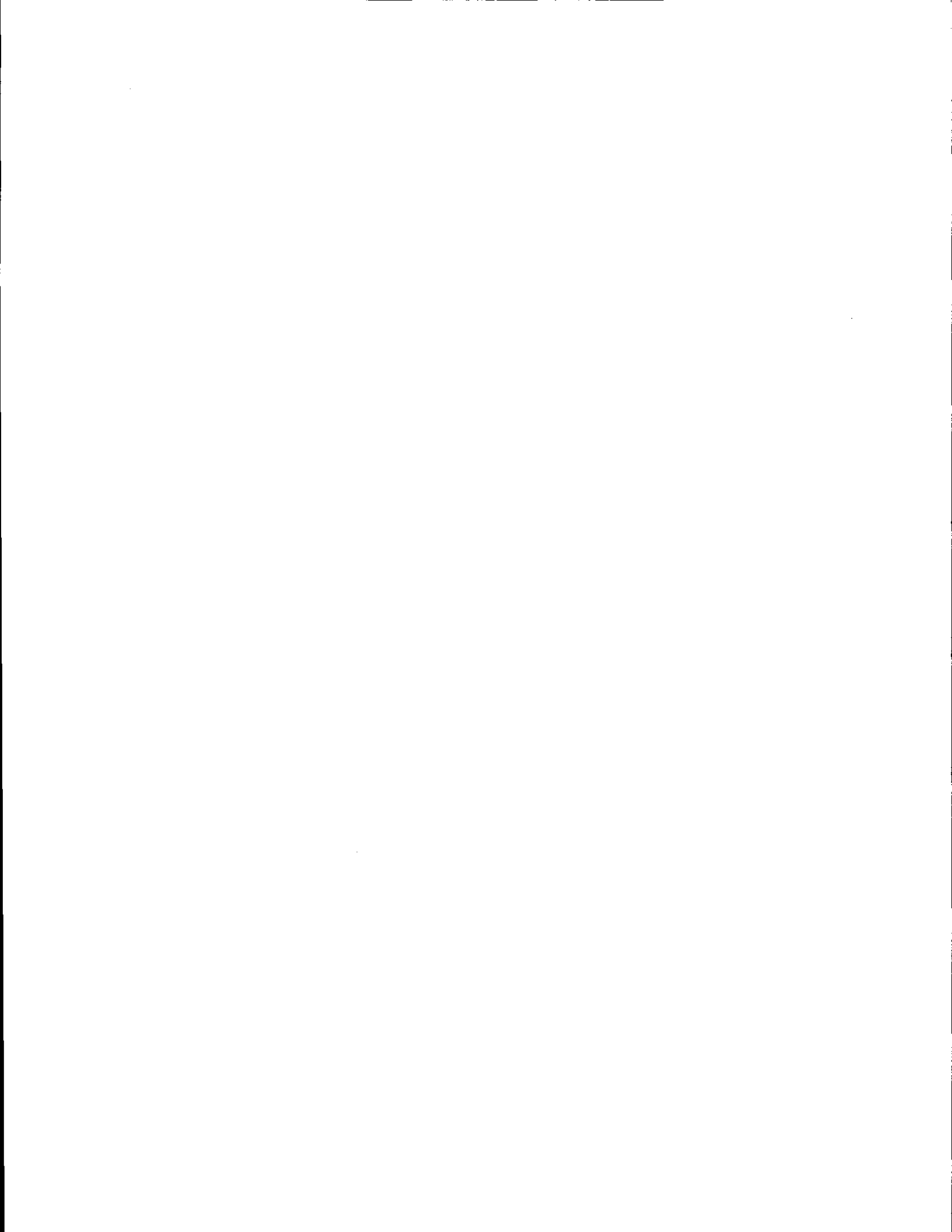
There being no further business, it was moved by Mr. Siever, and seconded by Ms. Goldberg and unanimously approved to adjourn the meeting. Board President Mr. Silbiger adjourned the meeting at 7:30 p.m.

Approved: _____
Board President

Superintendent

On: _____
Date

Secretary



BOARD REPORT

3/13/12

9.2

9.2 PURCHASE ORDERS

The attached purchase order list is 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 February 18, 2012 through March 2, 2012 is \$236,950.63.

BUDGET NUMBER LEGEND FOR FUNDS

01.0 general fund
01.7 tri-city selpa
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 February 18, 2012 through March 2, 2012 in the amount of \$236,950.63 be ratified by the Board of Education.

Moved by:

Seconded by:

Vote:

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
03/02/12	12022	A		03/02/2012	MUSEUM OF TOLERANCE	FIELD TRIPS	Culver City High School	01.0	90127.0	11100	10000	5816	4010000	577.50	
				03/02/2012						MUSEUM OF TOLERANCE					577.50
02/28/12	57568A	A		02/28/2012	DYNAVOX MAYER-JOHNSON	INSTRUCTIONAL SUPPLIES	Adult School	01.0	56400.0	57500	11100	4310	0000010	59.81	
				02/28/2012						DYNAVOX MAYER-JOHNSON					59.81
02/27/12	58237M	A		02/27/2012	NA & ASSOCIATES, INC.	CONSTRUCTION SUPP/EQUIP	Culver City High School /MOT	21.0	00000.0	00000	85000	6210	4010000	8,350.00	
				02/27/2012						NA & ASSOCIATES, INC.					8,350.00
02/29/12	58238M	A		02/29/2012	NATIONAL ROOFING CONSULTANTS	CONTRACTED SERVICES	Maintenance	01.0	81500.0	00000	81100	5890	0005040	1,900.00	
				02/29/2012						NATIONAL ROOFING CONSULTANTS					1,900.00
02/27/12	58334	A		02/27/2012	REDWOOD PRESS	FORMS	Purchasing	01.0	00000.0	00000	73000	4350	0005030	2,102.14	
				02/27/2012						REDWOOD PRESS					2,102.14
02/23/12	58477	A		02/23/2012	FRANKLIN COVEY	OFFICE SUPPLIES	Purchasing	01.0	00000.0	00000	73000	4350	0005030	38.07	
				02/23/2012						FRANKLIN COVEY					38.07
02/23/12	58478	A		02/23/2012	GRAPHAIDS, INC.	INSTRUCTIONAL SUPPLIES	Culver City High School	01.0	00000.0	16001	10000	4310	4010000	1,000.00	
				02/23/2012						GRAPHAIDS, INC.					1,000.00
02/24/12	58479	A		02/24/2012	MELROSEMAC, INC.	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	21000	4350	0004000	597.58	
				02/24/2012											597.58
				02/24/2012											597.57
				02/24/2012											526.97
				02/24/2012						MELROSEMAC, INC.					1,722.12
02/27/12	58479A	A		02/27/2012	AMAZON.COM	OFFICE SUPPLIES	Human Resources	01.0	00000.0	00000	74000	4350	0003000	60.89	
				02/27/2012						AMAZON.COM					60.89
02/28/12	58480	A		02/28/2012	CASBO	CONFERENCE AND TRAVEL	Fiscal Services	01.0	00000.0	00000	73002	5220	0005010	770.00	

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

Purchase Orders/Buyouts To The Board for Ratification From : 2/18/2012 To 3/2/2012
 Purchase Orders/Buyouts in Excess of \$1.00 To Be Ratified

PO Date	PO #	Stat	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
02/28/12	58481	A		02/28/2012	SCHOOL SERVICES OF CALIFORNIA, INC.	CONFERENCE AND TRAVEL	Fiscal Services	01.0	00000.0	00000	73002	5220	0005010	175.00	175.00
02/28/2012	58481							CASBO							770.00
02/28/12	58482	A		02/28/2012	WESTBERG + WHITE, INC.	CONSTRUCTION SUPP/EQUIP	Undistributed GENL ADMIN	21.0	00000.0	00000	85000	6210	0000000	81,954.20	81,954.20
02/28/2012	58482							WESTBERG + WHITE, INC.							81,954.20
02/29/12	58483	A		02/29/2012	CALIFORNIA SCIENCE CENTER	INSTRUCTIONAL SUPPLIES	Culver City Middle School	01.0	00000.0	16003	10000	4310	3010000	554.50	554.50
02/29/2012	58483							CALIFORNIA SCIENCE CENTER							554.50
02/29/12	58484	A		02/29/2012	PURCHASE POWER	COMMUNICATION SUPP/EQUIP	Purchasing	01.0	00000.0	00000	73000	5810	0005030	1,019.99	1,019.99
02/29/2012	58484							PURCHASE POWER							1,019.99
02/29/12	58485	A		02/29/2012	CLEVERBRIDGE, INC.	LICENSE/FEES	Technology	01.0	00000.0	00000	77000	5810	0005020	1,434.00	1,434.00
02/29/2012	58485							CLEVERBRIDGE, INC.							1,434.00
02/29/12	58486	A		02/29/2012	CLYDE S. MURLEY	CONSTRUCTION SUPP/EQUIP	Undistributed GENL ADMIN	21.0	00000.0	00000	85000	6210	0000000	9,988.00	9,988.00
02/29/2012	58486							CLYDE S. MURLEY							9,988.00
02/29/12	58487	A		02/29/2012	WESTBERG + WHITE, INC.	CONSTRUCTION SUPP/EQUIP	Undistributed GENL ADMIN	21.0	00000.0	00000	85000	6210	0000000	88,258.80	88,258.80
02/29/2012	58487							WESTBERG + WHITE, INC.							88,258.80
02/29/12	58488	A		02/29/2012	CDW-G	COMPUTER SUPP/EQUIP	Technology	01.0	00000.0	00000	77000	4410	0005020	25,285.72	25,285.72
02/29/2012	58488							CDW-G							25,285.72
03/01/12	58489	A		03/01/2012	STAR OFFICE SUPPLIES, INC.	OFFICE SUPPLIES	Linwood Howe	01.0	00000.0	00000	27000	4350	2020001	19.88	19.88
03/01/2012	58489							STAR OFFICE SUPPLIES, INC.							19.88
02/29/2012	58488							CDW-G							27,634.66

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

2/18/2012 To 3/2/2012
 Page No. 3
 Run Date: 03/03/2012
 Run Time: 04:12:41AM
 WEEKLY

PO Date	PO #	Stat	Change	Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
02/29/12	58490	A		02/29/2012	AMAZON.COM	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58200.0	11100	10000	4310	0004030	0004030	80.31	80.31
					AMAZON.COM											
03/01/12	58491	A	1	03/02/2012	AQUARIUM OF THE PACIFIC	FIELD TRIPS	Linwood Howe Elementary	01.0	91400.0	11100	10000	5816	2020000	2020000	855.01	855.01
02/29/12	58492	A		02/29/2012	AMAZON.COM	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58100.0	11100	10000	4310	0004030	0004030	47.18	47.18
					AMAZON.COM											
03/01/12	58493	A		03/01/2012	XEROX CORPORATION	INSTRUCTIONAL SUPPLIES	High School	01.0	00000.0	11100	10000	4310	4010001	4010001	1,122.30	1,122.30
02/29/12	58494	A		02/29/2012	AMAZON.COM	INSTRUCTIONAL SUPPLIES	Special Projects	01.0	58200.0	11100	10000	4310	0004030	0004030	141.23	141.23
					AMAZON.COM											
03/01/12	58496	A		03/01/2012	BUDDY'S ALL STARS, INC.	ATHLETIC SUPP/EQUIP	Culver City High School	01.0	90151.0	16002	10000	4310	4010000	4010000	191.03	191.03
03/01/12	58497	A		03/01/2012	CALIFORNIA SCHOLARSHIP	MEMBERSHIPS	Culver City High School	01.0	07395.0	00000	27000	5310	4010000	4010000	170.00	170.00
03/01/12	58498	A		03/01/2012	BUDDY'S ALL STARS, INC.	ATHLETIC SUPP/EQUIP	Culver City High School	01.0	90151.0	16002	10000	4310	4010000	4010000	258.88	258.88
03/01/12	58499	A		03/01/2012	COLONIAL CHESTERFIELD AT	FIELD TRIPS	Linwood Howe Elementary	01.0	91400.0	11100	10000	5816	2020000	2020000	1,302.00	1,302.00
03/01/12	58500	A		03/01/2012	BUDDY'S ALL STARS, INC.	ATHLETIC SUPP/EQUIP	Culver City High School	01.0	90151.0	16002	10000	4310	4010000	4010000	2,091.20	2,091.20

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

Board List Purchase Order Report
 CULVER CITY UNIFIED SD

PO Date	PO #	Stat	Change Ord#	Date	Vendor Name	Description	Dept/Site	Fund	Res.Prj	Goal	Funct	Obj	Sch.Lo	Distrib Amount	PO Amt
03/01/12	58501	A		03/01/2012	APPLE INC.	COMPUTER SUPP/EQUIP 03/01/2012	58501 Educational Services	01.0	00000.0	00000	21000	4410	0004000	1,384.16	1,384.16
03/01/12	58502	A		03/01/2012	SERVICE SOLUTIONS GROUP	REPAIRS - OTHER 03/01/2012	58502 Undistributed FS	13.0	53100.0	00000	37000	5630	0000000	161.00	161.00
03/01/12	58503	A		03/01/2012	SERVICE SOLUTIONS GROUP	REPAIRS - OTHER 03/01/2012	58503 Undistributed FS	13.0	53100.0	00000	37000	5630	0000000	502.51	502.51
03/02/12	58504	A		03/02/2012	HUNTINGTON PARK RUBBER STAMP CO.	OFFICE SUPPLIES 03/02/2012	58504 Fiscal Services	01.0	00000.0	00000	73000	4350	0005010	33.00	33.00
03/02/12	58506	A		03/02/2012	CBS ADVERTISING DISTRIBUTORS, LLC	INSTRUCTIONAL SUPPLIES 03/02/2012	58506 Undistributed SUPT	01.0	90146.0	00000	00000	4310	0000000	855.00	855.00
03/02/12	58514	A		03/02/2012	MAYER-JOHNSON LLC	INSTRUCTIONAL SUPPLIES 03/02/2012	58514 Special Education	01.0	33100.0	57700	11100	4310	0004040	136.26	136.26

Total by District : 64444 236,950.63

End of Report LAPO009C

NONPUBLIC SCHOOLS:
 APPROVED YTD: \$3,487,117.93

BOARD REPORT

3/13/12
9.3

9.3 Approval is Recommended for Acceptance of Gifts - Donations

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

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

<u>Location</u>	<u>Donor/Item(s) Donated</u>
Office of Child Development	Addison Pan 2 tape dispensers, 6 packs of photo paper, 4 reams of pastel paper and 16 batteries
El Marino Language School	Addison Pan 36 reams of copy paper, 1 box of labels
El Rincon Elementary School	Chris Peralta 2 autoharp instruments, 6 book bags, fabric, seashells, rubber stamps and 10 wooden puzzles

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. 13

Total Fiscal Impact per Funding Source:

General Fund	\$13,503.00
General Fund – Athletics	\$ 1,226.33
General Fund – School Improvement	\$ 2,100.00
English Language Acquisition Program (ELAP)	\$ 700.00
Title I – Part A	\$ 1,050.00
Title III – Bilingual Education (LEP)	\$ 1,050.00

BOARD REPORT

9.4 Certificated Personnel Services Report No. 13

I. Authorization and Ratification of Employment

A. Temporary Teacher – High School

Effective March 12, 2012 through June 22, 2012 at stated salary

Funding Source: General Fund

Total Cost: \$13,503.00

1. Lajevardi, Sohayla

B. Substitute Teacher – District Office

Effective March 14, 2012 at \$125.00 per day, on-call, as needed, \$160.00 on 21st day

Funding Source: General Fund

1. Cobin, Jessica

C. Extra Assignment – Farragut, Before and After School Support for Immigrant Students

Effective March 1, 2012 through June 22, 2012 at \$35.00 per hour, not to exceed

15 hours per teacher

Funding Source: Title III-Bilingual Education (LEP)

Total Cost: \$1050.00

1. Conner, Jessica
2. Johnson, Robyn

D. Extra Assignment – La Ballona, Planning Coordination of Dual Language Program

Effective March 1, 2012 through June 22, 2012 at \$35.00 per hour, not to exceed 30 hours

Funding Source: Title I-Part A

Total Cost: \$1,050.00

1. Rosales, Susan

E. Extra Assignment – Middle School, Latino Family Literacy Program

Effective February 22, 2012 through June 22, 2012 at \$35.00 per hour, not to exceed

2 hours per month

Funding Source: English Language Acquisition Program (ELAP)

Total Cost: \$700.00

1. Velasco, Margarita
2. Vielman, Monica

BOARD REPORT

9.4 Certificated Personnel Services Report No. 13 – Page 2

I. Authorization and Ratification of Employment - Continued

F. Extra Assignment – Middle School, Intervention Supervision with Success Maker
Effective January 31, 2012 through June 22, 2012 at \$35.00 per hour, not to exceed
2 hours per month
Funding Source: General Fund – School Improvement
Total Cost: \$2,100.00

- | | |
|--------------------|------------------|
| 1. Balogun, Tayo | 4. James, Yakun |
| 2. Choe, Mickey | 5. Levy, Michael |
| 3. Collett, Andrew | |

G. Extra Assignment – High School, Boys' Basketball CIF Playoff
Effective February 9, 2012 through February 16, 2012 at stated stipend
Funding Source: General Fund – Athletics
Total Cost: \$349.37

- | | | |
|-----------------------|-------------------------------|------------------|
| 1. Kochevar, Jennifer | Girls' Soccer Assistant Coach | \$349.37 Stipend |
|-----------------------|-------------------------------|------------------|

H. Extra Assignment – High School, Girls Soccer CIF Playoff
Effective February 9, 2012 through February 16, 2012 at stated stipend
Funding Source: General Fund – Athletics
Total Cost: \$726.96

- | | | |
|----------------------|-----------------------------|------------------|
| 1. Chapman, Jonathan | Boys' Basketball Head Coach | \$726.96 Stipend |
|----------------------|-----------------------------|------------------|

I. Extra Assignment – High School, Timekeeping for Varsity Boy's & Girls' Basketball Playoffs
Effective February 10, 2012 through March 23, 2012 at \$50.00 per game
Funding Source: General Fund – Athletics
Total Cost: \$100.00

- | | |
|-----------------------|-----------------|
| 1. Rothenberg, Philip | 2 playoff games |
|-----------------------|-----------------|

J. Extra Assignment – High School, Timekeeping for Varsity Girls' Basketball Playoff Games
Effective February 25, 2012 through March 23, 2012 at \$50.00 per game
Funding Source: General Fund – Athletics
Total Cost: \$50.00

- | | |
|-----------------------|----------------|
| 1. Rothenberg, Philip | 1 playoff game |
|-----------------------|----------------|

BOARD REPORT

9.4 Certificated Personnel Services Report No. 13 – Page 3

II. Resignations

- | | | |
|----|------------------------|-------------------------|
| 1. | McBreen, Nicola | Effective June 30, 2012 |
| | Adult School Counselor | Reason: Retirement |

RECOMMENDED MOTION: That approval be granted for Certificated Personnel Services Report No. 13

Moved by:

Seconded by:

Vote:

BOARD REPORT

9.5 Financial Impact for Classified Personnel Services Report No. 13

Total Funding Fiscal Impact:

Food Services Total:	\$11.45 per hour, as needed
General Fund Total:	\$25,314.40
	\$9.25 per hour, as needed
	\$8.00 per hour, as needed

11
1/12

BOARD REPORT

9.5 Classified Personnel Services Report No. 13

I. Authorization, Approval & Ratification of Employment

A. Food Services

1. Brambila, Lilia
Substitute Food Service Assistant
Food Services
Funding Source: Food Services
Effective March 14, 2012
Hourly, as needed – \$11.45 per hour

B. Instructional Assistants

1. Kraft, Patricia
Instructional Assistant – Special Education IIA
District Office – Special Education –
Extra Assignment
Recognition & Response Training
Not to exceed 2 hours
Funding Source: General Fund – Special Ed
Effective February 6, 2012
Range 16 – \$17.65 per hour
Total Cost: \$35.30
2. LaFrance, Laverne
Instructional Assistant – Special Education IIA
District Office – Special Education –
Extra Assignment
Recognition & Response Training
Not to exceed 2 hours
Funding Source: General Fund – Special Ed
Effective February 6, 2012
Range 16 – \$17.65 per hour
Total Cost: \$35.30
3. Yap, Lorna
Instructional Assistant – Special Education IIA
District Office – Special Education –
Extra Assignment
Recognition & Response Training
Not to exceed 2 hours
Funding Source: General Fund – Special Ed
Effective February 6, 2012
Range 16 – \$17.65 per hour
Total Cost: \$35.30

BOARD REPORT

9.5 Classified Personnel Services Report No. 13– Page 2

I. Authorization, Approval & Ratification of Employment – continued

C. Noon Duty Supervisor

1. Borrego, Tamara
Temporary Noon Duty Supervisor
Farragut
Funding Source: General Fund
Effective March 14, 2012 through
June 22, 2012
Hourly, as needed – \$9.25 per hour

D. Stipend Assignments

1. Torres, Angela Mia
Temporary Technical Director
High School – AVPA
Funding Source: General Fund – AVPA
Effective November 1, 2011 through
June 22, 2012
Stipend of \$2,616.00

E. Student Helpers

1. Mandzuch, Eric
Student Helper – Workability
Location outside of district
Funding Source: General – Special Education
Effective February 22, 2012
Hourly, as needed – \$8.00 per hour
2. McKinniss, Kaylie
Student Helper – Workability
Location outside of district
Funding Source: General – Special Education
Effective February 22, 2012
Hourly, as needed – \$8.00 per hour
3. Taylor, Isaiah
Student Helper – Workability
Location outside of district
Funding Source: General – Special Education
Effective February 28, 2012
Hourly, as needed – \$8.00 per hour

BOARD REPORT

9.5 Classified Personnel Services Report No. 13 – Page 3

II. Authorization, Approval & Ratification of Change of Assignment

1. Lever, Shauntell

Promotion via Classified Interview:
From: Substitute Clerk Typist/
Substitute Instructional Assistant
District Office
Hourly, as needed
To: Library Media Clerk I
El Rincon
7 hours per day, 10 months per year
Funding Source: General Fund
Effective March 14, 2012
Range 17 – \$2259.25 per month
Total Cost: \$22,592.50

RECOMMENDED MOTION: That approval be granted for Classified Personnel Services Report No. 13

Moved by:

Seconded by:

Vote:

BOARD REPORT

3/13/12

9.6

9.6 Approval is Recommended for CCHS Teacher Rachel Snyder to Attend the College Board Readings in Kansas City, Missouri, June 1-9, 2012

Board Policy 4133 states that all out-of-state travel must have Board approval. Rachel Snyder, CCHS teacher, requests approval to attend the College Board Advanced Placement European History Readings in Kansas City, Missouri. Registration, accommodations and travel costs are paid by the College Board.

RECOMMENDED MOTION: That the Board approves CCHS Teacher Rachel Snyder to Attend the College Board Readings in Kansas City, Missouri, June 1 through June 9, 2012.

Moved by:

Seconded by:

Vote:

9.7 **Enrollment Report**

The attached reports display enrollment information for the fifth month of the 2011-2012 school year. The reports are presented in two formats: a monthly detail and a summary comparison.

The first report shows total K-12 site enrollment by grade level on the last day of a specific four-week period. These reporting periods are categorized as 1st School Month through 12th School Month and rarely coincide with calendar months. This report also lists enrollment totals in the Adult School and State Preschool Program.

The second report is a comparative document that shows the current year's monthly enrollment and the previous year's enrollment for each K-12 site location.

RECOMMENDED MOTION: That the Board of Education for Culver City Unified School District accept the Enrollment Report for month five of the 2011-2012 school year as presented.

Moved by:

Seconded by:

Vote:

Culver City Unified School District
Enrollment for the 5th School Month (12/12/11 - 1/6/12)
2010 - 2011

ELEMENTARY	El Marino	El Rincon	Farragut	La Ballona	Linwood Howe	Ind. Study	Total
K	129	68	93	91	93	0	474
1	127	95	94	91	71	0	478
2	129	93	95	111	94	0	522
3	123	82	92	90	81	0	468
4	114	84	84	81	80	0	443
5	119	86	89	59	88	0	441
Spec Class	0	20	0	0	27	0	47
Elementary Total	741	528	547	523	534	0	2873

SECONDARY	Middle School	High School	Culver Park	Ind. Study	Total
6	465			0	465
7	486			0	486
8	522			0	522
9		575	0	0	575
10		533	0	4	537
11		521	29	9	559
12		547	44	6	597
Spec Class	37	39	0	0	76
Secondary Total	1510	2215	73	19	3817

Total K-12 Enrollment	6690
------------------------------	-------------

PRESCHOOL

Linwood Howe	El Marino	El Rincon	Farragut	La Ballona	CEE	Total
56	22	32	8	89	97	304

ADULT SCHOOL

Adult Basic Ed	ESL	Citizenship	Adults with Disabilities	Older Adults Prog	High School Subjects	Total
56	251	0	14	211	131	663

Notes:

1. These enrollment figures represent the total number of sections. A single student may be enrolled in multiple sections.
2. Of the 131 students enrolled in high school subjects, 50 concurrently attend high school.

Culver City Unified School District
Enrollment Comparison
10-11 vs 11-12

ELEMENTARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	10-11	11-12	10-11	11-12	10-11	11-12	10-11	11-12	10-11	11-12
El Marino	747	752	748	759	748	761	750	756	750	741
El Rincon	529	535	538	536	542	533	538	529	541	528
Farragut	523	552	526	550	524	553	523	552	522	547
La Ballona	524	526	532	532	532	530	531	532	529	523
Linwood Howe	500	539	494	540	502	539	504	537	502	534
Ind. Study	0	0	0	0	0	0	0	0	0	
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
Elementary Total	2823	2904	2838	2917	2848	2916	2846	2906	2844	2873

SECONDARY	1st		2nd		3rd		4th		5th	
	School Month		School Month		School Month		School Month		School Month	
	10-11	11-12	10-11	11-12	10-11	11-12	10-11	11-12	10-11	11-12
Middle School	1560	1527	1565	1529	1559	1526	1549	1520	1542	1510
High School	2290	2262	2298	2249	2271	2232	2259	2225	2251	2215
Culver Park	59	54	67	65	66	69	71	73	71	73
Ind. Study	8	2	0	3	28	17	29	17	30	19
Special Ed	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl	Incl
Secondary Total	3917	3845	3930	3846	3924	3844	3908	3835	3894	3817

K-12 Total	6740	6749	6768	6763	6772	6760	6754	6741	6738	6690
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03/13/12
10.1

BOARD REPORT

10.1 CCMS Drafting Student Presentation

Culver City Middle School drafting teacher, Susan Snell, had her drafting students visit the proposed site for Culver Park High School. The students will present their architectural designs to the Board.

BOARD REPORT

3/13/12

10.2

10.2 Arts Education Month Proclamation

The Culver City Unified School District Board of Education recognizes the Arts as an important part of our students' education, providing a balanced learning environment that develops their full potential. The Board of Education proclaims the month of March as Arts Education Month and encourages the celebration of the Arts with meaningful student activities and programs that demonstrate learning and understanding in the Visual and Performing Arts.

***The Culver City Unified School District
Proudly Recognizes the month of March, 2012 as***

Arts Education Month

WHEREAS, Arts Education, which includes Dance, Music, Theatre, and the Visual Arts, is an important part of our students' education, providing a balanced learning environment that develops their full potential; and

WHEREAS, through well-planned instruction and activities in the Arts, children develop initiative, creative ability, self-expression, self-reflection, thinking skills, discipline, a heightened appreciation of beauty, and cross-cultural understanding; and

WHEREAS, experience in the Arts develops insights and abilities central to the experience of life, and the Arts are collectively a most important repository of culture; and

WHEREAS, many national and state professional education associations hold celebrations in the month of March focused on students' participation in the Arts; and

WHEREAS, these celebrations give Culver City schools a unique opportunity to focus on the value of the Arts for all students, to foster cross-cultural understanding, to give recognition to the State's outstanding young artists, to focus on careers in the Arts available to Culver City students, and to enhance public support for this important part of our curriculum; and

WHEREAS, the Culver City Unified School District Board of Education states in its *Visual and Performing Arts Education Policy* adopted April 20, 2004 that each student should receive a high quality, comprehensive Arts education program based on the adopted *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve*;

NOW, THEREFORE, BE IT RESOLVED that the Culver City Unified School District Board of Education proclaims the month of March, 2012 as *Arts Education Month* and encourages the celebration of the Arts with meaningful student activities and programs that demonstrate learning and understanding in the Visual and Performing Arts.

Karlo Silbiger, President

Katherine Paspalis, Esq., Vice President

Patricia Siever, Professor, Clerk

Laura Chardiet, Member

Nancy Goldberg, Member

Patricia W. Jaffe, Superintendent

BOARD REPORT

3/13/12

10.3

10.3 AVPA Recognition/Visual Arts

As a part of Arts Education Month we will celebrate our students' achievements in the Visual and Performing Arts. This evening we will recognize the Visual Arts department.

BOARD REPORT

3/13/12
10.4

10.4 Spotlight on Education – Culver City High School

Dylan Farris, Principal, will share some of the instructional practices that are showing significant results in achieving and exceeding the goals in the Single Plan for Student Achievement for Culver City High School.

03/13/12
10.5

BOARD REPORT

10.5 Check Presentation to Culver City Education Foundation

Culver City Education Foundation will receive a check in support of all of the schools in the District.

12.1 Presentation of the Second Interim Report for 2011-2012

In addition to other fiscal requirements, AB 1200 and AB 2756 legislation was enacted to insure full public disclosure of a public school district's financial position in the current and future years. The purpose of the interim reports, as required under AB 1200 and AB 2756, is to establish a procedure for the Board of Education, the public and other interested agencies to receive information regarding the financial condition of an entity during periodic intervals of the fiscal year.

The Second Interim Report for the 2011-2012 fiscal year is provided under separate cover.

BOARD REPORT

12.2 Information Regarding Solar Capital Project

Culver City USD Solar Photovoltaic Procurement Process
Outline of March 13, 2012 Presentation to Board
Clyde Murley, Culver City USD Consultant

1. Background and review of District's solar PV procurement process
 - a. Initial RFP process
 - b. Reservation of CSI incentive for 750 kW PV system at middle/high school campus
 - c. Identification and interviews of three finalist vendors
 - d. March 2012 preliminary proposal "refresh" from finalist vendors
2. Current District parameters for the solar PV procurement
 - a. Budget: \$3.8 million
 - b. Timing: 2012 installation if possible
 - c. Stay off rooftops to the extent possible
 - d. Maximize General Fund savings
3. Report on preliminary "refresh" proposals and interviews
 - a. Borrego Solar
 - b. SolarCity
 - c. SunPower
4. Preliminary General Fund savings assessment based on "refresh" proposals
5. Process going forward
 - a. Additional technical due diligence
 - b. Vendor selection
 - c. Contract negotiations
 - d. Installation schedule

BOARD REPORT

03/13/12

14.1a

14.1a Approval is Recommended to Submit the Official CSBA 2012 Delegate Assembly Ballot

The Board previously discussed nominees for the 2012 CSBA Delegate Assembly.

The Board as a whole may vote for up to the number of vacancies in the region or sub-region as indicated on the ballot. For Region 24, to which Culver City Unified belongs, there are six (8) vacancies. Therefore, the Board as a whole may vote for up to eight individuals. Regardless of the vacancies, the Board may cast no more than one vote for any one candidate.

RECOMMENDED MOTION: It is recommended that the Board of Education approve the CSBA Official Delegate Assembly Ballot as presented, and submit the ballot to the CSBA office no later than March 15, 2012.

Moved by:

Seconded by:

Vote:

This complete ORIGINAL ballot must be SIGNED by the Superintendent or Board Clerk and returned to the enclosed envelope designated by the post office. No Later Than THURSDAY, MARCH 15, 2012. This is the Ballot per Board. Be sure to mark your vote "X" in the box. **IF PARTIAL OR NO ANSWER THROUGH OPTION OF BALLOT WILL NOT BE VALID.**

DELEGATE TO THE DELEGATION ASSEMBLY BALLOT
REGION OF
(Harris County)

Number of Candidates: 8 (Vote for no more than 8 Candidates)

Delegates will serve a two-year term beginning April 1, 2012 - March 31, 2014

Name of Candidate

- _____
Cynthia C. Adams (Norwalk-La Mirada USD)
- _____
Cynthia Anderson (Whittier Union HSD)
- _____
Cynthia Anderson (Whittier Union HSD)
- _____
Cynthia Anderson (Whittier Union HSD)
- _____
Cynthia Anderson (Whittier Union HSD)
- _____
Cynthia Anderson (Whittier Union HSD)
- _____
Cynthia Anderson (Whittier Union HSD)
- _____
Cynthia Anderson (Whittier Union HSD)

If no name of candidate was received, however, your board may vote to write in the name of a candidate to fill this seat.

Name of Candidate _____
School District _____

Name of Superintendent or Board Clerk _____
Title _____

Name of Board Clerk _____
Date of Board Action _____

See reverse side for a current list of all Delegates in your Region.

BOARD REPORT

**3/13/12
14.2a**

14.2a Approval is Recommended for the Stipulated Expulsion of Pupil Services Case #08-11-12

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 #08-11-12, an 8th grade student at Culver City Middle 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 through February 2013.

RECOMMENDED MOTION: That the Board approve the stipulated expulsion of Case # 08-11-12 through February 2013 and that the student be referred to a Community Day School.

Moved by:

Seconded by:

Vote:

BOARD REPORT

**3/13/12
14.2b**

14.2b Second Reading and Adoption of Revised Administrative Regulation/Board Policy 5131.7, Students – Weapons and Dangerous Instruments

It is recommended practice that the Board of Education regularly review Administrative Regulations/Board Policies that are significant to the operation of the District.

A district receiving federal funds under the No Child Left Behind Act is mandated to have a policy requiring that any student who brings a firearm to school be referred to the criminal justice or juvenile delinquency system. In addition, Education Code 48902 requires the principal or designee to notify law enforcement authorities when a student possesses a firearm or explosive or sells or furnishes a firearm at school.

A revised Administrative Regulation/Board Policy 5131.7, Students – Weapons and Dangerous Instruments, is being presented for a second reading and adoption, in compliance with federal and state law.

RECOMMENDED MOTION: That the Board adopt the Second Reading of Revised Administrative Regulation/Board Policy 5131.7, Students – Weapons and Dangerous Instruments.

Moved by:

Seconded by:

Vote

WEAPONS AND DANGEROUS INSTRUMENTS

Prohibited Weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion.

2. Ammunition or reloaded ammunition.

3.2. Knives: any **razor blades, box cutters, ice picks,** dirks, daggers or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than $3\frac{1}{2}$ **2\frac{1}{2}** inches, folding knives with a blade that locks into place, and razors with an unguarded blade. (Education Code 48915)

4.3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices.

5.4. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun. (~~Penal Code 626.10~~)

6.5. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.

7.6. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (~~Education Code 48900~~)

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the District. (Education Code 49331, 49332)

(cf. 5145.12 – Search and Seizure)

If an employee knows that a student possesses any of the above devices, he/she shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

WEAPONS AND DANGEROUS INSTRUMENTS (Continued)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall take one of the following actions:

1. Confiscate the object and deliver it to the principal **or designee** immediately.
2. Immediately notify the principal **or designee**, who shall take appropriate action.
3. Immediately notify school security, the local law enforcement agency and the principal **or designee**.

(cf. 0450 – Comprehensive Safety Plan)
(cf. 3515.3 – District/Police Security Department)

(cf. 4158/4258/4358 - Employee Security)

When informing the principal **or designee** about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any **possession or** seizure.

The principal **or designee** shall report any possession of a weapon or dangerous instrument, including imitation firearm, to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

Regulation		CULVER CITY UNIFIED SCHOOL DISTRICT
Adopted:	October 9, 2007	Culver City, California
<u>Regulation</u>		
<u>Reviewed:</u>	<u>February 28, 2012, March 13, 2012</u>	

WEAPONS AND DANGEROUS INSTRUMENTS

~~The Governing Board desires students and staff to be free from the fear and danger presented by firearms and other weapons.~~

~~(cf. 3515.3 – District Police/Security Department)~~

The Governing Board recognizes that students and staff have the right to a safe and secure campus, free from physical and psychological harm, and desires to protect them from the dangers presented by firearms and other weapons.

Possession of Weapons

The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at a school-related or school-sponsored activity away from school, or while going to or coming from school.

(cf. 3515.3 - District Police/Security Department)

(cf. 0450 – Comprehensive Safety Plan)

(cf. 3515.3 - District Police/Security Department)

(cf. 5116.1 – Intradistrict Open Enrollment)

(cf. 5131 – Conduct)

(cf. 5138 – Conflict Resolution/Peer Mediation)

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff and the public, any school employee is authorized to confiscate a weapon, dangerous instrument or imitation firearm from any person on school grounds.

~~(cf. 0450 – Comprehensive Safety Plan)~~

~~(cf. 4158/4258/4358 - Employee Security)~~

Students possessing or threatening others with a weapon, dangerous instrument or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy and administrative regulations.

(cf. 5144 – Discipline)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

~~The principal or designee shall notify law enforcement authorities when any student possesses a weapon or commits any act of assault with a firearm or other weapon. 20~~

~~USC 7151, Education Code 48902, Penal Code 245, 626.9, 626.10)~~

WEAPONS AND DANGEROUS INSTRUMENTS (Continued)

Notification of Law Enforcement Authorities

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7151)

(cf. 3515.2 – Disruption)Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, Students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Zero Tolerance

State law requires the Superintendent or designee to immediately suspend and recommend for expulsion any student who brings a firearm to school. Unless the particular circumstances of a case indicate that the expulsion is inappropriate, the District shall take similar action when students knowingly bring any other weapons to school or participate in any fighting that inflicts serious bodily injury on another person.

In addition to a suspension and possible expulsion, these students shall be reported to law enforcement authorities for prosecution of Penal Code violations.

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 – Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. **The Superintendent or designee shall also inform** ~~The strategy shall also provide a method of informing~~ staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

WEAPONS AND DANGEROUS INSTRUMENTS (Continued)

(cf. 5138 - Conflict Resolution/Peer Mediation)

Legal Reference:

EDUCATION CODE

35291 Governing Board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommended for expulsions

48916 Readmissions

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school
or on school grounds; exception

~~653k Soliciting a minor to commit certain felonies~~

~~12001 Control of deadly weapons~~

~~12020-12036 Unlawful carrying and possession of concealed weapons~~

~~12403.7 Weapons approved for self-defense~~

~~12220 Unauthorized possession of a machinegun~~

~~12401 Tear gas~~

~~12403.7 Weapons approved for self-defense~~

~~12403.8 Minors 16 or over; tear gas and tear gas weapons~~

~~12555 Imitation firearms~~

UNITED STATES CODE, TITLE 20

~~6301-7941 No Child Left Behind Act; especially:~~

~~7151 Gun-Free Schools Act~~

653k Switchblade knife

16100-17350 Definitions

22810-23025 Tear gas weapon (pepper spray)

25200-25225 Firearms, access to children

30310 Prohibition against ammunition on school grounds

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act, especially:

7151 Gun-Free Schools Act

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October 2011

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

WEAPONS AND DANGEROUS INSTRUMENTS (Continued)

0401.01 Protecting Student Identification in Reporting Injurious Objects

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act January 2004

WEB SITES

CSBA: [HTTP://WWW.CSBA.ORG](http://www.csba.org)

California Department of Education, Safe Schools: <http://www.cde.ca.gov/ls/ss>

National Alliance for Safe Schools: <http://www.safeschools.org>

National School Safety Center: <http://www.schoolsafety.us>

**U.S. Department of Education, Office of Safe and Drug Free Schools:
<http://www.ed.gov/about/offices/list/osdfs>**

Policy

Adopted: February 4, 2003

Policy

CULVER CITY UNIFIED SCHOOL DISTRICT

Revised and Adopted: October 9, 2007

Culver City, California

Policy

Reviewed: February 28, 2012, March 13, 2012

BOARD REPORT

3/13/12

14.2c

14.2c Second Reading and Adoption of Revised Administrative Regulation and New Board Policy 5141.31, Students – Immunizations

It is recommended practice that the Board of Education regularly review Administrative Regulations/Board Policies that are significant to the operation of the District.

The Revised Administrative Regulation and New Board Policy 5141.31, Students – Immunizations, incorporates amendments to the Health and Safety Code relating to vaccinations, that became effective July 1, 2011 and deletes the TB mandate for new students (kindergarten students and students in grades 1-12 who are new to California) that was rescinded by the Los Angeles County Board of Supervisors, effective for the 2012-2013 school year.

A revised Administrative Regulation and new Board Policy 5141.31, Students – Immunizations, are being presented for a second reading and adoption.

RECOMMENDED MOTION: That the Board adopt the Second Reading of Revised Administrative Regulation and New Board Policy 5141.31, Students – Immunizations.

Moved by:

Seconded by:

Vote

IMMUNIZATIONS

~~Upon enrollment, students must present evidence of full immunization against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, measles, mumps and rubella as documented by a physician, nurse or clinic in the manner prescribed by the State Department of Health. Students seven years old or older shall not be required to be immunized against pertussis or mumps. (Health and Safety Code 120335)~~

~~Upon enrollment after August 1, 1997, children entering school or a child care and development program at the kindergarten level or below shall also present evidence of immunization against hepatitis b. Children who have not reached the age of four years, six months shall also present evidence of immunization against hemophilus influenzae type b. (Health and Safety Code 3381)~~

~~Any student without such evidence shall be excluded from school until the immunization is obtained or until the student presents a letter or affidavit of exemption from his/her parent/guardian or physician. Exemption is allowed when the parent/guardian states in writing that immunization is contrary to his/her beliefs. Exemption is also allowed to the extent indicated by a physician's written statement describing the medical condition of the child and the probable duration of the medical condition or circumstances which contraindicate immunization. (Health and Safety Code 120365, 120370, 120375)~~

~~The district may conditionally admit a child with documentation from a physician that:~~

- ~~1. He/she has received some but not all required immunizations and is not due for any vaccine dose at the time of admission, or~~
- ~~2. He/she has a temporary exemption from immunization for medical reasons. (Code of Regulations, Title 17, Section 6000)~~

~~Continued attendance after conditional admission shall depend upon the student's receiving the remaining required immunizations according to schedule or when his/her temporary exemption ends.~~

~~(Title 17, Section 6000, 6020, 6035)~~

Notifications

~~In accordance with law, the Superintendent or designee shall notify parents/guardians of the rights of students and parents/guardians relating to immunizations. (Education Code 48980) (cf. 5145.6—Parental Notifications)~~

~~When admission has been denied because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has two weeks in which to supply evidence of proper immunization or an appropriate letter of exemption. This notice shall refer the parent/guardian to the child's usual source of medical care.~~

IMMUNIZATIONS (Continued)

~~OPTION 1: If no usual source of medical care exists, the parent/guardian shall be referred to the County Health Department.~~

~~OPTION 2: If no usual source of medical care exists, the parent/guardian shall be notified that the immunizations will be administered at school. Immunizations shall not be given without parental consent.~~

~~(cf. 5113 – Absences and Excuses)~~

The Superintendent or designee shall provide parents/guardians, upon school enrollment, a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a District elementary or secondary school, preschool, or child care and development program nor advance a student to specified grade levels unless that student has presented documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

- 1. Measles, mumps and rubella (MMR)**
- 2. Diphtheria, tetanus and pertussis (whooping cough) (DTP, DTaP, or Tdap)**
- 3. Poliomyelitis (polio)**
- 4. Hepatitis B**
- 5. Varicella (Chickenpox)**
- 6. Haemophilus influenza type b (Hib meningitis)**
- 7. Any other disease designated by the CDPH**

(cf. 5141.22 – Infectious Diseases)

(cf. 5148 – Child Care and Development)

(cf. 5148.3 – Preschool/Early Childhood Education)

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show the date that each dose was administered.

Exemptions

Exemption from immunization requirements is allowed when: (Health and Safety Code 120365, 120370; 17 CCR 6051)

IMMUNIZATIONS (Continued)

1. The student' parent/guardian states in writing that immunization is contrary to his/her beliefs.

However, if there is good cause to believe that the student has been exposed to one of the communicable diseases listed above, the student may be temporarily excluded from school until the local public health officer is satisfied that the student is no longer at risk of developing the diseases.

(cf. 6141.2 – Recognition of Religious Beliefs and Customs)

2. The student's parent/guardian provides a written statement by a licensed physician that the physical condition or medical circumstances of the student are such that immunization is unsafe or is permanently not indicated, in which case the student shall be exempted to the extent indicated by the physician's statement.

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or the student presents a letter or affidavit of exemption from his/her parent/guardian or physician to the Superintendent or designee.

(cf. 5112.2 – Exclusions from Attendance)
(cf. 6183 – Home and Hospital Instruction)

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate letter of exemption. (Education Code 48216; 17 CCR 6040)

This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the Culver City Youth Health Center or the county health department, or the parent/guardian shall be notified that the immunizations will be administered at school. Immunizations shall not be given without parental consent. (Education Code 48216)

The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above, unless the student is exempt from immunization for medical reasons or personal beliefs. The student shall remain excluded from school until he/she has received another dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

IMMUNIZATIONS (Continued)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CCR 6000, 6035)

1. He/she has received some but not all required immunizations and is not due for any vaccine dose at the time of admission.

2. He/she has a temporary exemption from immunization for medical reasons.

The school nurse or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses when they become due as specified in 17 CCR 6035.

The school nurse or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

The school nurse or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 – Student Records)

Regulation
reviewed: February 3, 1998

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

Regulation

Reviewed: February 28, 2012 and March 13, 2012

IMMUNIZATIONS

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Governing Board shall cooperate with state and local public health agencies to encourage and facilitate immunization of all District students against preventable diseases.

(cf. 1400 – Relations Between Other Governmental Agencies and the Schools)

(cf. 5141.22 – Infectious Diseases)

(cf. 5141.26 – Tuberculosis Testing)

(cf. 6142.8 – Comprehensive Health Education)

Each student enrolling for the first time in a District elementary or secondary school, preschool, or child care and development program shall present an immunization record from any authorized private or public health care provider certifying that he/she has received all required immunizations in accordance with law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law.

(cf. 5112.1 – Exemptions from Attendance)

(cf. 5112.2 – Exclusions from Attendance)

(cf. 5141.32 – Health Screening for School Entry)

(cf. 5148 – Child Care and Development)

(cf. 5148.3 – Preschool/Early Childhood Education)

Except to the extent otherwise authorized by law, each transfer student shall present evidence of immunization before he/she is admitted to school. Such evidence may include the child's personal immunization record from his/her authorized health care provider or his/her cumulative file from his/her previous school.

(cf. 6173 – Education for Homeless Children)

(cf. 6173.1 – Education for Foster Youth)

(cf. 6173.2 – Education of Children of Military Families)

The Superintendent or designee may arrange for an authorized health care provider to administer immunizations at school to any student whose parent/guardian has consented in writing. At the beginning of the school year, parents/guardians shall be notified of their right to provide consent for the administration of an immunization to their child at school. (Education Code 49403)

(cf. 5141.3 – Health Examinations)

(cf. 5141.6 – School Health Services)

(cf. 5145.6 – Parental Notifications)

IMMUNIZATIONS (Continued)

Legal Reference:

EDUCATION CODE:

44871 Qualifications of supervisor of health

46010 Total days of attendance

48216 Immunization

48853.5 Immediate enrollment of foster youth

48980 Required notification of rights

49403 Cooperation in control of communicable disease and immunizations

49426 Duties of school nurses

49701 Flexibility in enrollment of children of military families

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease, especially:

120335 Immunization requirement for admission

120395 Information about meningococcal disease, including recommendation for vaccination

120440 Disclosure of immunization information

CODE OF REGULATIONS TITLE 5

430 Student records

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 42

11432 Immediate enrollment of homeless children

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

California Immunization Handbook for Schools and Child Care Programs, July 2003

Guide to Immunizations Required for School Entry

Guide to the Requirements of the California School Immunization Law for Parents of Children in or Entering School or Child Care

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Family Educational Rights and Privacy Act (FERPA) and H1N1, October 2009

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

California Department of Public Health, Immunization Branch:

<http://www.cdph.ca.gov/programs/immunize>

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

U.S. Department of Education: <http://www.ed.gov>

Regulation CULVER CITY UNIFIED SCHOOL DISTRICT

Reviewed: February 28, 2012 and March 13, 2012 Culver City, California

BOARD REPORT

**3/13/12
14.2d**

14.2d Approval is Recommended for Full-Day Kindergarten at El Marino Language School Beginning in the 2012-2013 School Year

Last year the Board of Education directed El Marino Language School to develop a full-day kindergarten program, to be consistent with kindergarten programs in all of the other CCUSD elementary schools.

El Marino Language School requests Board approval for full-day kindergarten to begin in the 2012-2013 school year.

RECOMMENDED MOTION: That the Board approve Full-Day Kindergarten at El Marino Language School Beginning in the 2012-2013 School Year.

Moved by:

Seconded by:

Vote:

14. 3a Certification of the Second Interim Report for 2011-2012

In addition to other fiscal requirements, AB 1200 and AB 2756 legislation were enacted to insure full public disclosure of a public school district's financial position in the current and future years. The purpose of the interim reports, as required under AB 1200 and AB 2756, is to establish a procedure for the Board of Education, the public and other interested agencies to receive information regarding the financial condition of a school district during periodic intervals of the fiscal year.

Based upon a review of the interim report, the Board of Education certifies the district in one of the following three categories:

- (1) POSITIVE, if the district will be able to meet its financial obligations for the current fiscal year and subsequent two fiscal years,
- (2) QUALIFIED, if the district may not meet its financial obligations for the current fiscal year and subsequent two fiscal years,
- (3) NEGATIVE, if the district will be unable to meet its financial obligations for the remainder of the current fiscal year and subsequent two fiscal years.

Administration has been refining the budget since its formal September Revision and the First Interim Report, and is submitting the Second Interim Report for a Positive Certification based upon budget modifications, reductions and revenue changes made since that time.

In certifying the 2011-12 Second Interim Report, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. The Board recognizes that this Second Interim Report represents revenue and expenditure projections over the multi-year period which are based on the best known information at this time.

RECOMMENDED MOTION: That the Board of Education approve the 2011-12 Second Interim Report; and, certify that Culver City Unified School District will be able to meet its financial obligations for the remainder of the current fiscal year and two subsequent fiscal years.

Moved by:

Seconded by:

Vote:

14.3b Certification of Signatures for Warrants, Orders for Salary Payment, Notices of Employment and Related Documents

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

RECOMMENDED MOTION: Effective March 13, 2012, that any one of the following be authorized to sign for warrants, salary payment, orders for salary payment, notices of employment, and other related documents: Patricia Jaffe, Superintendent; Ajay Mohindra, Consultant, Business Services; Eileen Carroll, Assistant Superintendent, Educational Services; Leslie Lockhart, Director, Human Resources; and Sean Kearney, Director, Fiscal Services;

Approve the omission of signatures of District officials from "A" warrants;

Authorize the Superintendent, Patricia Jaffe; Consultant, Business Services, Ajay Mohindra; and Eileen Carroll, Assistant Superintendent, Educational Services to sign approved contracts and agreements;

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

Authorize the Superintendent, Patricia Jaffe; Consultant, Business Services, Ajay Mohindra; and Director of Fiscal Services, Sean Kearney, to represent the District in Joint Powers Agreements (JPA);

Authorize the Superintendent, the Consultant, Business Services and the Director of Fiscal Services to establish bank accounts in the District's name and authorize as signators of District accounts, Patricia Jaffe, Ajay Mohindra and Sean Kearney;

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

Authorize the Consultant, Business Services, Ajay Mohindra, to sign change orders through December 13, 2012.

Moved by:

Seconded by:

Vote:

CULVER CITY UNIFIED SCHOOL DISTRICT

DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: 3/13/12 to 12/13/12

In accordance with governing board approval dated March 13, 20 12.

Signature _____
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME Karlo Silbiger
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME Patricia Siever
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME Katherine Paspalis
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Laura Chardiet
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME Nancy Goldberg
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME Patricia Jaffe
TITLE Superintendent
SIGNATURE
TYPED NAME Ajay Mohindra
TITLE Consultant, Business Services
SIGNATURE
TYPED NAME Eileen Carroll
TITLE Asst. Superintendent, Educational Services
SIGNATURE
TYPED NAME Mary Caruso
TITLE Director, Purchasing
SIGNATURE
TYPED NAME Leslie Lockhart
TITLE Director, Human Resources
SIGNATURE
TYPED NAME Andrew Sotelo
TITLE Director, Pupil Services
SIGNATURE
TYPED NAME Jo-Anne Cooper
TITLE Director, Special Education

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS 1	ORDERS FOR COMMERCIAL PAYMENTS 1
NOTICES OF EMPLOYMENT 1	CONTRACTS 1

CULVER CITY UNIFIED SCHOOL DISTRICT

DISTRICT

CERTIFICATION OF SIGNATURES

As clerk/secretary to the governing board of the above named district, I certify that the signatures shown below in Column 1 are the verified signatures of the members of the governing board. I certify that the signatures shown in Column 2 are the verified signatures of the person or persons authorized to sign notices of employment, contracts and orders drawn on the funds of the district. These certifications are made in accordance with the provisions of Education Code Sections:

K-12 Districts: 35143, 42632, and 42633

Community College Districts: 72000, 85232, and 85233

If persons authorized to sign orders as shown in Column 2 are unable to do so, the law requires the signatures of the majority of the governing board.

These approved signatures are valid for the period of: 3/13/12 to 12/13/12

In accordance with governing board approval dated March 13, 20 12.

Signature _____
Clerk (Secretary) of the Board

NOTE: Please TYPE name under signature.

Column 1

Signatures of Members of the Governing Board

SIGNATURE
TYPED NAME
President of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Clerk/Secretary of the Board of Trustees/Education
SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
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SIGNATURE
TYPED NAME
Member of the Board of Trustees/Education
SIGNATURE
TYPED NAME

Column 2

Signatures of Personnel and/or Members of Governing Board authorized to sign Orders for Salary or Commercial Payments, Notices of Employment, and Contracts:

SIGNATURE
TYPED NAME
Sean Kearney
TITLE
Director, Fiscal Services
SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
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SIGNATURE
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SIGNATURE
TYPED NAME
TITLE
SIGNATURE
TYPED NAME
TITLE

If the Board has given special instructions for signing warrants or orders, please attach a copy of the resolution to this form.

Number of Signatures required:

ORDERS FOR SALARY PAYMENTS	ORDERS FOR COMMERCIAL PAYMENTS
1	1
NOTICES OF EMPLOYMENT	CONTRACTS
1	1

BOARD REPORT

3/13/12

14.3c

14.3c Approval of Contract between CulverCity Unified School District and Clyde Murley

As previously directed by the Board, the District retained the services of Clyde Murley as a consultant to prepare and file our California Solar Initiative (CSI) rebate application. In addition to filing the CSI application, Mr. Murley will assist the district in many other areas of the proposed solar project at the middle and high school campus.

RECOMMENDED MOTION: That the Board of Education approve the attached contract between Culver City Unified School District and Clyde Murley.

Moved by:

Seconded by:

Vote:

**CULVER CITY UNIFIED SCHOOL DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT**

This AGREEMENT is hereby entered into between the Culver City Unified School District, hereinafter referred to as "DISTRICT," and Clyde Murley 086-46-6320

	Contractor	Tax I.D. or S.S. Number	
<u>1031 Ordway Street</u>	<u>Albany,</u>	<u>CA</u>	<u>94706</u>
Mailing Address	City	State	Zip

hereinafter referred to as "CONTRACTOR."

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONTRACTOR is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

1. **Services** to be provided by CONTRACTOR:

(a) provide support to DISTRICT in managing and overseeing DISTRICT's California Solar Incentive (CSI) application(s); (b) provide support to DISTRICT in securing proposals from solar vendors ("Solar Proposals") for DISTRICT's middle/high school campus, and working with same vendors to amend and/or clarify such proposals; (c) identify documents and information that solar vendors may require of DISTRICT in order to prepare more complete proposals, and support DISTRICT in its efforts to provide such documents and information; (d) analyze and evaluate Solar Proposals; (e) support DISTRICT in the process of any interviews and site walks involving solar vendors; (f) provide assessments to DISTRICT of each solar vendor and its respective proposal for the purpose of the DISTRICT selecting one or more solar vendors to enter into contract negotiations for a solar photovoltaic system and associated operations and maintenance and output guarantee agreements; (g) participate in contract negotiations between DISTRICT and solar vendor(s) to provide overall guidance to DISTRICT and to help negotiate an appropriate output guarantee; (h) meet and work with, and present to DISTRICT Staff and Board in order to support an organized and disciplined approach to selecting and contracting with one or more solar vendors for construction and operation of solar PV systems; (i) provide additional consulting services as requested by DISTRICT as may be mutually agreed upon.

2. **Term.** CONTRACTOR shall commence providing services under this AGREEMENT on

February 22, 2012, and will diligently perform as required and complete performance by February 21, 2013.

3. **Compensation.** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed Sixty Eight Thousand Dollars (\$68,000). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

(a) CONTRACTOR shall bill DISTRICT for his time at an hourly rate of \$220.00 as frequently as monthly, and DISTRICT shall pay CONTRACTOR for his billed time at this same hourly rate within 30 days of receiving each CONTRACTOR's invoice, up to the full amount of the Compensation fee in this AGREEMENT; (b) all of CONTRACTOR's time spent in provision of services specified in this AGREEMENT is billable at the \$220.00 hourly rate, including all travel time that may be required by DISTRICT in the provision of CONTRACTOR's services; (c) the Compensation fee specified above is based on an estimate of the time required to fulfill the services expected of CONTRACTOR by DISTRICT, which estimate may or may not turn out to be accurate due to factors outside CONTRACTOR's control; (d) should the DISTRICT desire CONTRACTOR to provide services that exceed the amount payable under the Compensation fee above, DISTRICT and CONTRACTOR may amend the Compensation amount in this AGREEMENT accordingly; (e) CONTRACTOR agrees to work professionally and diligently in the provision of his services.

4. **Expenses.** DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT, except as follows: DISTRICT shall pay for any reasonably incurred travel costs and expenses. All travel costs and expense shall be billed to DISTRICT with no mark up.

5. **Independent Contractor.** CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

6. **Materials.** CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT, except as follows:

CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in

accordance with generally and currently accepted principles and practices of his/her profession.

7. **Originality of Services.** CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.

8. **Copyright/Trademark/Patent.** CONTRACTOR understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT's express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

9. **Termination.** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or not later than three days after the day of mailing, whichever is sooner.

10. **Hold Harmless.** CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its governing board, officers, agents and employees from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above due to negligence by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents.

11. **Insurance.** Pursuant to Section 10, CONTRACTOR agrees to carry a comprehensive general and automobile liability insurance with limits of **One Million Dollars (\$1,000,000)** per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect CONTRACTOR and DISTRICT against liability or claims of liability which may arise out of this AGREEMENT. In addition, CONTRACTOR agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory." No later than **April 1, 2012** CONTRACTOR shall provide DISTRICT with certificates of insurance evidencing all coverage and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. CONTRACTOR agrees to name DISTRICT and its officers, agents and employees as additional insureds under said policy.

12. **Assignment.** The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

13. **Compliance With Applicable Laws.** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now and may in the future become applicable to CONTRACTOR, CONTRACTOR's business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

14. **Permits/Licenses.** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

15. **Employment With Public Agency.** CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

16. **Entire Agreement/Amendment.** This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

17. **Affirmative Action Employment.** CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, martial status, or sex of such persons.

18. **Non Waiver.** The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

19. **Notice.** All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:
4034 Irving Place
Culver City, CA 90232

CONTRACTOR:
1031 Ordway Street
Albany, CA 94706

20. **Severability.** If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

21. **Governing Law.** The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Los Angeles County, California.

THIS AGREEMENT IS ENTERED INTO THIS _____ DAY OF _____, 2012.

DISTRICT:

CONTRACTOR:

Culver City Unified School District

Clyde Murley

4034 Irving Place

1031 Ordway Street

Culver City, CA 90232

Albany, CA 94706

By: _____

Signature

By: _____



Signature

Typed Name

Clyde Murley

Typed Name

Title

Principal

Title

086-46-6320

Social Security or Taxpayer Identification Number

BOARD REPORT

3/13/12

14.3d

14.3d Approval of Contract between CulverCity Unified School District and Corinne Loskot Consulting, Inc.

The District has retained the services of Corinne Loskot Consulting, Inc. for consulting services and expertise in the area of state school facilities funding. Ms. Loskot will provide specialized consulting in facilities planning and State facilities funding for pursuit of optimal funding for modernization and/or expansion of existing school facilities.

RECOMMENDED MOTION: That the Board of Education approve the attached contract between Culver City Unified School District and Corinne Loskot Consulting, Inc.

Moved by:

Seconded by:

Vote:

AGREEMENT FOR CONSULTING SERVICES

This agreement by and between Corinne Loskot Consulting, Inc., herein referred to as CONSULTANT, and Culver City Unified School District, herein referred to as CLIENT, shall be effective August 10, 2011. CONSULTANT and CLIENT, for the consideration hereinafter named, agree as follows:

OBJECTIVE: The CLIENT seeks specialized consulting in facilities planning and State facilities funding for pursuit of the optimal State funding for modernization and/or expansion of existing schools, and other work as directed by the CLIENT.

SCOPE OF WORK: In general, at the direction of the CLIENT, the CONSULTANT shall complete the scope of work as stated in the proposal dated, March 6, 2012.

COMPENSATION: The services undertaken upon this authorization shall not exceed \$15,000, inclusive of reimbursable expenses. CLIENT shall pay the CONSULTANT in accordance with the following fees for all services rendered. CLIENT shall pay the CONSULTANT the amount of \$175 per hour for services as directed with the above referenced proposal as well as any agreed upon additional services rendered, plus reimbursement for reasonable out-of-pocket expenses, including travel for state agency meetings. CONSULTANT must obtain prior CLIENT approval for any conference attendance. The services are provided on a time and materials basis. This is not a fixed fee agreement for a specified scope of work. Monthly billings are based on the actual time and material expenses. Payment shall be made monthly. Payment of CONSULTANT'S invoice will be due upon receipt. Reimbursable expenses are those, which are reasonable and necessarily incurred by CONSULTANT in the interest of a CLIENT project, and inclusive of any authorized subconsultants. CONSULTANT shall require prior consent for travel to Sacramento.

DURATION OF AGREEMENT: This agreement may continue in force or as amended by mutual agreement. The hourly rate shall remain in effect through June 30, 2012.

TERMINATION: This agreement may be terminated by either party with seven (7) days written notice.

By executing this agreement, the parties below agree to the terms above.

Consultant Signature: *Corinne Loskot*
Corinne Loskot, President
Corinne Loskot Consulting, Inc.
21942 Via Del Lago, Trabuco Canyon CA 92679-3437
949.632.0055

Date: August 10, 2011

Client Signature: _____
Ms. Patricia Jaffe
Superintendent
Culver City Unified School District
4034 Irving Place
Culver City, CA 90232

Date: _____



March 6, 2012

Ms. Patricia Jaffe
Superintendent
Culver City Unified School District
4034 Irving Place
Culver City, CA 90232

**SUBJECT: CONSULTING AGREEMENT FOR 2011/2012 – SCHOOL FACILITIES
STATE FUNDING**

Dear Ms. Jaffe:

I am pleased to submit this proposal and agreement for consulting services for state school facilities funding.

This proposed agreement for fiscal year 2011/2012 would enable me to provide expertise to the Culver City Unified School District (District) for pursuit of state funding for school facilities planning, construction and/or modernization, as applicable to your program needs.

SCOPE OF WORK: Based on my understanding of the District needs, the scope of work will include the following services for state facilities funding programs for potential new construction and/or modernization, as directed by the District.

1. Analyze/update potential for state funding eligibility (baseline, annual adjustment, high school attendance area, etc.)
2. Prepare and process eligibility and forms
3. Preview eligibility documents with OPSC
4. Estimate state funding
5. Develop any alternative strategies for state funding
6. Guide District and team in optimal state funding approach
7. Draft state funding estimate for project(s)
8. Adjust forms in response to agency comments
9. Provide guidance on projects to optimize current and future funding opportunities and space interpretation by CDE and OPSC
10. Ensure compliance with Title 5 and other regulations required for State funding
11. Preview floor and site plans prior to architect's submittal to DSA
12. Coordinate approval by California Department of Education the Office of Public School Construction
13. Any other work as mutually agreed upon

My twenty years of planning experience have centered on public school facilities development and hundreds of millions in State funding for many school districts. Please review my qualifications at www.corineloskot.com.

FEE: I suggest a not-to-exceed authorization level of \$15,000 for 2011/2012.

Thank you very much for the opportunity to present this proposal. To accept my agreement, please sign and send one agreement to me. Please retain one signed agreement for your records. Please do not hesitate to contact me at 949.632.0055 for any additional information. I look forward to continuing to work with you and your team to secure maximum State funding for facilities improvements at Culver City Unified School District.

Sincerely,

Corinne Loskot

Corinne Loskot
President, Corinne Loskot Consulting, Inc.

BOARD REPORT

15.1 Board Policy 1240 in Relationship to Board Bylaw 9310

During the Board meeting on Tuesday, February 28 a revision to Board Policy 1240—Volunteer Assistance was introduced. Although Board Policy 1240—Volunteer Assistance was not agendized, the amendments to this board policy were presented under Board Business. Several members of the Board had not seen the proposed revisions to the policy before it was introduced.

Board Bylaw 9310 establishes a “policy development process” with clearly delineated steps. Under Board Bylaw 9310, the Board of Education must identify the need for adoption or revision of a policy. After the Board has determined a need, then the Superintendent or designee “shall gather fiscal and other data, staff and public input, related district policies, sample policies from other organization or agencies, and other useful information to fully inform the Board about the issue.” Once these steps have been taken, the Board of Education can proceed to amend an existing policy based on how the proposed policy “may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy’s impact on governance and operational efficiency.”

The Board of Education realizes that Board Policy 1240—Volunteer Assistance is important to the community, but wants to ensure that Board Bylaws are followed and that the Board has all of the necessary information to draft a new Board policy or amend an existing policy to address the needs of all stakeholders.

Board Members will confirm a proposed date of April 10, 2012 to hold a Special Board Workshop Study Session to review and discuss Board Bylaw 9310 as it pertains to Board Policies.

Community Relations

VOLUNTEER ASSISTANCE

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to serve as mentors providing support and motivation to students.

(cf. 1000 - Concepts and Roles)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents, guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures to protect the safety of students and adults. All volunteers, including those that accompany staff and students on field trips must follow the procedures. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal checks (livescan request). In addition, the Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs and practices, and an orientation and other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that utilize their skills and expertise and maximize their contribution to the educational program.

Beginning July 1, 2010, any volunteer who supervises, directs, or coaches a student activity program shall be required to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer non-teaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021. (Education Code 49024)

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021).

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3515.2 - Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

(cf. 1150-Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

Legal Reference:

EDUCATION CODE

8482-8484.6 After School Education and Safety program

8484.7-8484.9 21st Century Community Learning Center program

35021 Volunteer aides

35021.1 Automated records check

35021.3 Registry of volunteers for before/after school programs

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814 – 44815 Supervision of students during lunch and other nutrition periods.

45125 Fingerprinting requirements

45340-45349 Instructional Aides

45360 - 45367 Teacher aides

49024 Activity Supervisor Clearance Certificate

49406 Examination for tuberculosis

GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information regarding sex offenders

290.95 Disclosure by person required to register as sex offender

CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteer in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I Programs

Policy

adopted: April 1, 1997

Policy

revised: April 8, 2003

Policy

Revised: April 27, 2010

CULVER CITY UNIFIED SCHOOL DISTRICT
Culver City, California

Bylaws of the Board**BB 9310 (a)****BOARD POLICIES**

The Governing Board shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law and consistent with the district's collective bargaining agreements.

(cf. 0000 – Vision)
(cf. 0100 – Philosophy)
(cf. 9000 – Role of the Board)

The Board recognizes the importance of maintaining a policy that is up to date and reflects the mandates of law. Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

(cf. 9320 – Meetings and Notices)
(cf. 9322 – Agendas/Meeting Materials)

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

(cf. 5116.1 – Intradistrict Open Enrollment)
(cf. 6145 – Extracurricular and Cocurricular Activities)

Policy Development and Adoption Process**The district's policy development process shall include the following basic steps:**

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision or goals, educational research or trends, or a change in the superintendency or Board membership. The need may also occur as a result of an incident that has arisen in the district or a recommendation or request from staff or other interested persons.
2. As needed, the Superintendent or designee shall gather fiscal and other data, staff and public input, related district policies, sample policies from other organizations or agencies, and other useful information to fully inform the Board about the issue.

(cf. 1220 – Citizen Advisory Committees)

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Bylaws of the Board

BB 9310 (b)

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3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, how the proposed policy may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy's impact on governance and operational efficiency.

4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.

5. The Superintendent or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

(cf. 9323 – Meeting Conduct)

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

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(cf. 9322 – Agenda/Meeting Materials)
(cf. 9323.2 – Actions by the Board)

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

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Board Bylaws

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The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)

Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to

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Bylaws of the Board

BB 9310 (c)

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promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other necessary provisions. The Superintendent or designee also may develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

When Board policies are amended, the Superintendent or designee shall review corresponding regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve regulations for the purpose of ensuring conformity with the intent of Board policy.

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Monitoring and Evaluation

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At the time a policy is adopted, the Board and Superintendent or designee shall determine whether an evaluation of the policy should be scheduled and, if so, shall agree upon a timeline and measures for evaluating the effectiveness of the policy in achieving its purpose.

(cf. 0500 – Accountability)

Access to Policies

-

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. A public copy of the policy manual shall be maintained at the district central office and at each school site. These copies shall be maintained either electronically or by paper copy.

(cf. 1113 – District and School Web Sites)

(cf. 1340 – Access to District Records)

As necessary, the Superintendent or designee shall notify staff, parents/guardians, students and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue.

(cf. 1112 – Media Relations)

(cf. 4112.9/4212.9/4312.9 – Employee Notifications)

(cf. 5145.6 – Parental Notifications)

(cf. 6020 – Parent Involvement)

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Bylaws of the Board

BB 9310 (d)

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Suspension of Policies

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No Board Policy, Bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy. The Superintendent shall notify the Board if corrective action needs to be taken.

(cf. 2210 – Administrative Leeway in Absence of Governing Board Policy)

Legal Reference:

EDUCATION CODE

- 35010 Control of district; prescription and enforcement of rules
- 35160 Authority of governing boards
- 35160.5 Annual review of school district policies
- 35163 Official actions, minutes and journal
- 35164 Vote requirements

Management Resources:

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CSBA PUBLICATIONS

Targeting Student Learning: The School Board's Role as Policymaker, 2005

Maximizing School Board Leadership: Policy, 1996

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WEB SITES

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online TM), Policy Audit Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: <http://www.csba.org/ps>

National School Boards Association: <http://www.nsba.org>

Bylaw

adopted: July 29, 1997

Revised: January 18, 2005

Revised: November 28, 2006

CULVER CITY UNIFIED SCHOOL DISTRICT

Culver City, California

BOARD REPORT

15.2 Board Goals and Objectives Update

At the request of Board member Patricia G. Siever, the Superintendent will provide an update on the implementation of the Board's 2011-2012 goals and objectives.

**Culver City Unified School District
BOARD OF EDUCATION**

“Lifelong learning...filling the future with options”

MISSION STATEMENT

The Mission of the Culver City Unified School District, a diverse haven of excellence, is to ensure that each student possesses the academic and personal skills necessary to achieve his/her highest potential as a valued, responsible member of society by providing challenging, personalized educational experiences in a safe, nurturing environment and by fostering a passion for teaching and learning with committed parent and community involvement.

DISTRICT'S CORE BELIEFS

Each person deserves to be safe

Everyone deserves to be treated with respect

Honoring diversity makes us stronger

Peace is worth pursuing

The quality of life is determined by the harmony among emotional, physical, spiritual and intellectual pursuits

Everyone has a right to a belief system

Aesthetics is essential to life

We are responsible for ourselves and accountable to each other

Individuals have the right to express their views, opinions, and thoughts

The sense of family and belonging is integral to our lives

Everyone has the right to preserve his/her dignity

Each person has the capacity for goodness

**Annual Goals and Objectives
and
Implementation
2011-2012**

Until amended, the Culver City Board of Education will operate with the following goals:

Budget and Resource Development

- Explore, strengthen and utilize all potential revenue streams
- Coordinate District-wide expertise in the writing, acquisition and implementation of Federal, State and private grants
- Monitor and adjust budget priorities to maintain fiscal stability in response to the ongoing severe State/Federal education funding cuts.

Implementation

- Set budget priorities with input from all stakeholders by:
 - Measure EE Parcel Tax: Citizens' Oversight Committee
 - Formation of the Community Budget Advisory Committee (CBAC): By October, 2011:
Organizational meeting held: January 19, 2012
 - Hold community budget workshops: Begin in February 2012
- Provide training in effective leadership, site planning, and financial and resource management to school site councils:
 - Training was provided in Fall, 2011.

- Maintain the efficiency of business and financial operations by filling the vacant position of Director of Fiscal Services:
 - Position has been filled.
- Pursue resources to augment and support the instructional programs by collaborating with representatives from our supporting foundations, grant writers from West LA College, and community businesses:
 - Grant writing workshop held for PTA on 1/21/12.
 - Meetings held with Mark Pracher from WLA.
 - WLA Physics Professor Elizabeth Bell is collaborating with CCUSD teacher, Alex Davis, and the robotics team.
 - Support from foundations and other support groups such as Culver City Education Foundation, PTA and Booster Clubs, Sony, Fineshriber Foundation, Collins Foundation, Westfield, Rotary Club, Lions Club, Exchange Club, Music Center, etc. enable us to continue providing services such as professional development, classroom/technological materials, music, art, dance, film programs for students, academic support, etc.
- Begin capital projects to enhance CCUSD revenue stream:
 - Athletic Fields:
 - Environmental Soil Tests have been completed.
 - Architect has submitted plans to DSA for plan check..
 - Elevators:
 - Elevator application plan has been filed with DSA for approval. It takes approximately six months for a plan check and approval.
 - Solar:
 - CSI Application has been accepted.
 - CCUSD was not a recipient of the AQMD grant.
 - Solar consultant and a committee will interview three vendors that responded to RFP.
 - Robert Frost Auditorium:
 - CCUSD parent contacted Environmental Protection Agency (EPA) regarding concerns about asbestos and an asbestos management plan (ASHERA) that was supposed to be completed in 1988. This report should have been retained at the district and at each school site.
 - ✓ CCUSD cannot find the 1988 report. State indicates that the report at the state level has either been destroyed or it is archived.
 - Our records indicate that in 1984 asbestos in Robert Frost Auditorium was removed.
 - Other documents indicate that asbestos abatement was completed for all sites during modernization.
 - An asbestos management report (ASHERA) was completed in 2008, and has been conducted every 3 years, as is required.
 - CCUSD is in contact with the EPA representative on an ongoing basis regarding this issue.
 - Due to this report to the EPA and follow-up conversations with the EPA representative and the EPA attorney, the Robert Frost Auditorium project will be delayed.

Students and Student Success

- Utilize information provided by administrative staff regarding student achievement data and the gap in achievement between various student populations to determine an appropriate course of action for teaching and learning.
- Expand options for Career-Technical education pathways for students in all secondary schools, including the continuation high school and adult school.

Implementation

- Professional Development Administration: August 2-4, 2011
 - Strategic Plan for Educational Services
 - Data Analysis
 - Working with Difficult People
 - Special Education
- Professional Development: August 31-September 2
 - K-5: Aim to Grow Your Brain; Science Concepts; EnVision Math; CST Data Analysis
 - CCMS: Data Analysis; Department and Team Meetings; Successmaker Training; Step Up to Writing
 - CCHS/CPHS/Independent Study: Data Analysis; Collaboration Meetings led by Administration and Teachers; Department Meetings
 - Special Education Professional Development
- Professional Development: Elementary Grade Level 2011-2012
 - We Tell Stories (Arts for All)
 - EnVision Math
 - UCLA Science
 - Training in supplemental ELD materials
 - ELA/Math Common Core Standards
- Professional Development for Administrators and Board: Facilitation Skills for Chaotic Times
- Provide release time for teachers to work together to analyze data and Galileo benchmark assessments:
 - Staff meetings
 - Minimum Wednesdays, release days provided
 - Grade level data analysis with principals, substitutes provided
- Conduct an "Academic Audit" to review instructional program, practices, curriculum and supportive materials for evidence of effectiveness in improving student achievement and closing the achievement gap:
 - September, 2011-June, 2012
 - Areas of success will be celebrated
 - Areas of concern will be addressed by Superintendent and Assistant Superintendent—
Educational Services
- Continue to update and revise the CCUSD Local Education Academic (LEA) Plan, the Title III Plan, English Language Learner Academic Plan, the Educational Services Strategic Plan to ensure high expectations, alignment to standards and appropriate instructional modifications for all students including, English Language Learners and students with special needs:
 - LEA Plan has been updated and will continue to be updated.
 - Educational Services Strategic Plan is in progress; action plan will be completed by June 2012.
- Update the school site improvement plans to ensure they are consistent with the LEA plan: September-October, 2011: Completed and Board Approved
- Work with the Regional Occupational Program (ROP) to expand the options in Career-Technical education for all secondary students

- Continue to develop a Response to Intervention (RTi) model at every school site: September 2011-June 2012
 - RTi models have been developed at every school site.
- Grant received from Department of Mental Health to implement Olweus in CCUSD schools

Learning/Academics

- Strengthen the English Language Learner programs using the dynamics of the cohort system (parents, students and teachers), and focus on English Language Learner pedagogies and methodologies
- Provide professional development for faculty and staff such as data analysis, including disaggregating data, Galileo benchmark assessments (K-12), differentiated instruction, small group reading instruction and cognitively guided instruction in math, intervention programs, and the utilization of grade level pacing guides that address standards-based instruction

Implementation

- Professional Development to address best practices and methodologies and support for administrators and teachers focused on English Language Learners: September, 2011-June, 2012
 - Carole Ferraud has provided Professional Development for staff and principals through workshops and on site visitations.
 - Pam Barrett has provided in class modeling for teachers and principals using Open Court to explicitly teach SDAIE and high engagement strategies.
- English Language Learner Specialists (3) work at each site with staff ,students and parents: Ongoing
- Identify English Language Learners, including Long Term English Language Learners: August, 2011-June, 2012
 - Teachers and principals have identified these students and monitor their progress on a regular basis
- Provide release time for teachers to work together to analyze data, Galileo benchmark assessments and California English Learner Development Test (CELDT)
 - Grade level teams at the elementary level have been given release time to meet with the principal to analyze data and to see what standards need to be re-taught, and which students need more support on certain standards.
 - Secondary teams and grade levels meet during collaboration time to analyze data and to see what standards need to be re-taught, and which students need more support on certain standards.
- Provide intervention programs such as Successmaker, and Odyssey 2010-2012
 - Successmaker is being used at all elementary schools and CCMS.
 - Odyssey was implemented this summer at CCHS in the area of math. CCHS has purchased this program for other academic areas to provide intervention support. Culver Park will also use this program.
- Provide specially designed English Language Development (ELD) classes to focus on the unique needs of English Language Learners and Long Term English Learners, including academic language and writing: September, 2011-June, 2012;;
 - CCMS and CCHS have ELD classes to address the needs of these students.
 - CCHS has after school intervention classes for ELD students in CAHSEE preparation.
 - Elementary teachers use ELD curriculum for 30 minutes per day to address the needs of the ELD students.
 - Bi-lingual aides are provided to work with small groups.
- Continue to update and revise the CCUSD Local Education Academic (LEA) Plan, the Title III Plan, English Language Learner Academic Plan, the Educational Services Strategic Plan to ensure high expectations, alignment to standards and appropriate instructional modifications for all students including, English Language Learners and students with special needs: Quarterly for Title III Plan

- Continue parent education programs for the parents of English Language Learners: October, 2011-May, 2012
 - All English Language Advisory Committee (ELAC) and District English Language Advisory Committee (DELAC) meetings are held on a regular basis
 - Under the direction of all ELD specialists, parent education classes are provided at all school sites.
- English Language Learners are knowledgeable about the purposes of the CELDT and implications of their CELDT scores. They know what they need to do in order to reach reclassification criteria: August-September 2011
 - Teachers and others who are administering the CELDT test explain to each student the reason for the test and how the results of the test affect each student's placement in classes.
- Report annually to English Learner parents on their child's status on state testing, benchmark assessments and CELDT scores:
 - English Learner parents are informed of results at: parent conferences, ELAC, DELAC meetings.
 - A presentation regarding the CELDT test is offered to all ELD parents.

Staff/Personnel Quality

- Acknowledge and recognize, annually, faculty, staff and administrators who have demonstrated their commitment to the welfare of our District and students.
- Continue to recruit and retain certificated and classified staff who are committed to the concept that all students can learn.

Implementation

- Continue to recruit and select the most highly qualified personnel to support teaching and learning by using EdJoin, EdCal, Career Opportunity Sites: Ongoing
- Continue BTSA Induction Program: August, 2011-June, 2014
 - BTSA coordinator and support providers meet with BTSA candidates on a weekly basis
 - BTSA coordinator and support providers conduct monthly professional development for BTSA candidates
 - BTSA coordinator is working with the Beverly Hills BTSA coordinator on the BTSA review that will take place in the spring.
- Continue to have a framework for sound hiring and interviewing practices in place: Ongoing
- Continue to uphold the professional standards for all employees through the evaluation process: Ongoing
- Recognize and publicize the achievement and accomplishments of CCUSD faculty and staff through media such as the CCUSD Website, school newsletters, newspapers, *Culver Currents* and *Culver Currents in Print*, Internet sites: Ongoing
- Continue to work with the Culver City Education Foundation, Sony Pictures Entertainment and the Rotary Club to recognize the certificated and classified employees of the year: Ongoing
- Administrative Training Program:
 - Three sessions have been held on the following topics: Evaluation, Discipline and Budget.
- Work collaboratively with employee bargaining units to address students and student achievement.
- Human Resources staff with district support has established a wellness program for employees
 - Zumba classes will be provided for all interested district employees

Community Relationships/Partnerships

- Continue to strengthen the Board's relationship with the City Council which will allow both bodies to work collaboratively on shared/mutual interests.
- Explore and continue to build relationships with Culver City Businesses and the Art Community, to create innovative programs and opportunities for student who want to pursue vocational/workforce training.

Implementation

- Continue to meet with community leaders, fire and police chiefs, Chamber of Commerce, City Council, City Manager and other key City directors and employees: Ongoing
- Establish regular meetings with key City officials, including the CCUSD Board of Education and the City Council: Establish quarterly meetings
 - City has indicated that they will set up meetings after the April election
- Update Joint Use Agreement between Culver City Unified School District and the City of Culver City: June, 2011-June 2012
 - City has indicated that they will set up meetings after the April election
- Continue to meet with representatives of Sony, Arts for All, Arts Planning Committee, Music Center: Ongoing
- Increase opportunities to promote the district image and advocate for the district within the community by attending community events and meetings: Ongoing
- Continue to have a positive working relationship with the media by maintaining open, clear and consistent communication: Ongoing
- Community Advisory Groups: Environmental Sustainability Committee; ACE-Community.
- Facilitate understanding and ownership of our vision, mission and purpose as an organization dedicated to providing the best education for all children: Be visible at schools; Coffee and Chat with PTA and Booster Clubs: September, 2011-June, 2012; attend Council PTA meetings; attend other school/community meetings

System (Institutional) Effectiveness

- The Board's Annual Goals and Objectives go into effect (operative) at the beginning of each fiscal year, in July.

Implementation

- April: Board approves the draft of its Annual Board Goals and Objectives for the next (subsequent) fiscal year
- May: Board approves its Annual Goals and Objectives for the next (subsequent) fiscal year
- June: Board report regarding the progress of the Board's current year's Goals and Objectives
- July: The Board's annual Goals and Objectives for the new fiscal year are operative.